

## **Age & Opportunity**

### **HR Manager**

<b>Position:</b>	<b>Full-time, 37.5 hours per week (flexi-time)</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Salary:</b>	<b>Circa €50,000</b>
<b>Reporting to:</b>	<b>CEO</b>
<b>Location:</b>	<b>This role is based at our offices in Marino Institute of Education, Griffith Avenue, Dublin 9, with hybrid working arrangements.</b>

#### **Background**

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development. Our mission is to enable the best quality of life for us all as we age. Our vision is of an Ireland where all older people can be more active, more visible, more creative, more connected, more confident, more often.

We have an opportunity for an experienced HR Manager with overall responsibility for leading strategic direction and managing the operation of our HR function. Working closely with our CEO and the Senior Management Team, the HR Manager will lead on all areas of our HR function including organisation development, change management, learning and development, recruitment and induction, employee relations, payroll, HR operations and employee engagement.

#### **Job Description**

##### **Tasks and Responsibilities:**

- Work closely with the CEO to develop, lead and deliver a HR Strategy relevant to the changing needs of the organisation.
- Proactively act as a member of the Senior Management Team, supporting the implementation of the organisation's strategy.
- Support the CEO in ensuring that sufficient staffing resources at appropriate levels are available in order to meet Business Plan KPIs.
- Support organisation change initiatives to enable strategy implementation.
- Provide leadership on best practices in people management and development and identify opportunities for continuous improvement.
- Enhance and develop a culture that values diversity and respect in the workplace.
- Maintain professional standards in relation to confidentiality and ethics, and promote equality, diversity and inclusion in employment practices.

- Develop and implement policies, procedures and guidelines essential for the efficient operation of the organisation in line with funder and legislative requirements and best practice, in conjunction with the CEO and other relevant SMT members.
- Monitor legislative developments and changes and ensure policies and procedures reflect such changes.
- Lead the recruitment, selection and induction of employees, volunteers and interns across the organisation (including Garda vetting and reference checking).
- Lead the process for selection of independent contractors across the organisation.
- Lead employee engagement initiatives and develop and execute action plans to address any identified areas for improvement.
- Implement appropriate work life balance arrangements.
- Oversee the organisation's Employee Assistance Programme.
- Manage employee relations and performance issues, and provide guidance and support to SMT members and employees as needed.
- Managing all industrial relations matters including negotiating with trade unions.
- Develop an annual employee training plan, which identifies and builds capacity across the organisation and promotes effective delegation, coaching and mentoring.
- Develop a HR IT system that is fit for purpose and meets the needs of the organisation on an ongoing basis.
- Utilise and manage the HR IT system to record and provide accurate information on attendance and all types of leave, training and recruitment and maximise potential of the system in providing reports on KPIs as required by the CEO.
- Monitor and manage sick leave and other absences on an ongoing basis.
- Manage the completion and transfer of the monthly data for payroll purposes.
- Ensure that all HR and employment statutory and governance requirements of the organisation are met across all areas of the organisation.
- Maintain own knowledge of relevant funder SLA requirements, regulations and legislation and pursue continuous professional development in order to develop management expertise and professional knowledge.
- Provide general support to the CEO and the organisation's Committees and Board when requested by the CEO.

### **General**

- Actively participate in SMT meetings and contribute to the development of policy and practice within your area of work and within Age & Opportunity and to the development and support of other initiatives within the organisation.
- Ensure the highest quality reporting and accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
- Make decisions, solve problems and complete tasks in a timely manner and engage with others regarding decisions that have implications for them, making sure the team knows how to action them and that the required supports are available to enable successful delivery.
- Make appropriate use of technology to advance quality and efficiency.
- Follow the policies and procedures outlined in Age & Opportunity's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement and ensure that all employees are aware of these.
- Commit to the purpose of and work within the values of the organisation.

- Participate in regular supervision with the CEO. Identify personal training needs with the CEO and participate in training opportunities appropriate to the role.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Promote and represent Age & Opportunity on external committees and at events as requested by the CEO.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for expenditure and ensure the appropriate coding of expenses.
- Provide written reports as per deadlines requested.
- Undertake any other tasks as will from time to time be requested.

## **Person Specification**

This person specification sets out the various criteria which are essential for the post and by which we will assess your application.

### **Education**

Applicants must possess the following:

- A third-level post graduate qualification (level 8) in Human Resources Management (or equivalent discipline).
- CIPD qualification.
- Applicants must also be able to demonstrate evidence of continuing professional development.

### **Experience**

- Ideally 5 years' experience in a similar managerial role in a progressive HR environment, with experience in all key areas of the HR function.
- Knowledge and experience of implementing and operating an IT based HR system.
- In-depth knowledge of the legislative and regulatory requirements relating to employment.
- Significant experience of high quality professional report writing.
- Project management experience.

### **Skills and Competencies**

- Demonstrated leadership, management, negotiation and conflict resolution skills.
- Capable of strategic, analytical and creative thinking and an ability to analyse information quickly and communicate in a concise and articulate manner.
- The ability to provide advice and support to SMT members in relation to HR matters in an environment of change.
- Excellent planning, organisation, project management and communication skills with ability to work flexibly with a range of colleagues and third parties.
- Excellent IT skills; proficiency in Microsoft office systems.
- A self-starter, with high productivity, a track record of delivery, and able to work to tight deadlines when required.

## Remuneration and Benefits

Age & Opportunity offers the following benefits in addition to salary:

- Excellent working conditions in our Dublin office with a hybrid working model in place, facilitating flexible working arrangements.
- An 8% employer's contribution to pension (subject to a minimum 4% employee contribution).
- Annual leave of 24 days plus two gift days (Good Friday and Christmas Eve).
- Paid Maternity / Adoptive leave after 12 months' service.
- Employee Assistance and Wellbeing programme.
- Opportunity to avail of continuous professional development training specific to the role as deemed appropriate.
- Travel (bike to work scheme, tax saver commuter tickets).
- Free on-site parking.

The complete list of benefits will be made available to the candidate offered the role.

### To apply:

Please send your CV and cover letter outlining how you match the above criteria by email to Karen Horgan CEO, at [jobs@ageandopportunity.ie](mailto:jobs@ageandopportunity.ie).

All applicants from countries outside the E.U. are required to provide relevant work authorisation to take up employment in Republic of Ireland. This must be submitted as part of the application process with your CV and cover letter.

Shortlisting will apply based on the criteria outlined above.

The deadline for receipt of applications is Thursday the 7<sup>th</sup> of September 2023 at 5pm.

Interviews will be held in Dublin during the month of September.

Age & Opportunity is an equal opportunities employer.



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SPORT IRELAND

