



Human Resources Manager (Part time 22.5 hours), UCD Foundation

UCD Foundation works to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. To support the work of the Development and Alumni Relations Office (DARO) teams and to contribute to its ongoing growth and development, UCD Foundation is seeking to recruit an experienced professional for a human resources manager position.

Role Purpose:

- As a human resources manager, you will oversee the important HR decisions within the Foundation regarding aspects such as recruitment and selection, employee relations, staff training and development, and general people management issues.
- Additionally, you will monitor the HR activities practical efficiency and formulate strategies to improve it.
- The role requires the suitable candidate to possess significant line HR experience, with extensive technical knowledge about the human resources field.

Key Duties and Responsibilities

Staffing & Recruiting

- Maintain the work structure by updating job requirements and job descriptions for all positions
- Support the organisation's staff by establishing screening and interviewing processes
- Counsel hiring managers on candidate selection
- Conduct and analyse exit interviews and make actionable recommendations based on data

Compensation & Benefits Administration

- Monitor and develop the employee benefits package for the Foundation
- Use HR software to streamline payroll and employee benefits administration
- Prepare payroll budgets and implement pay structure revisions
- Help form attractive employee compensation and benefits program

Employment Law & Regulations

- Ensure compliance by monitoring and implementing applicable employment law requirements
- Represent the organisation at third party hearings when necessary
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures
- Retain historical human resource records by designing a filing and retrieval system and keeping past and current records
- Drive a 'fit for purpose' employee relations environment

Training & Development

- Manage and enhance the performance appraisal system that drives effective development
- Assess training needs to apply and monitor training programs within the Foundation
- Design training programs based on practical methods that include new learning technologies and training facilitators



- Arrange seminars, workshops, and conferences based on the Foundation's needs
- Organise a comprehensive new employee orientation and engage new staff onboarding
- Plan training sessions for sensitive subjects such as diversity and sexual harassment

Employee Wellness & Safety

- Nurture a positive working environment
- Implement workplace safety procedures and execute best practices to manage risk
- Schedule and conduct job evaluations and take action to improve employee's experience
- Bridge management and employee relations by addressing demands, grievances, or other issues

Minimum Requirements:

Education & Experience

- Bachelor's degree in Human Resources Management, Business Administration, or similar field
- 4+ years of experience driving results in the human resources field
- 4+ years of experience in employee relations and compliance
- 4+ years of experience in compensation and employee benefit programs administration
- CIPD membership preferred
- Demonstrable experience with human resources metrics and knowledge of HR systems and databases
- Ability to develop and manage interpersonal relationships at all levels of the company

Knowledge, Skills and Abilities

- Strong MS Office skills.
- Excellent organisational and administration skills.
- Excellent customer service and communication skills.
- Ability to work successfully in a constantly evolving setting – responding positively to working under pressure, prioritising and multitasking.
- Collaborative team – player.

What You Can Expect from Us

UCD Foundation is excited to be adding this role to our team. You can expect the opportunity to develop and thrive in a positive and collaborative work environment where each team member's contribution is valued and acknowledged.

An attractive remuneration and benefits package will be offered to the successful candidate.

Additional details/ Application process

The contract for a Human Resources Manager is initially for three years, subject to a satisfactory probationary period. The successful candidate will be subject to a probationary period of six months.

To apply, send a cover letter and CV to Michelle Crowe, michelle.crowe@ucdfoundation.ie with the subject line 'Application: HR Manager' before 5pm on Thursday, 24th November 2022.

Further information on the work we do can be found on the following website:

www.ucdfoundation.ie