



Job Description

- Title:** Human Resource (HR) Executive
- Reporting to:** Human Resource (HR) Manager
- Job Purpose:** To provide support across the HR function and ensure that best practice HR methods are adopted at all times in line with the RDS's strategic objectives

Key Responsibilities

1. Assist the HR Manager with the Recruitment and Selection process - updating/drafting of job descriptions, posting job adverts, screening applications, scheduling and organising interviews. Preparing offer letters/contracts, conducting reference and Garda Vetting checks, organising pre-employment medicals, induction programme and preparing induction packs. Input into resource planning for the Society.
2. Handle resource requirements for temporary, work experience and CE work scheme from job requisition through to completion of induction and handover to Department Manager.
3. Training and Development – compiling training needs identified through Performance Reviews. Sourcing and organising group and individual training courses as directed. Handling Further Education requests and compliance health and safety training ensuring value for money.
4. Staff/Manager Support and Employee Relations – answering queries and advising on HR policies and best practice guidelines. Actively assisting staff/managers in resolving issues and where appropriate referring and/or escalating to the HR Manager.
5. Responsible for the co-ordination of the Garda Vetting process for new recruits, existing staff and for events such as the Annual Dublin Horse show and Science Blast.
6. HR administration such as starters/leavers checklists, ad hoc CV's, probationary periods, various leave applications, updating staff numbers, performance management forms, business cards, bike to work and travel pass scheme etc.
7. Raising Purchase Orders and updating HR budget where necessary ensuring HR Manager is kept abreast of any potential issues.
8. Assisting the HR Manager with Pension Scheme administration.
9. Housekeeping for HR files and documentation (hard and soft) in line with the HR Retention Policy ensuring compliance with data protection legislation.
10. Providing support to staff/supervisors for Silverlight Time Management System (TMS), troubleshooting to resolve any issues with the assistance of the Service provider.
11. Maintaining the TMS as a HR system ensuring all information input is accurate. Become a superuser and assist in developing the system to maximise its potential e.g. reporting tools etc. Monitor e-alerts and compliance with WTA legislation.

12. Annual Dublin Horse Show responsibilities will be assigned annually by the HR Manager.
13. Participate in any other RDS projects, events or activities as assigned by the Manager and/or Chief Executive.

Person Specification

Personal Attributes:

- Proactive, highly organised conscientious individual with excellent attention to detail;
- Self-motivated with a proven ability to work under pressure and deliver to tight deadlines;
- Approachable, people orientated person, flexible, discreet and tactful;
- A confident team player who is also well capable of working independently and on his/her own initiative.

Qualifications:

- Degree or diploma level qualification in relevant discipline e.g. Human Resource Management or Business with a HR focus;
- CIPD affiliated.

Experience:

- 3 years + HR generalist/executive experience;
- Experience in social media recruitment i.e. LinkedIn etc advantageous.

Skills:

- Strong time management, organisational and multi-tasking skills;
- Excellent administration skills;
- Excellent communication and interpersonal skills;
- Strong customer service, influencing and negotiating skills;
- High level of computer proficiency (Microsoft Office Suite).