



Job Role Specification:

The Role: HR Manager

Role Summary:

The role of the HR Manager is to provide and ensure high-quality management and support in the area of Human Resources across Ana Liffey. As an experienced HR professional, the role will provide guidance and operational oversight of all HR areas including recruitment, induction, staff handbook, all HR policies and procedures, staff performance management and staff development plans. The role will develop and implement Ana Liffey's People and Culture strategy.

The HR Manager will directly line manage a small team of HR, Quality, and Data specialists. As such, the role is responsible for project management of high-quality HR, Quality and Data initiatives

Reports to: The HR Manager will report directly to the CEO, will be a key member of the Ana Liffey Senior Management Team (SMT) and support the CEO in reporting to the HR & Governance Board sub- committee.

Role responsibilities (include, but not limited to):

The following outlines some of the key responsibilities of the role, and these may be expanded or refined from time -to- time to meet the business needs of the organisation:

HR

- Develop and implement HR strategies and initiatives aligned with the overall Ana Liffey vision and strategic direction.
- Lead a team of people working on HR, quality and data roles.
- Oversee a team to deliver the day-to-day HR function to support the organisation' needs.
- Develop, update and implement policies and procedures in line with changes in legislation and best practice in engaging in collective bargaining for resolution of any issues.
- Ensure consistency in the implementation of and compliance with HR policies and procedures across the organisation.
- Develop an effective recruitment, staff retention and succession planning programme to meet the future needs of the organisation.
- Oversee the recruitment and induction processes of new staff, in collaboration with the relevant line manager.

- Lead employee relations issues in line with HR policies and legislation and advise Managers on IR/HR issues.
- Introduce a learning and development strategy for all staff and train all line managers in its implementation.
- Provide details of new starters and finishers to the finance and facilities team.
- As part of the SMT, identify and support implementation of the core roles, responsibilities, competencies as well as training and developmental needs for management and staff across the organisation.
- Ensure the development of an appropriate and effective performance management programme, and reporting system to deliver high performance working teams across the organisation.
- Oversight of Garda Vetting process.
- Oversee the maintenance of personnel files for staff, students and volunteers via the ALDP software system HR Locker.

General

- Responsibility for Health & Safety as it relates to employment law.
- Report Health & Safety matters to the senior management team members, relating to their respective responsibilities, as they arise.
- As a key member of the SMT, contribute to developing strategic plans, annual operation plans, Board reports and provide confidential executive support to the SMT & CEO.
- Oversee the monthly preparation of payroll and liaise with Ana Liffey's Finance Manager and CEO to ensure payroll processes are completed.

Person Requirements:

- Relevant third level qualification in Human Resources. (Essential)
- Minimum 3 years' experience, in a senior HR role. (Desirable)
- Knowledge of health and safety legislation. (Essential)
- Excellent IT/IS skills and working knowledge of Microsoft outlook, word, excel, HR software and database experience. (Essential)
- A candidate for and any person holding this position must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. (Essential)

Knowledge, skills & competencies:

- Self-motivated person who is committed to ALDP vision and ethos of 'Low Threshold-Harm Reduction.'
- Experience in people management/leadership
- Prior experience in employee relations, industrial relations and strong experience in

dealing with unions.

- Ability to meet deadlines.
- Have experience managing and achieving targets in Human Resource management.
- Proven staff management experience, including support and performance management of teams.
- In depth knowledge of employment legislation and general data protection regulation (IE & EU)
- Able to maintain the highest standards of confidentiality, discretion, and respect.
- High-level communication skills both written and verbal
- Prior experience of working with and developing policies and procedures and understanding and knowledge of auditing compliance to these
- Excellent communication skills, with experience in presenting information to a variety of stakeholders (internally and externally)
- Ability to network and negotiate effectively with individuals and groups, within Ana Liffey and outside.
- Ability and willingness to work across multiple locations as required by ALDP.

Working Base:

The base location for this role will be in one of the established ALDP buildings in Dublin. The HR manager will be expected to travel to ALDP site locations across Dublin city and county and across the Midwest for in person meetings and to regularly engage with other senior management team members.

Regarding requests for remote working, Ana Liffey works in line with the Work Life Balance and Miscellaneous Provisions Act 2023.

Avoiding and managing aggression and violence:

Whilst the organisation takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that you will experience aggression in the work place from the people who use our services and there is a risk that you may be verbally or physically assaulted. You will receive training in how to avoid and manage these situations. However, in the unfortunate event of an assault taking place, the organisation will provide appropriate support to assist you to overcome this.



Terms:

HOURS: 35 hours per week Monday – Friday 9.30am -
5.30pm. SALARY: € 56,971

CONTRACT: Contract of indefinite period.

Benefits:

As set out in contract.

Note: All other terms and conditions are as set out in the contract of employment.