

Shine: Human Resources Administrator **(<https://www.activelink.ie/node/116488>)**



Job title: Human Resources Administrator

Reporting: Head of Operations

Contract: Full-time: Initially for a 2-year term

Hours: 35 hours per week

Location: Hybrid, with weekly visits to our Maynooth Head Office

Salary: €40,434 per annum

Overall Purpose of the Post:

The Human Resources Administrator will be responsible for the day-to-day HR operational elements within Shine and will be required to provide strong human resources support across the organisation whilst working closely with the Head of Operations.

As part of this role, you will have strong people management skills and ensure the HR function is operating effectively, with the flexibility to respond to emerging organisational and sectoral needs.

Responsibilities to include but not limited to:

- Provide consistent and coordinated end-to-end HR services across all areas of responsibility.
- Proactively work with the Team Leaders and Managers providing consistent operational support to embed HR policies, procedures and processes.
- Manage the complete life cycle of the recruitment process for all vacancies.
- Provide advice and guidance to managers on the management of absence and the promotion of attendance.
- Provide advice and coaching support to managers to resolve employee relations and performance management issues.
- Provide support and participate in grievances, investigations, and disciplinary meetings as and when required.
- Cultivate good working relations and promote a positive and collaborative culture throughout the organisation.
- Assist with the delivery of the HR strategy in line with business objectives in collaboration and conjunction with the Head of Operations.
- Ensure that Human Resources policies and procedures are developed in line with emerging legislation and trends and revised as required to ensure compliance.
- Provide administrative leadership in relation to HR activities.
- Provide HR reports on the key activities and Shine performance indicators.
- Monitor the effectiveness of the various initiatives and provide feedback on findings.
- Ensure all new starters are set up on the HR Information Systems (HRIS) and process all leavers accordingly as part of monthly payroll.
- Develop and maintain good working relationships with key stakeholders internally and externally.
- Participate on interview panels as required.
- Manage correspondence to employees on payroll amendments and changes to contract details.
- Liaise with payroll on information on new starters, leavers, sick leave deductions and social welfare deductions on a monthly basis and adhere to strict deadlines.
- Maintain all employee HR files in line with company policy and data protection requirements.

Person Specification

Essential

- A minimum of 4 years' experience in a HR role.
- HR or CIPD qualification at NFQ Level 7 (Ordinary Degree).
- Member of the Chartered Institute of Personnel & Development
- Experience of managing employee relations activity.
- High level knowledge of Irish employment legislation and an understanding of how it applies to the workplace.
- Strong communicator with excellent people management, interpersonal communication, influencing and teamwork skills.
- Excellent IT skills to include MS Office: Word, Excel, Outlook and HRIS

Desirable

- Previous Experience of working in a not-for-profit voluntary organisation.

Competencies

Interpersonal Skills

- A high level of interpersonal skills to meet the demands of the role internally and externally.
- Excellent written and verbal communication skills with the ability to engage at all levels with the organisation.

Planning & Organising

- High level of organisation and time management skills with the ability to follow through on task and assignments.
- Demonstrate the ability to take initiative, identify opportunities and work flexibly under pressure and to tight deadlines.
- Demonstrate a proactive approach to work routine tasks and new initiatives.

Integrity & Decision Making

- An ability to analyse technical and environmental information to ensure a quality of decision making.
- Demonstrate an understanding and awareness of the importance of discretion and confidentiality.

Team Working

- Ability to work as part of a team together with an ability to take ownership of work
- Understand and demonstrate the importance of consistency and dependability.
- Ability to continuously adapt to a changing work environment and organisational change as it occurs.

Quality

- Always striving for efficient and effective performance in self and team
- Delivery of timely and accurate results across all KPIs
- Adaptable and resilient to changing circumstances
- Strong initiative and ownership of change opportunities

Learning and development

- Identify opportunities for development of skills and knowledge in self and team
- Create a culture of constant improvement, using all situations as learning opportunities
- Create, monitor and develop a matrix of skills gaps and training needs.

Applications

Please send a CV and cover letter to recruit@shine.ie (mailto:recruit@shine.ie) no later than 5pm on Friday 25th July 2025

Region

Hybrid / Maynooth, Co Kildare

Date Entered/Updated

30th Jun, 2025

Expiry Date

25th Jul, 2025

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