

## **Sunbeam House Services: Senior HR Manager** <sup>[1]</sup>

**NOTE: This item has expired and will soon be unavailable for viewing.**

Sunbeam House Services provides services to adults with intellectual disabilities. Our vision is that all adults should be empowered with the necessary skills to live full and satisfying lives as equal citizens of their local communities. We ensure that this vision is delivered through our core values of Client Centred services, Committed to being and doing the best for our Clients, Staff and Organisation, in and for the Communities we work in, Caring for our Clients, our Staff and our Organisation, in Collaboration with the Community and our partners and in Compliance with legal requirements and best practice.

**SENIOR HR MANAGER  
PERMANENT, FULL TIME POST  
BRAY, CO. WICKLOW  
(39 HOURS PER WEEK, COMMENCING OCTOBER 2017)**

The purpose of this post is the leadership, development and deployment of people management strategies and processes that are aligned to and support the overall goals and objectives of SHS. The Senior HR Manager will also be responsible for the management and development of all reporting staff and for the delivery of a responsive and effective HR service to line managers and staff in line with the mission, vision and values of the SHS.

### **Key Responsibilities:**

- Responsible for the effective leadership, management and development of all reporting staff.
- Responsible for strategic and operational HR planning, recruitment, selection and associated contracting processes.
- Development and implementation of performance and talent management strategies and processes.
- Provides expert advice and input on organisational design and ensure that development and change management is effected in a manner that supports employee engagement, participation and ongoing commitment.
- Ensure that employee relations are managed in a constructive and professional manner.
- Development and implementation of staff reward and welfare processes.
- Ensure employees are managed in line with best practise from an engagement and development perspective.
- Responsible for ensuring compliance with all relevant employment legislation and regulatory requirements pertaining to HR practices.
- Ensure that all employment and HR practices are operated in a manner consistent with legal requirements and best practise.
- Manage the ongoing development and delivery of effective HR administrative supports.
- Manage the policies and practises for engagement with and use of volunteers.

### **Qualifications:**

- Essential: Recognised qualification in Human Resources Management
- Desirable: Masters degree in Human Resources Management or relevant qualification, CIPD Accredited

### **Knowledge and Experience:**

- 3 to 5 years' experience in the role of HR Manager or Senior HR Business Partner ideally within the disability sector.
- Understanding of SHS's vision, values and mission and ability to demonstrate a strong commitment to the values of SHS to improve the lives of our service users.
- Good understanding of the national HR context, sector personnel and HR policies and trends.
- Experience of managing the broad remit of HR services and activities from recruitment through policies and procedures to Employee Relations and Industrial Relations.
- Extensive knowledge of all relevant employment legislation and HIQA Standards and a proven ability to implement standards and regulations.
- Experience in strategic and local change management and the delivery of an individualised client focused service.
- Experience of organisational design and re-structuring.
- Experience of budgeting.
- Extensive administrative and organisational skills to ensure SHS operates in an efficient and accountable manner.
- Excellent report writing skills.
- Evidence of continuous professional development and training.
- Full clean Drivers licence.

Short listing of candidates will apply.

Please forward your letter of application and an up-to-date CV to the HR Department – [hr@sunbeam.ie](mailto:hr@sunbeam.ie) <sup>[2]</sup>  
Closing date for receipt of applications: **Friday 3rd November 2017 @ 4pm**  
Sunbeam House Services is an Equal Opportunities Employer

**Region:** Bray, Co. Wicklow

**Expiry date:** 03/11/2017

**Date** 25/10/17

**Entered/Updated:**

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**Source URL (modified on 25/10/2017 - 17:12):** <https://www.activelink.ie/content/vacancies/community/33555>

**Links**

[1] <https://www.activelink.ie/content/vacancies/community/33555>

[2] <mailto:hr@sunbeam.ie>