

Job Role Specification

The Role: HR Specialist (Part time)

Role Summary:

The purpose of the HR Specialist role is to support the HR/Quality Manager in the timely, effective, and efficient delivery of HR functions throughout the organisation of ALDP. As a HR Specialist with ALDP, the role will include providing support in recruitment, induction, training organisation, staff handbook, development and maintenance of HR policies and procedure, staff performance management and staff development plans, as well as supporting the HR/Quality Manager in the development, implementation, and maintenance of the ALDP Quality management system focused on HR functions.

Reports to: The HR Specialist will report directly to the HR & Quality Manager.

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.

- Responsible for HR administration, including resourcing, onboarding, probation, offboarding, retirement, HR KPIs, and processing status changes within the organisation.
- Support end-to-end talent acquisition processes from sourcing to onboarding.
- Support the drafting and implementation of HR policies and procedures to ensure compliance with legislation and maintain accurate documentation.
- In line with organisational policies, provide HR advice to internal stakeholders, including managers and team leads to address HR-related inquiries, offer guidance, and facilitate effective communication and ensure prompt and fair application.
- Provide HR Specialist support for HR wide initiatives including any projects.
- Co-ordinate, plan and deliver various training interventions.
- Assist in the formulation of training needs for annual review, scheduling and co-ordinating training courses and act as a point of contact for employees regarding training and development.
- Support line managers in matters such as performance management, absence management problem solving, engagement etc.
- Maintain excellent relationships with managers and colleagues.
- Maintain HR software system.

- Maintain annual leave, and other leave schedules throughout the organisation.
- Ensure that agreed financial records are maintained to agreed policy guidelines and shared with the Finance/Facilities team.
- Ensure consistent compliance and ALDP Health, Safety and Quality policies and procedures.
- Ensure accurate and proper record-keeping of employee information in the required format.

These duties are a general guide to the responsibilities of the HR Specialist. They are indicative of the role and above should not be seen as either definitive or restrictive. The HR Specialist may be required to undertake other duties commensurate with the post.

Person Requirements:

- Relevant third level qualification or CIPD qualification. (Essential)
- 3 years proven experience in a similar role. (Desirable)
- A solid understanding of Irish employment law and regulations, preferably within the charity/not for profit sector. (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:

- Exceptional communication and interpersonal skills, with a proactive approach to engaging with others.
- Experience in advising on HR policies and procedures.
- Ability to meet deadlines.
- Able to maintain the highest standards of confidentiality, discretion, and respect.
- Prior demonstrated experience of working in a team environment.

Working Base:

The base location for this role will be in one of ALDP established buildings. The HR Specialist worker will be expected to travel to other ALDP site locations for in person meetings and to engage with other 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 a week between Monday to Friday 9.30am -5.30pm.

SALARY: €18,673

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.