



HR Manager (Ref: HRM050417)

Headstogether Consulting are delighted to be working with W&G Baird Ltd to recruit an experienced HR Manager.

W&G Baird Ltd is the premier printing company in Ireland, with a strong reputation for excellence.

Reporting to the Managing Director, the successful candidate will play a key role in delivering a comprehensive HR service to the Company.

This is a stand alone HR role and it is envisaged that the successful candidate will work a minimum of 30 hours per week over 4 days, with flexibility for a full time role.

Duties:

Employee Relations

- Supporting line managers in addressing disciplinary, grievance and absence issues by providing advice and guidance.
- Ensuring People policies and procedures are regularly reviewed against best practice and employment legislation.

Performance Management

- Supporting the delivery of Company objectives by ensuring there is an effective performance management system in place for all staff.
- Supporting line managers in addressing performance issues.

Organisational Development

- Working in partnership with Senior Management, to develop the Company's HR Strategy.
- Through the principles of continuous improvement, identify opportunities for process improvement e.g. ISO accreditation.

Recruitment and Retention

- Supporting line managers with recruitment activities, in line with policy and employment legislation.
- Reviewing recruitment costs to optimise cost effectiveness at all times.

Learning and Development

- Developing a Learning and Development agenda for the Company.
- Conducting Skills Audits to identify any training needs, both technical and behavioural.

Health and Safety

- In partnership with the Senior Management Team, developing and implementing effective Health and Safety policies and procedures.

- Ensuring Health and Safety compliance through performing regular audits and carrying out training with line managers and staff.

Requirements:

Essential

- Educated to degree level or equivalent with at least 3 years' experience operating at HR Manager level or above OR
- A minimum of 5 years relevant HR experience with at least 3 years' experience operating at HR Manager level or above

- CIPD qualified to at least Associate Level
- Previous experience of managing health and safety in a manufacturing environment (or similar environment)
- Demonstrable knowledge of HR practice and employment law
- Previous experience of providing advice and guidance to line managers on a range of HR matters
- Previous experience of developing and delivering training courses
- Excellent written and verbal communication skills
- Highly developed influencing skills
- Self-starter and the ability to work independently
- Demonstrable attention to detail and analytical skills

Desirable

- NEBOSH diploma or willing to obtain this qualification
- Previous experience of consulting and negotiating with Trade Unions
- Previous experience of working in a 24/7 operation
- Previous experience of working in a manufacturing environment
- Previous experience of gaining ISO accreditation

Rewards:

- Competitive salary range of £30-35k per annum (pro rata) depending on experience
- Flexible working pattern over a minimum of 4 days per week
- Pension

We reserve the right to heighten the shortlisting criteria depending on the calibre of response

W&G Baird Ltd is an equal opportunities employer and welcomes applications from all sections of the community.

To request an application pack please email Recruit@headstogether.com quoting the job reference number.

**Closing date for applications to be returned is
12noon on Friday 26th May 2017.**