

**Senior HR Generalist–HR Team - Health Services Staffs Credit Union**  
**14<sup>th</sup> March 2025**

<b>Position:</b>	Senior HR Generalist
<b>Contract:</b>	Permanent Full Time 35 hours per week
<b>Reporting To:</b>	HRD Manager
<b>Location:</b>	High Street, Head Office Dublin 8
<b>Remuneration:</b>	€45K-€53K depending on relevant experience & qualifications* Annual Leave 26 days Occupational Pension Scheme

The contracted hour for this post is 35 hours per week, Monday to Friday

**Role Description:**

- Act as first port of call for all General HR Queries, through relevant channels (phone, mailboxes etc)
- Assist with HR policy development, procedure and documentation
- Review all HR policies, employee handbook and procedures regularly and /or in line with required legislative changes
- Support, assist & provide guidance to Managers and staff on Performance Management including Probation
- Support, assist & provide guidance to managers with absence management and best practice
- Monitor the recording of absence, annual leave and other leaves, and prepare reports on same
- Disciplinary & grievance process support
- Provide support & advice to Managers and Staff for all stages of an Employee's life Cycle
- Compensation and benefits support & administration
- Continuously review and develop the recruitment process, ensuring equality, diversity and inclusion (EDI) is at the forefront of all aspects of the process.
- Lead and assist HR Generalist with end to end recruitment process:
  - Supporting Managers in the drafting of Job Descriptions
  - Preparation of job adverts & remuneration packages for both internal and external roles
  - Liaising with stakeholders to source candidates
  - Scheduling interviews and preparing interview packs
  - Issuing conditional job offers and final contract packs
  - The verification and validation of comprehensive pre-employment checks in line with compliance
- Assist with any training and development projects, appraisals and performance management
- Assist & Support with the implementation of HR best practice approach to all current HR & Well-being initiatives.
- Assist with management of the HR System and the various other HR portals eg Softworks & Workcompass
- Assist the HR Team with cover as required.
- Provide relevant administrative support as required, such as taking minutes at HR meetings
- People Manager duties in 12 months
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient Credit Union.
- Any other duties that may be required

## Persons Specification

- Strong interpersonal skills, e.g. tact, sensitivity, ability to listen, ability to be assertive as required
- Ability and confidence to communicate and influence people effectively both orally and in writing
- Ability to work under own initiative with minimal direction
- Ability to work to deadlines and targets, can prioritise tasks under pressure
- Willingness to take on new tasks and projects
- Commitment to high standards

(A full job description is available on request – email [recruit@hsscu.ie](mailto:recruit@hsscu.ie) )

Relationship Management	Strong
Communication and influencing	Very Strong
Strategic thinking and commercial acumen	Strong
Teamwork and collaboration	Very Strong
People management and leadership	Strong
Planning and priority setting	Strong
Problem solving and decision making	Strong
Results focus	Very strong
Technical: HR Knowledge	Very Strong

## Requirements & Qualifications

- 3rd Level qualification in a relevant HR Discipline or HR/CIPD qualification is required
- 2-4 years previous work experience in HR is essential.
- 1-2 years' experience in similar role an advantage
- Experience in supporting managers with Performance Management or Absence Management an advantage
- Strong knowledge of HR best practice process and procedures
- Proficient in MS Office

Please apply with a letter of application and full CV to the HRD Manager, by emailing [recruit@hsscu.ie](mailto:recruit@hsscu.ie) by **3pm, Thursday 27<sup>th</sup> March, 2025**, with the reference in the subject line of **Senior HR Generalist**

### **Please note interviews expected first week in April 2025.**

We encourage applications from candidates with different backgrounds, experiences, and perspectives as it strengthens us, as individuals and as an organization. We are committed to positively supporting candidates with disabilities. If we can make any reasonable accommodations for you in the recruitment process to give you the opportunity to perform to your best, please email [recruit@hsscu.ie](mailto:recruit@hsscu.ie) or 01 6456908. Any information that you provide will be used only for the purposes of providing relevant support and will have no bearing on how your application will be viewed.

**Health Services Staffs Credit Union is an equal opportunities employer, canvassing will disqualify. If you would like a copy of our Recruitment Privacy Statement, please request same by e-mailing [recruit@hsscu.ie](mailto:recruit@hsscu.ie).**