



Job Description: HR Generalist (Part Time)

Characteristic and Values:

Pragmatism, Lack of Prejudice, Optimism, Boldness, Enthusiasm, Committed, Kindness, Positivity, Self-awareness, Sense of Social Justice, Sense of humour, Compassion, Integrity, Empathy, Tenacity, Imagination, Respect, Openness, Patience and Idealism

- **Do you want a job where you can make a difference?**
- **Do you aspire to the characteristics and values above?**
- **If so, come work for SafetyNet Primary Care!**

Job title:	HR Generalist (Part Time)
Particulars of Office:	Permanent Contract (subject to funding) <i>6 months probationary period</i>
Particulars of Role:	21 hours - worked over 4 or 5 days
Salary Range:	€49,210 per annum (pro rata) <i>pro rata amount per annum – €29,526</i>
Annual Leave:	25 days per annum (pro rata) <i>pro rata annual leave per annum – 15 days</i>
Report To:	Administration Manager

SafetyNet Primary Care

SafetyNet Primary Care is a Medical Charity providing services to those in our society most in need of health care but without access to appropriate care. SafetyNet innovatively removes barriers by bringing healthcare to homeless people and vulnerable groups in hostels, food halls and drop-in services and by providing a mobile health service to rough sleepers and International Protection Applicants. SafetyNet has developed a significant Migrant Health service providing health assessment screening and GP clinics to vulnerable migrants, refugees and International Protection Applicants. We advocate for an inclusive health system and work towards integration of our patient's health care into mainstream services.

SafetyNet Primary Care is an equal opportunities employer.

General Information

This new role is key to the continuing development and execution of Safetynet Primary Health Care Services, with a keen focus on quality standards and best practice. The purpose of the HR Generalist role is to support Safetynet in developing its HR practices, recruitment, interviewing processes and system development. The organisation has gone through a period of significant growth, and we need upscale from our third party HR specialists to an in-house person to support the Senior Management Team in further developing the role of HR in the organisation.

Job Description

We are seeking an experienced HR Generalist to work alongside the Senior Management Team in the development of staff recruitment for high quality services, in line with our vision and mission for patients of Safetynet. This role will ensure the smooth running of the organisation, while also developing areas of HR policy development, employee training and best practice recruitment. The HR Generalist will deliver HR support for employees and oversee the "HR Locker" software package to record leave, mandatory certificates and trainings etc. The role includes ensuring HR governance and compliance that support the efficient running of the organisation.

The successful candidate will also support the Senior Management Team in providing consistent and compliant HR policies and standards to employees of the organisation.

Qualifications/Experience

Essential

- Minimum of three years-experience in a coordination/administrative role within a HR setting.
- A professional recognised qualification in human resources practice.
- Excellent communication (written, verbal, IT), interpersonal and motivational skills with fluent English.
- Excellent organisational skills and a proven ability to multitask, prioritise, and work under pressure in a fast-paced environment.
- Ability to take the initiative and work independently, while also contributing positively as part of a team.

Desirable

- Experience with HR software management systems.
- Experience of working in recruitment.
- Experience working with diverse groups of people.
- Experience in developing and sourcing Training and developing CPD opportunities.

Duties & Responsibilities

- Drive talent acquisition and recruitment for the organisation.
- Conduct employee on-boarding and contribute to the organising of training & development initiatives for employees.
- Provide support to employees in various HR-related topics such as leave, compensation, support with grievance procedures, and resolve any issues that may arise.

- Promote in-house HR initiatives to create an efficient, motivational and conflict-free workplace.
- Work with Senior Management Team to develop and implement a workplace wellness program
- Assist in development and implementation of human resource policies and procedures and ensure policies are reviewed in line with organisational practice.
- Support line managers with performance management of employees.
- Gather and analyse data with HR metrics, to assist with recruitment planning and to mitigate employee turnover rates.
- Liaise with line management across the organisation to ensure that timely quarterly and annual employee performance reviews take place.
- Maintain electronic employee files and records using HR Locker and MS SharePoint.
- Develop initiatives to enhance employee job satisfaction, resolve issues promptly, introduce new staff rewards, perks and benefits and organise team building activities.
- Ensure compliance with current labour legislation in Ireland and that mandatory clinical requirements for relevant staff are in place.
- Conduct employee exit interviews, where appropriate, and provide feedback to Senior Management Team.

Note

This Job Description outlines the current responsibilities of the role. As the service frequently adapts to meet the needs of the client group the duties associated with this position may change.

Further Candidate Information

- 21 Hours per week (0.6 FTE)
- 4 - 5 days Monday – Friday (there is scope for flexibility on when hours are worked)
- Based mainly in Dublin 1
- Hybrid working option negotiable
- Post subject to Garda Vetting

This post is being offered a permanent part-time contract, subject to funding, with a 6-month probationary period.

To apply

Please send current CV and cover letter to careers@primarycaresafetynet.ie by 13th September 2024.

Shortlisting may apply.