

HR Partner

The National Gallery of Ireland ("Gallery") is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising some 16,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 140 staff and provides free access to the public 361 days a year.

The Gallery wishes to recruit a **HR Partner** to support the continued development of the HR function by promoting and supporting HR best practice throughout the Gallery. The HR Partner will work closely with departments, increasingly in a consultancy role to assist line managers to implement policies and procedures that select, develop and retain staff required to deliver the Gallery's strategic plan. Reporting to the Head of HR, the HR Partner will:

- Provide consultancy support for all staff and will partner with line managers to ascertain their staff resourcing, learning and development and all general HR requirements
- Administer all core HR functions, systems and practices and proactively support the delivery of HR processes for staff
- Manage and administer the full recruitment cycle and selection process
- Develop comprehensive job descriptions and conduct competency based interviews to hire key talent in the Gallery
- Complete the on boarding induction process and ensure new starter packs and employment contracts are issued in a timely manner
- Organise and present the Induction Programme to all new entrants
- Maintain organisation charts for each department
- Review and update the HR policies and procedures in the Gallery
- Administer all HR related records and documentation for sick, maternity, parental, annual leave and any other special leave arrangements
- Liaise with and inform Finance of data related to compensation and benefits
- Maintain all HR personnel files and ensure records are accurate
- Compile and interpret statistical data and provide reports to key stakeholders on HR activity
- Manage the exit process and complete exit interviews with staff
- Liaise with the Pensions Unit to administer and collate the pension data for retiring staff
- Design and promote HR initiatives that benefit the welfare of staff
- Endorse talent development in the Gallery
- Promote positive industrial and employee relations in the Gallery
- Develop and monitor the Internship Programme.
- Liaise with management and staff to promote a safe working environment
- Provide administrative support to the Head of HR
- Complete other duties appropriate to the post as may be assigned

The successful candidate will have:

- Successfully completed a degree in HRM and / or Employment Law (or related discipline). Chartered CIPD membership is essential
- Practical work experience of administering all HR activities and has an excellent working knowledge of employment legislation and HR organisational policy
- Experience of using a recognised HR software / database system
- Advanced IT skills (MS office) and demonstrate an ability to record and analyse HR data
- A positive and proactive approach to work and is confident in own ability to deliver an effective and efficient HR service
- A professional, diplomatic, discreet yet personal manner when dealing with people and confidential information and remains calm when faced with challenges
- An ability to cope well under pressure while managing a demanding workload
- Excellent organisation and time management skills coupled with ability to multi-task and meet deadlines with minimal supervision
- Exceptional presentation and communication skills (oral and written) with a proven ability to engage with all staff
- An ability to establish and sustain effective relationships with key stakeholders
- Good influencing skills coupled with a responsive, confident and self-assured professional disposition
- Curiosity and a willingness to challenge organisational culture where necessary
- An aptitude for and a vested interest in the welfare of staff in the Gallery
- A collaborative and adaptable approach to work and is a team player
- Self-motivation, drive, enthusiasm and a willingness to enhance own professional lifelong learning and development

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the view of new structures and / or the changing needs of the Gallery. All employees are required to be compliant with NGI screening, security and Garda vetting procedures.

Grade and Salary: Salary will be in accordance with point 1 of the Executive Officer salary scale (PPC), currently €28,739 per annum.

Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment

Duration: Permanent Full-Time

Closing date: 4pm on Wednesday, 23rd August 2017

How to apply: Interested applicants should send a cover letter and curriculum vitae (in MS Word only) in strictest confidence to Ann Travers, Head of HR, 89 Merrion Square West, Dublin 2 or alternatively via email to atravers@ngi.ie. References (contact details) must be available upon request. Please state **HR Partner** on application. Candidates should note that panels may be formed from which future positions may be filled.

The National Gallery of Ireland is an equal opportunities employer

August 2017