

Senior HR Partner

The National Gallery of Ireland (the '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 160 staff and provides free access to the public 361 days a year.

The Gallery wishes to recruit a **Senior HR Partner** to manage the overall provision of HR policies, services, reporting and staff related programs coupled with the management of specific HR related projects. Reporting to the Head of HR, the Senior HR Partner will:

- Implement a people strategy consistent with HR best practice
- Partner with Head of Division(s) / Department(s) to provide expert HR advice and support on all staff matters
- Manage the work force planning and staff sanctioning process
- Coordinate and report on all recruitment, induction, training / development, employee relations, absence, staff welfare and work-sharing initiatives in accordance with Public Sector guidelines
- Ensure compliance with Department of Public Expenditure and Reform guidelines on pay and staff resourcing (& all other relevant regulatory / compliance matters)
- Drive continuous improvement of HR processes / systems by managing and documenting all transactional operational HR activities
- Streamline all HR related data and provide reports on a monthly basis
- Manage the implementation of HR policies and procedures to ensure compliance with employment legislation
- Maximise the usage of the HR systems and provide statistics & reports to management
- Actively develop new, and build on existing employee engagement initiatives that promote and contribute to a positive working environment
- Develop a training and development framework for all staff
- Implement and monitor the Staff Development Programme and the Education / training scheme
- Coordinate and administer the Industrial Relations process for all staff
- Contribute to the management of organisational change
- Project manage the implementation of HR related projects
- Support the Head of HR with all HR initiatives and manage the work of the team
- Complete other management, operational and administrative duties as required

The successful candidate will demonstrate the qualifications & work experience as outlined below:

- Successfully completed a third level qualification in HRM and / or Employment Law
- Chartered CIPD membership is essential
- Extensive experience managing all HR activities with an excellent working knowledge of employment legislation and HR organisational policy within a public and / or private organisation
- Previous work experience of managing HR activity in an unionised environment
- Experience of monitoring and reporting on all HR activity
- Experience of and competence in HR IT systems

The successful candidate will have:

- A high degree of self-confidence and self-motivation to manage the operational activities of the HR function in the Gallery
- Previous work experience of managing a team
- A proven ability to communicate effectively (verbal and written skills)
- A fair, consistent and solutions-driven approach to decision making together with an objective and impartial mind-set to accurately assess any HR issue that may arise
- An innate capability to balance the HR obligation to represent the Gallery's interest while ensuring the welfare of its staff
- A proven ability to provide a professional yet personalised, high quality support service to management and staff at the Gallery
- A diplomatic, open and empathic disposition that places emphasis on building positive relationships based on trust
- Excellent stakeholder management and networking ability
- Good influencing skills coupled with a responsive and self-assured style
- Strong numerical, analytical and reporting skills
- Excellent presentation skills
- An ability to cope well under pressure coupled with tenacity and drive to deal with a demanding workload
- An aptitude for and a vested interest in the welfare of staff at the Gallery

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 reviewed in the light of new structures and / or the changing needs of the Gallery. All staff are required to be compliant with NGI screening and security vetting procedures.

Hours of work: The weekly hours of work are 37 per week (net of breaks). This may be subject to change due Gallery operational requirements and / or to Public Sector policy.

Pay grade & salary: Salary will be in accordance with the first point of the **Higher Executive Officer (HEO) PPC pay grade: €47,552 - €59,887** LSI2. 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 contract

Closing date for receipt of applications: 17th July 2018

How to Apply: Please send a cover letter and curriculum vitae via email to Ann Travers, Head of HR: atravers@ngi.ie

The National Gallery of Ireland is an equal opportunities employer