

**Role:** HR Officer (part time)

**Reporting to:** FIT Corporate Services Manager

**Place of Work:** FIT Office Glasnevin, Dublin 11

**Role:** Fast Track into Information Technology (FIT) is currently seeking a dynamic HR officer to join our Corporate Services team. Reporting to the Corporate Services Manager, the HR Officer is responsible for the day-to-day coordination of the HR function for FIT. This post is located in Glasnevin, Dublin 11.

FIT is a national organisation supporting over 10,000 people a year to engage in accredited training and identify progression routes into further training, education, and employment.

Under the direction of the Corporate Services Manager the HR officer will work to add value & support for the continued growth of a company who puts people at the heart of their organisation

**Employer Profile:** FIT's mission is to promote an inclusive Smart Economy by creating a fast track to marketable technical skills for those most vulnerable to sustained long term unemployment. It is the primary industry skills development initiative in Ireland

**Duties and Responsibilities:**

- Contribute to the creation & design of the HR strategy & people plan
- Provide a clear plan of action to implement the HR strategy, driving HR initiatives & delivering HR solutions to support new projects and innovations within FIT
- In conjunction with our HR advisors HR Duo review, update & implement HR policies & procedures in line with legislation, best practice & company values
- Review HR processes, suggesting changes to improve efficiency & consistency ensuring best practice is deployed
- Provide HR advice & support to the Corporate Services Manager on the implementation & interpretation of HR policies, procedures & employment legislation
- Support & upskill the FIT managers on performance management & the effective delivery of the yearly appraisal cycle
- Lead & manage end to end staff recruitment & selection, ensuring best practice is adhered to
- Lead & support Managers on induction, onboarding & managing the probationary period ensuring accurate administration, documentation & processes are in place
- Provide HR advice & support to the Corporate Services Manager on employee relations issues including investigations, disciplinary, grievances & appeals
- Monitor sickness absence & guide managers on appropriate actions
- Drive Employee Engagement, Company surveys & Health & Well Being activity
- Manage administration of company benefits & renewals
- Complete HR audits & undertake any necessary HR administration to ensure effective & efficient processes are in place & the use of the in-house HR system HR Duo is maximised

**Person Specification Skills and Experience - Essential:**

- At least 5 years' experience in a HR Generalist role & people management experience
- Strong up to date & knowledge of employment legislation
- Experience of creating, reviewing & updating policies in line with employment legislation & best practice
- Knowledge of Data Protection & GDPR
- Proficient use of Microsoft Office including Word, Excel, PowerPoint & Outlook
- Experience of using computerised in-house HR systems
- Full Clean Driving License & access to use of a car

**Skills and Experience - Desirable:**

- CIPD qualified Level 5 or above (preferred)

**Working Hours:** 20 hours Monday to Friday, attached to our Glasnevin office but in a hybrid arrangement. Specific working hours to be agreed with the Corporate Services Manager

**Application Process:**

Please email the following documents to [recruitment@fit.ie](mailto:recruitment@fit.ie)

with the subject line clearly marked **HR Officer**

- Cover Letter (Personal Statement)
- Curriculum Vitae Further Information:

**Closing Date: The closing date for applications is 5:00pm on the 18/10/24.**

The job description as presented is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post holder and his/her line manager.

**DATA PROTECTION AND CONFIDENTIALITY:** All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party, and personal data is only used for the purpose for which it is being held.

**EQUAL OPPORTUNITIES:** It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the LTI programme.

**HEALTH AND SAFETY:** The post holder will be required to: promote health, safety, and welfare in all aspects of the apprenticeship programme and to undertake their duties and responsibilities in full accordance with the FIT's Health & Safety Policy and Procedures and take responsible steps to safeguard their own safety and that of others with whom they work.