**Role: HR Generalist – Part Time**

**The Role**

Reporting to the Business Support Manager, you will provide a comprehensive Human Resource service across the organisation and multiple Dublin locations. You will be supporting over 40 staff. You will be an experienced HR Professional who can work in a stand alone capacity, providing support around all aspects of HR delivery.

**Areas of responsibilities include:**

* Provide support and guidance to the CEO and Business Support Manager on all HR related matters, including resource management, development and implementation of policies and procedures, employee relations, HR best practice
* Manage recruitment, selection and induction processes, ensuring that Sonas attracts and retains high-calibre candidates
* Liaise with the management team to implement HR policies and practices, update as necessary in compliance with legislation and generate reports to share insights into HR trends in Sonas
* Act as Health & Safety Lead for Sonas and manage Health & Safety plan
* Provide HR advice to management and staff
* Working with the management team, develop and roll out an organisation- wide training plan
* Be the first point of contact for all HR related employee queries and ensure timely and relevant responses
* Manage HR administration, including maintenance of contracts of employment, job descriptions, personnel files, databases etc. ensuring Sonas meets GDPR requirements.
* Monitor and manage absenteeism, probation periods, annual leave and hours of work, including administration of a time management database
* Provide support and advice on employee relations issues
* Manage the leavers’ process and conduct employee exit interviews as appropriate
* Encourage a culture of employee engagement through effective and transparent communication throughout Sonas
* Support effective people management processes and the implementation of *ad hoc* initiatives to improve employee engagement and the working environment
* Be an advocate for HR best practice within the organisation
* Support the Business Support Manager with *ad hoc* projects

**Requirements for the role:**

- 5+ years’ HR generalist experience and a recognised, HR related, 3rd level qualification to degree level.

- Exceptional organisational and communication skills, together with excellent interpersonal skills.

- Ability to analyse, interpret and explain the legal framework regulating employment.

- Experience around Health and Safety management would be preferred.

- An ability to maintain confidentiality and act with discretion and diplomacy is crucial.

- Integrity and approachability.

- Business awareness and commercial focus.

- Strong IT skills.