

## Role Specification

**Title:** Project Officer - HR Administration

**Grade:** 8 (HEO)

**Reporting to:** HR Manager, SOLAS

### **Role Summary:**

This role is to provide support in the development, maintenance and delivery of systems and processes and aid in the effective delivery of SOLAS talent management strategy to recruit, hire, retain and develop talented employees. This is a key HR role and the successful performance of this role will lead to the achievement of SOLAS HR business and strategic objectives.

### **Function of Job:**

- ❖ To lead in the management of CoreHR and in the development and maintenance of systems/procedures and reports
- ❖ To manage and implement organisation/grade salary increases and related issues
- ❖ To ensure that business outcomes are achieved within deadlines and ensure adherence to operating procedures
- ❖ To identify potential process improvements and recommend solutions
- ❖ To model, promote and encourage positive working relationships within the HR team

### **Key Tasks and Responsibilities:**

#### **The administration of:**

1. Salaries, including salary scale adjustments and increment scheduling advice to Payroll
2. Recruitment campaigns and interview scheduling process
3. Annual Leave recording and allowance calculations
4. Attendance, Sickness Absence, Flexitime recording
5. Retirement, Resignation, Career Break, Leave of Absence and Shorter Working Year Scheme
6. HR Personnel file maintenance
7. Higher Scale Pools and PCW payments
8. CoreHR, CoreBI
9. HR Policy Development and Review
10. PMDS support to operational Units
11. Overseeing the Travel Pass scheme
12. Organisational HR statistics and reports as required by the Department of Education & Skills
13. Deputise for HR Manager as required

**Essential Requirements:**

A third level qualification within a HR-related field.

Must have a demonstrated ability:

- As a HR practitioner
- Working within a team
- To motivate and delegate effectively
- To plan and meet deadlines
- In reporting skills
- To calculate and produce data and statistics
- In IT skills
- To explain HR information clearly and concisely
- To deal with confidential and sensitive information in an appropriate professional manner
- To prioritise tasks when required
- Perform other duties as may be assigned from time to time

**Desirable Requirements:**

- Two years' experience in HR or similar role
- Excellent analytical skills with attention to detail combined with an ability to communicate concisely with all levels of staff within SOLAS and externally with bodies and legal representatives
- Excellent record-keeping skills