



### HR Officer Role Description

Saint Patrick's Cathedral is the National Cathedral for the Church of Ireland. It is a place of worship with a strong musical tradition underpinning the liturgy and one of Ireland's most iconic visitor attractions.

Job Title:	HR Officer
Location:	Saint Patrick's Cathedral
Contract:	Permanent
Hours:	16 hours per week/2 days (flexible on what days)
Salary:	€14,400 per annum

Saint Patrick's Cathedral is looking to appoint an experienced HR professional to operate in a standalone capacity on a part time basis (two days, 16 hours per week). The days are flexible for agreement between the right candidate and the Cathedral.

#### OVERALL PURPOSE & LEVEL:

The post holder will work closely with the Administrator, Cathedral Manager and Heads of Departments to develop and implement an integrated HR policy and maintain HR records for a diverse range of staff and volunteers. Familiarity with the Church of Ireland's Safeguarding Trust policies for children and vulnerable adults would be an advantage.

#### WORKING RELATIONSHIPS:

The post holder will have an excellent working relationship with fellow colleagues, particularly the department heads within the organisation, and will be directly responsible to the Administrator.

#### JOB DESCRIPTION:

- Upkeep of HR administration ensuring legal compliance
- Introduction and upkeep of a HRIS system
- Recruitment and Selection
- Performance Appraisal and Reviews
- Employee Relations
- Advising and coaching managers, case management



- Training and Development
- Managing Volunteer records and compliance

The above list is not exhaustive.

**PERSON SPECIFICATION:**

- Broad generalist HR experience
- Degree in Business/HRM
- Good working knowledge of employment law and the third party system in Ireland

Closing date for receipt of completed application form: 12 noon, Friday 17 February 2017.

Please email CV and covering letter to [saintpatrickscareers@gmail.com](mailto:saintpatrickscareers@gmail.com)

Saint Patrick's Cathedral is an equal opportunities employer.