



Vacancy HR Officer

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.

We are looking to appoint an experienced HR professional to operate in a standalone capacity on a part-time basis (16 hours per week). The particular days and times worked will be agreed between the right candidate and the Cathedral.

PURPOSE OF ROLE

Reporting to the Cathedral Administrator and working closely with the Heads of Departments, the HR Officer will provide support across all HR disciplines including recruitment & selection, training and development, HR administration, employee relations, etc.

Main responsibilities

- Assist with recruitment campaigns including sourcing and screening candidates, interviewing, reference checking and issuing contracts.
- Ensure that HR procedures such as those relating to joiners & leavers, recruitment, induction, absence management, and leave applications and approvals are efficient and effective
- As required, review HR policies to ensure these continue to be aligned with business requirements and are legally compliant
- Support managers in the effective application of grievance and disciplinary procedures
- Provide general HR support and administration including the day-to-day management of the HRIS and Time & Attendance systems.

Candidate Requirements

- Proven experience across all HR disciplines
- Educated to degree level in HR
- CIPD qualified
- Excellent customer focus and the ability to work in a team-oriented, collaborative environment operating with the highest degree of integrity and discretion.
- Demonstrated knowledge and application of employment law
- Excellent communication skills
- Proficient in use of MS Office (Word, Excel, Power Point),

- Experience managing a HRIS, and a Time & Attendance clocking system (TMS) desirable.

To apply, please send your CV with covering letter to humanresources@stpatrickscathedral.ie before close of business on **Friday 25th October 2019**.