

Job Description

Post Title: HR Administrator
Reporting To: Finance Manager
Base: Spawell Rd, Wexford
Hours: 9am – 1pm, Monday to Friday

Wexford Local Development is a non-governmental organisation working to support the development of thriving, resilient communities where people feel connected, are valued and have equal opportunity to reach their full potential. Our work is delivered through a range of programmes funded by government departments and state bodies. This work is informed by our core values of respect, equality, leadership, inclusion and integrity.

Main Duties and Responsibilities

- Dealing routine and non-routine employee HR queries.
- Maintaining employee HR records (employment contracts, CVs, references, training etc.)
- Monitoring of staff sick leave incl. medical certs, illness benefit, referral to company doctor etc.
- New Staff
 - Preparation of employee contracts, starter forms and letters of offer.
 - IT set up incl. PC laptop, email address, server access
 - Monitoring of Probationary period for new staff.
- Assist with staff recruitment including drafting of adverts, acknowledgement and logging of applications, organising interview venues, shortlisting, drafting interview questions, sending invites for interview and contacting unsuccessful candidates.
- Regular review and update of Staff Handbook to comply with best practice and legislation
- Assisting in the development of a Staff Wellness Programme
- Review and updating of the Staff induction/Onboarding process
- Promoting and Managing the Employee Assistance Programme
- Assisting in the planning and organisation of Staff Workshops and Team Building events
- Administration of the company's Time Management System (TMS)
 - Preparation and distribution of relevant management reports
 - Regular liaison with Programme Co-ordinators in relation to employee matters
 - Regular review and monitoring of entitlements and discrepancies/anomalies
 - Setting up new employees
- Undertake other duties and responsibilities including partaking in companywide initiatives and activities as may be assigned in agreement with the management team where such requests are reasonable.

Core Competencies and Skills:

- Communication Skills - excellent active listening skills, strong verbal and written communication skills.
- IT skills - ability to effectively use Microsoft office packages.
- Interpersonal Skills - strong people skills, demonstrating empathy, respect and an understanding of diversity.
- Initiative - ability to work on own initiative and to complete a broad range of tasks to a high standard.
- Team player - strong team player with a positive, enthusiastic, flexible and professional approach to work.
- Attention to detail & accuracy.
- Adherence to confidentiality.

Requirements for candidates

- A good knowledge of HR practices.
- A minimum 3 years of proven HR administration experience.
- A CIPD or equivalent qualification is desirable.
- Access to own transport and a full clean driving licence.

Conditions of Work

- 20 hours per week; Monday to Friday 9.00am – 1.00pm.
- A probationary period of minimum six months will apply.
- This is a part-time role, subject to continued funding.
- The salary will be within the range of €35,563 to €39,225 pro-rata subject to experience.
- Annual Leave: 25 days pro-rata.
- The role is based in Wexford town with hybrid working an option after the probation period. WLD reserve the right to relocate to any WLD office with due notice.

Application Process

To apply for the position, please submit a Letter of Application outlining how you meet the requirements, together with a current Curriculum Vitae by email marked **HR Administrator** to hr@wld.ie

The closing date for receipt of applications is **5pm on Wednesday, June 12th 2024**.

WLD is an equal opportunities employer and welcomes applications from all suitably qualified applicants. Canvassing will disqualify.