

Job Description / Person Specification  
Human Resources Manager

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## Role Title: Human Resources Manager

## Reports to: Chief Executive Officer of Camphill Communities of Ireland

## The Organization:

Camphill Communities of Ireland is a registered charity that is part of an international movement working with people with intellectual disabilities and other kinds of support needs. In Camphill residents share their home, spiritual and working lives with those who are motivated to meet others as individuals needing support and recognition for who they are, and not as carer and cared for in the conventional sense.

Camphill is a way of life, where each person according to ability contributes what they can towards the well-being of the other. Pioneered by war refugees in Scotland almost 70 years ago, Camphill today numbers over 100 communities in 20 countries. In the Republic of Ireland, 16 communities of varying sizes and settings are home to around 250 residents / day attendees as well as some volunteers and coworkers. As each person with a disability is a unique individual, Camphill has established communities and services that cater to a variety of support needs and is in a continuous process of adapting itself to meet challenges & changes in those needs.

At the core of the community is the recognition of the dignity of people with disabilities, establishing supportive reciprocal relationships with those who provide support as part of the giving and sharing in community life. Camphill believes that no matter what an individual's disability may appear to be, the spirit - the essential core that makes us all human - always remains whole. Everyone deserves equal respect and opportunities in life so that all may be able to fulfil their potential.

Job Description – Human Resources Manager

Camphill Communities of Ireland (CCoI)

Salary Scale: Salary will be commensurate with qualifications and experience

Location: Head office in Naas, Co Kildare, attendance at other locations as appropriate.

Duration: Fulltime 40 hours per week – Permanent

Closing date: Friday 5pm 30th August 2019

# Main purpose of the role

The post holder will undertake a leadership role as a member of the Senior Management Team.

This job description describes the roles and responsibilities as current envisaged.  These may change over time in the light of Organisations’s corporate and organisational objectives and the national disability sector programme.

# Overall Objectives

* Develop the HR strategy in line with Camphill Communities of Ireland’s vision and direction
* Lead change management within the organisation effectively to deliver the desired outcomes
* To identify the core roles, responsibilities, competencies as well as training and developmental needs for management and staff across The Organisation
* Ensure the development of an appropriate and effective performance management programme to deliver high performance working teams at national, regional and local level
* Ensure the provision of effective HR processes, systems, teams, policies and procedures to meet the future needs of the organisation
* To develop and implement effective ER/IR strategies and programmes fostering positive staff engagement.
* Ensure consistency in the implementation of and compliance with HR policies and procedures across The Organisation
* Develop an effective recruitment, staff retention and succession planning programme to meet the future needs of the organisation
* To deliver change through partnership with the various internal and external stakeholders.
* To lead in supporting the senior management team and the workforce in the communities to achieve the delivery of Camphill’s business objectives and clinical strategy.
* To lead on aspects of the development and implementation of strategies to improve efficiencies throughout the organization through greater use of technology.
* The HR Manager will have overall responsibility for talent acquisition within Camphill and will personally demonstrates behaviour consistent with the Values of the Organisation and ensures this is reflected across the workforce, whereby all staff maintain an awareness of the primacy of the residents in relation to all organisational activities
* Ensure the development of a fully compliant data protection (GDPR) and Health & Safety programme across The Organisation

# Span of Control

Camphill Communities of Ireland operates a residential and day service in 16 centres, in which approx. 250 residents and day-attendees live and take part in day activities, delivered by a workforce of approx. 500 persons comprised of employees and voluntary co-workers.

This role will require a strong and experienced leader with a proven ability in managing and developing teams and services and will require a self-driven energetic HR professional able to work with a diverse range of employees. This person will be responsible for recruitment, retention, talent management, training and development, change management and succession planning. Attributes and qualities should include:

* Proven ability to Lead HR within a health sector environment
* Experience in delivering effective change management
* A clear ability to develop HR policy and plans in line with a national vision and direction
* Excellent written, presentational and verbal communication skills
* Excellent diplomatic, influencing, persuading and negotiation skills
* Ability to set own priorities, meet tight deadlines and work effectively under pressure.
* Have a high capacity for responsibility and individual initiative
* Confident and flexible approach to work
* Ability to manage and influence key stakeholders
* This role will report to the CEO. He/she will be required to actively participate in the Senior Management Team and in the performance management process.

# Key Responsibilities

Key accountabilities of this post are to:

***Regulatory compliance*** – To coordinate the development and implantation, in consultation with the key stakeholders, national policies and guidelines in relation to HRM ensuring that they are fully compliant with legal and regulatory requirements and codes of practice/conduct.

***Workforce Planning and Recruitment*** - to ensure the recruitment and development of high-calibre staff who will be active and creative in furthering the vision and achieving the aims of Camphill.

Liaise with the relevant Trade unions, and other appropriate bodies on matters which impact on the national organisation. Ensure that Camphill locally mirror the national position and deal with the Industrial Relations issues on a national scale.

***Change Management*** – to drive and support change within the organisation at all levels by actively collaborating with key change drivers at national and local level empowering them to drive change, share learning and encourage collaboration across the organisation

Develop and implement effective Employee Relations/Industrial Relations strategies and programmes fostering positive staff engagement.

***Representational and Leadership role*** – to promote and support an organisational culture that supports high quality standards and high commitment as well as continuous self-reflection and self-development, including continued professional development.

***Performance Management, Staff Development, Support and Team Building*** – to manage the performance and accountability relationships within the organization, in conjunction with the Senior Management Team.

Develop an overall talent management strategy, including performance management and development, workforce planning, training and development, succession planning and the recruitment and selection process.

# Reporting In roles

The HR Manager will operate as part of the Senior Management Team

The Persons-in-Charge in the communities will report to the HR Manager

# Core Competencies

**Ensure the provision of best HR practice within Camphill**

* Ensure that Camphill’s management and practices meet its statutory obligations and reflect best HR Practice and that the service capacity, model and skills are responsive to current and future demands and change.
* Lead in identifying improvements and initiatives to the HR Function and identify personal development opportunities required for the communities on an ongoing basis.
* Participate in the development, implementation and monitoring of the Organisational Strategy and associated policies in support of the Organisations’s overall strategy, ensuring employee effectiveness and motivation are maximised.
* Work closely with the other members of the Senior Team to ensure the consistent delivery of an efficient HR service within the Organisation and work to increase the organisation’s overall effectiveness.
* Provide effective leadership on employee relation matters and foster productive and effective relationships with staff and their representative bodies and preparation of documentation/submission with regards to IR issues and represent the Organisation at Third Party fora.
* Ensure the provision of professional support, leadership and advice to line managers in relation to HR best practice including Employment Law, HR Policies & Procedures and staff relations.

**Talent Acquisition/Workforce Planning and Management**

* Assume oversight and responsibility for the Recruitment Strategy and workforce planning to ensure that it is innovative, creative and contemporary and is responsive to Camphill’s changing needs.
* Ensure all staff have a level of understanding and training required to work in their area of operation, e.g. safeguarding, challenging behaviour, manual handling, medication, etc.
* Ensure that persons engaged in recruiting are mindful of best practices and that they react proactively to cultural and regulatory changes in the disability sector
* Identify and implement organisational development initiatives and structures which support leadership development, innovation, flexibility and high performance.
* Demonstrate excellent influencing and negotiation skills and manage conflict in a diplomatic but appropriately assertive manner

**Payroll Management, Staff Records, Information Technology and Data Protection**

* Oversight and responsibility for ensuring the highest standard of data integrity within the HR /Payroll Management information systems and full compliance with all relevant legislation including Data Protection.
* Ensure the maintenance of accurate staff records and related information and responsibility for the manpower information.
* Ensure compliance with the obligations required by the Data Protection Act 1998 and 2003.
* Ensure that the HR Service makes the most effective and efficient use of developments in information technology for both care of Camphill’s residents and day-attendees and administrative support in a manner which integrates well with systems throughout the organisation.
* Collect, interpret and present data and information on activities, staffing and expenditure, as required.

**Health & Safety**

* Ensures full compliance of all staff with the Safety, Health and Welfare at Work Act, 2005.
* Complies and enacts Health and Safety responsibilities as outlined in the Organisational policies, protocols and procedures relevant to your function.

**Personal Commitment, Motivation and Integrity**

* Demonstrates commitment and buy-in to the role and in leading lasting change in the quality of service delivered with a focus on improving the outcome for residents and day attendees
* Demonstrates high personal standards in terms of ethics, openness and probity and has a commitment to continued professional development
* Undertakes such other duties and responsibilities as may be assigned by the CEO.

# Person Specification

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| Qualifications, Knowledge & Experience | **Essential** | **Desirable** |
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| A third level qualification in Human Resources | ✓ |  |
| A minimum of 5 years Senior HR experience | ✓ |  |
| A minimum of 3 years experience in a leadership role | ✓ |  |
| A thorough knowledge of current Irish and EU legislation relating to Employment Law. | ✓ |  |
| An extensive knowledge of workforce planning, recruitment and retention issues | ✓ |  |
| Evidence of successful management of strategic change projects and modernising services in a complex organisational environment | ✓ |  |
| Positive experience of negotiating with Unions and Staff and engaging with WRC and similar bodies (Essential) | ✓ |  |
| Comprehensive experience of employee relations, including a detailed knowledge of grievance and disciplinary issues | ✓ |  |
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| Detailed experience in the implementation and development of a performance management system | ✓ |  |
| CIPD membership |  | ✓ |
| Masters Level Qualification |  | ✓ |
| Demonstrable substantial experience in managing change in a large values-based organisation | ✓ |  |
| Experience in the Not-for-Profit / Charity Sector and/or Section 38/39 organisations |  | ✓ |
| An understanding of Camphill Communities of Ireland’s Vision, Values and Mission |  | ✓ |