



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



South Kerry Development Partnership CLG Has a Vacancy for a

Part Time HR Administrator & Secretarial Support

The HR Administrator & Secretarial Support to the CEO will take responsibility for the administration of the HR function within SKDP and provide secretarial and administrative support to the SKDP Chief Executive Officer.

The appointed candidate will be responsible for the efficient and effective administration of the HR function within SKDP and for the provision of secretarial and administrative support to the SKDP Chief Executive Officer. Responsibilities will include:

- Management of the Time Management System including monitoring the operation of the system, liaising with the system providers where required, provision of system training to staff and dealing with staff system queries.
- Supporting the CEO & Management Team with the recruitment and selection processes for the company and the organisation of same.
- Updating existing and developing new HR policies for SKDP and working with the CEO & Finance, Administration & HR sub-committee on same. Presentation of draft policies from the executive to the sub-committee and where applicable to the Board of SKDP.
- Responsibility of ensuring the SKDP employee handbook is complied with up-to-date legislation and codes of practice and protection leaves.
- Providing advice to the CEO and line managers on HR matters and liaising with the Company's external HR advisors around same.
- Assembling meeting agendas and supporting documentation and circulation of same and recording minutes of meetings.
- Attendance at online/hybrid monthly meetings of the SKDP Board and recording the minutes of same.

Applicants should hold a recognised HR qualification or a qualification in a similar discipline and possess at least two years experience of working in a similar role in a busy fast paced office environment.

The Post will be based in the South Kerry Development Partnership Head Office at West Main Street Cahersiveen with the possibility of hybrid working arrangements. The post is part time, 22.5 hours per week and will be offered on a fixed term contract basis concluding 31st December 2023 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €19,309 to €25,952 per annum dependent on qualifications and experience.

Full particulars of the position are available from

Marie Garvey

**South Kerry Development Partnership CLG,
West Main Street, Cahersiveen, Co. Kerry**

Telephone 066 9472724, Fax 066 9472725, e-mail info@skdp.net

Application, in the form of a Curriculum Vitae and Cover Letter should reach
**Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG
West Main Street, Cahersiveen, Co. Kerry Cahersiveen
Co Kerry**

Not later than 5:00 p.m. on Wednesday 29 June 2022

South Kerry Development Partnership CLG is an equal opportunities employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Rural & Community Development in supporting this post.