



Rialtas
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Tionscadal Éireann
Project Ireland
2040



South Kerry Development Partnership CLG Has a Vacancy for a

Part Time HR Manager

The HR Manager will take responsibility for the management of the HR function within SKDP.

The appointed candidate will be responsible for the efficient and effective management of the HR function within SKDP. Responsibilities will include:

- Providing advice, guidance and support to the CEO & management team members in responding to HR disputes, Liaising with external HR advisors on same where necessary, conducting workplace investigations where appropriate, attending and representing SKDP (with external HR support where required) at external bodies such as WRC.
- 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, selection & on-boarding 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.
- Responsibility of ensuring the SKDP employee handbook is compiled & maintained 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.
- Responding to staff HR queries & updating SKDP employment contracts.
- Providing information/training on SKDP HR policies and procedures to the SKDP management team and staff and when required organising the provision of HR training by external providers for SKDP Board, Management team members and staff.

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 position may suit a HR generalist looking to progress to a HR Management role.

The Post will be based in the South Kerry Development Partnership Office at Library Place Killorglin or 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 Dec 2026 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale for a 22.5-hour week is €24,919 to €30,297 (FT Equivalent €41,532 - €50,495) per annum dependent on qualifications and experience.

Full particulars of the position are available from

Tracy Moriarty

**South Kerry Development Partnership CLG,
Library Place, Killorglin, Co. Kerry**

Telephone 066 9761615, Fax 066 9762059, e-mail tmoriarty@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
Library Place, Killorglin,
Co. Kerry**

Not later than 5:00 p.m. on Wednesday 26th April 2023

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.