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| **NCRI Logo** | ***HR Manager******Job Description*** |  |

**About the National Cancer Registry Ireland (NCRI)**

The NCRI was established by the Minister for Health in 1991. It operates in association with University College Cork and is funded by the Department of Health.

The functions of the NCRI are:

* to identify, collect, classify, record, store, and analyse information relating to the incidence and prevalence of cancer and related tumours in Ireland.
* to promote and facilitate the use of the data collected, through approved research, and in the planning and management of services.
* to publish an Annual Report based on the activities of the NCRI.
* to furnish advice, information and assistance in relation to any aspect of such service to the

Minister.

**Purpose**

To lead, manage and develop across the HR function of the National Cancer Registry. This is a leadership role which contributes directly to the development of organisational policy and strategy in line with the objectives of the NCRI Board.

**Particulars of Office**

**Job Title**: - HR Manager

**Reporting To**: - Corporate Operations Manager

**Hours**: - 37 hours per week

**Salary**: - Grade V :( €43,628- €52,402).

**Contract**: - Fixed Term 12 month contract

**Notice**: - 1 month notice

**Annual Leave**: - 30 days per annum (pro rata)

**Location**: - This post is based at the NCRI in Cork.

**Confidentiality:** - Officers are bound by the provision of the Data Protection Act 1990 and must

preserve strict confidentiality concerning all identifiable information of which they become aware of during the course of their work.

**Job description**

* Ability to partner with management team as they set organisation agenda, define the organisation objectives, translate the organisational needs into HR requirements and pro-actively bring the organisation and people agendas together. Working effectively in a complex, changing environment.
* Promote and oversee employee engagement programs
* Support the implementation of NCRI training plan
* Policy and procedure development to ensure compliance in line with legislation and organisational requirements.
* Develop effective working relationships with unions, Management Team and Employee across the organisation, to influence change and implement best practice. Manage relationships with union officials in line with IR best practice and requirements at National Level
* Develop and implement an Industrial and Employee Relations strategy that is aligned with the strategic needs of the organisation.
* Lead industrial relations negotiations on specific issues as appropriate including representation at third party forums
* Understand the need for change in each area of the organisation and develop ER strategies to achieve these in conjunction with the management team.
* Initiate and independently drive improvements, resolve issues, and manage stakeholder expectations
* Identify gaps in HR compliance related knowledge and skills needed by managers and recommend solutions to address those gaps (e.g., training, documentation, communication,)
* Interpret and apply HR policies, guidance, procedures and programs, ensuring consistent application
* Increase awareness and compliance with regard to company policy and relevant employment laws through coaching, presentations, and training.
* Support the organisation in delivery of annual reviews
* Develop relationships with organisations 3rd Party providers such as EAP providers to drive cross-functional alignment, compliance, and awareness
* Deliver full end-to end recruitment

**Person Specification**

**Essential qualifications and experience**

* 3rd Level Qualification in relevant discipline
* 5+ years generalist HR experience
* Working knowledge of HRIS
* Working knowledge of GDPR
* Up to date working knowledge of employment law
* CIPD Member

**Desirable experience**

* Previous work experience in similar environment (Public Sector)
* Experience in working in a union environment

**Application Procedure**

Applications in the form of a CV, plus a covering letter along with the names of at least two referees, should be submitted by email to Recruitment Team: email *recruitmentteam@ncri.ie*

Closing date for receipt of completed applications is 3rd March 2021.

***The National Cancer Registry Ireland is an equal opportunities employer.***