



HR Manager (Part-Time)

Job Description

Post Overview

The Lir, National Academy of Dramatic Art at Trinity College Dublin, is seeking to appoint a Human Resources (HR) Manager on a part-time basis. This exciting new role is key to supporting the delivery of strategic objectives detailed in the current Strategic Plan 2022-26 (see more at this [link](#)). The HR Manager will join the administration team and work closely with the Director of Administration to build on current best practices while promoting a happy and productive workplace for both staff and students alike. The HR Manager will support the Director of Administration in promoting company policies and values to shape a positive culture rooted in dignity and respect.

The HR Manager will lead out on the overall HR management of The Lir Academy ensuring the Academy continues to meet best practice in this area. The HR Manager will have strong knowledge and experience of employment law and employee relations in Ireland. They will have problem-solving and decision-making skills and will be expected to: manage staff development and employee relations; lead on HR policy development and implementation; oversee recruitment and resource planning; and ensure compliance with relevant legislation. The HR Manager will be responsible for the general HR service delivery at The Lir Academy including payroll, HR operations and employee engagement.

The HR Manager will be expected to bridge management and employee and/or student relations by addressing demands, grievances or other issues as required and ensuring the implementation of dignity and respect practices at The Lir Academy.

The Lir Academy

The Lir Academy was developed by a partnership of the Cathal Ryan Trust and Trinity College Dublin in association with the world-renowned Royal Academy of Dramatic Art (RADA) in London. We train young actors, designers, directors, producers, playwrights, stage managers and theatre technicians to the highest international standards for careers in the theatre and the allied professions of film, television, radio and new media. The training we offer is closely linked to the ever-changing needs and directions of the performing arts industries. The Lir Academy is housed in a purpose-built facility at Grand Canal Dock, designed specifically for the courses we offer. The Lir Academy boasts 22 full-time staff, 25 part-time staff and approximately 100 visiting tutors and practitioners throughout the year on various short-term projects, productions, short courses and examinations. Our full-time student intake for 2023-24 is 144.

The successful candidate will join The Lir's administration team that includes the Director of Administration, Finance Officer, Academic Administrator, Admissions and Short Course Manager, Events and Operations Manager and Receptionist.

Main Duties and Responsibilities:

Supporting Strategic Management in conjunction with the Director of Administration

- Develop, lead and deliver a HR Strategy relevant to the changing needs of the organisation.
- Provide leadership on best practices in people management and development and identify opportunities for continuous improvement.
- Enhance and develop a culture that values diversity and respect in the workplace.
- Lead employee engagement initiatives and develop and execute action plans to address any identified areas for improvement.
- Develop an annual employee training plan, which identifies and builds capacity across the organisation and promotes effective delegation, coaching and mentoring.
- Support the Lir's Sustainability Strategy (see more at this [link](#)) through HR practices.
- Develop a HR IT system that is fit for purpose and meets the needs of the organisation on an ongoing basis.
- Work closely with other members of the Senior Management Team to ensure the consistent delivery of an efficient HR service within the organisation and work to increase the organisation's overall effectiveness.
- Ensure the effectiveness of HR systems, policies and procedures and deliver improvements on an ongoing basis in conjunction with legislation changes.
- Oversee a HR Audit for the organisation in 2024.
- Develop and implement a salary scale structure across the organisation in 2024.

Recruitment Management

- Lead the recruitment, selection and induction of employees across the organisation (including Garda vetting, reference checking, qualification and all other required certification checks).
- Work with line managers to develop job descriptions as required.
- Liaise with the Marketing Department on the advertisement of all relevant roles within the organisation.
- Manage communications with candidates going through the recruitment process through recruitment@thelir.ie, processing applications, creating short lists for recruiting managers, scheduling interviews and communicating outcomes to candidates.
- Oversee the implementation of The Lir's Recruitment and Child Protection Policy during the recruitment process.
- Ensure that persons engaged in recruiting are mindful of best practices as an equal opportunities employer.
- Participate in interviews.

Operational Management

- Serve as a point of contact for employees for all HR related queries.
- Provide contracts of employment and all other HR documentation to all relevant employees.
- Oversee the onboarding of staff including office set up, training as appropriate and visitor ID management through Trinity College HR department.
- Oversee the appropriate filing and maintenance of training records and documentation.
- Oversee the implementation of performance feedback through probationary and annual review processes.
- Managing relationships with our HR partners.
- Provide guidance, support and administration to line managers and employees on all aspects of employee relations issues including performance management, supervision, disciplinaries and grievances and referring to our HR partners as required.
- Maintain records of maternity leave, parental leave, absences, sick leave and holiday requests.
- Manage the completion and transfer of the monthly data for payroll purposes and facilitate PRSA contributions.
- Oversee the offboarding of staff including exit interviews, where appropriate.
- Oversee the organisation's Employee Assistance Programme.
- Operate within agreed budgets seeking authorisation for expenditure and be accountable for expenditure and ensure the appropriate coding of expenses.
- Lead out on staff social gatherings.
- Ensure that all HR and employment statutory and governance requirements of the organisation are met across all areas of the organisation.
- Monitor legislative developments and changes and ensure policies and procedures reflect such changes.

- Maintain and implement a detailed and appropriate Staff Handbook including all necessary staff relating policies and procedures.
- 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.

Dignity & Respect Management

- Help to promote a culture of dignity and respect throughout the Academy.
- Ensure dignity and respect policies are up to date and support information is available to staff and students.
- Support course directors and academic administration in resolving student relation issues concerning bullying and harassment in line with dignity and respect processes, liaising with Trinity College Dublin as appropriate.
- Attend Equality and Diversity Committee (EDC) meetings (three time a year) reporting on dignity and respect management at the Academy.
- Minute EDC meetings.

Health & Safety

- Implementation of Health & Safety Policy and ensuring compliance across the organization.
- Attend Safety Committee meetings (three times a year)

General

- Maintain professional standards in relation to confidentiality and ethics and promote equality, diversity and inclusion in employment practices.
- Building and maintaining accurate HR filing systems in compliance with GDPR.
- Co-ordinate and assist in the compilation of data and preparation of management reports.
- Promote a positive, open, friendly and professional working environment.
- Undertake such other duties and responsibilities as may be assigned by the Director of Administration.

Person Specification

Qualifications, Knowledge, Experience & Competencies

Qualifications

- A Third-Level Qualification in Human Resources or related field (essential).
- CIPD Affiliation (desirable).

Knowledge & Experience

- Minimum 3 years' experience in a similar managerial role in a progressive HR environment, with experience in all key areas of the HR function (essential).
- An excellent knowledge of current employment legislation (essential).
- Excellent interpersonal communication and conflict management skills (essential).
- Excellent analytical skills and proven problem-solving ability (essential).
- Proven ability to work on own initiative, handle multiple priorities and deliver to deadlines; (essential).
- Proven ability to build and effectively manage interpersonal relationships (essential).
- Proven experience in supporting Equality, Diversity and Inclusion (EDI) in the workplace through HR practices (essential).
- Ability to identify and deliver HR best practice in a university and/or arts setting (desirable).
- Experience in the Not-for-Profit / Charity Sector (desirable).
- An understanding of organisational restructuring and change management with project management skills and experience (desirable).
- Knowledge and experience of implementing and operating an IT-based HR system (desirable).

Competencies (essential)

- Good working knowledge of MS Office suite including Word, Excel, Access and PowerPoint. Good administrative and business support skills with proven ability to multi-task
- Strong ability to organise and work effectively under time pressures and on own initiative.
- Have the ability to forward plan and anticipate problems before they arise.
- Excellent written and verbal communication.
- Display strong attention to detail and concern for accuracy.
- Ability to work both independently and as part of a team.
- Oral communication: convincing and confident when speaking to others; comes across as welcoming and approachable in manner

- Written communication: an ability to communicate effectively in writing. Documents are clear, concise and error-free.
- Good organisational skills.
- Conscientious: is accurate in their work and pays attention to detail.
- Deadline oriented: can handle multiple tasks simultaneously and meet deadlines
- Resourceful: can work on own initiative; knows where to find information/help and can problem solve
- Flexibility: can operate flexibly within a busy work environment.
- Team worker: can operate effectively as part of a team.
- Motivated: displays a 'can-do' attitude; is committed to The Lir Academy and wishes to contribute to its development

Salary:

€22,500 per annum (pro rata based on a full-time salary of €45,000).

Working hours:

17.5 hours a week (pro rata based on a full-time working week of 35 hours).

Flexible working arrangement between the hours of 9am – 5pm, Monday – Friday.

Hybrid working arrangement permitted.

What we offer

- Pro rata 20 days holidays per year, plus an additional 5 days at Christmas.
- Cycle-to-Work scheme
- TaxSaver rail tickets
- EAP (Employment Assistance Programme)
- Complimentary tickets to all Lir Academy theatre performances
- Regular invites/discounts to external theatre industry events: including plays / shows / performances etc.

The Lir Academy prides itself on providing all our staff, students and guests with a vibrant, dynamic and safe working environment. As a company we are committed to welcoming an inclusive and diverse range of people into our organisation. The Lir Academy is an equal opportunities employer and we do not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race.

How to Apply:

All applications will be overseen in the strictest of confidence by The Lir's Director of Administration, Anne Fitzpatrick.

Interested candidates should submit a letter of application and a full CV to recruitment@thelir.ie

Application timeline:

Closing date for receipt of applications: Wednesday 28th February 2024, 5pm.

Interviews: In Dublin, the week of the 4th of March 2024.

Preferred starting date: On or before the 2nd of April 2024.

Selection methods:

Short-listing of candidates will be on the basis of the information contained in their CV and covering letter.

Further information: recruitment@thelir.ie