



SOLAS People Manager (Operations)

Reporting To:	Director of People, SOLAS
Salary Scale:	€68,954 to €89,480
Location:	SOLAS Offices, Castleforbes Road, Dublin 1.
Tenure:	Permanent
Reference:	290

The Opportunity

SOLAS, the Further Education and Training Authority of Ireland, was established on 27 October 2013 and its mission is to fund, co-ordinate and monitor a range of Further Education and Training (FET) provisions that is responsive to the needs of learners and employers. It is an agency of the recently formed Department of Further and Higher Education, Research, Innovation and Science. SOLAS works in close collaboration with Education and Training Boards (ETBs) across Ireland on provision of high-quality further education and training, equipping learners with relevant skills and knowledge, and providing a pipeline of talent into employment and to the Irish economy and society.

At SOLAS, we put the learner, employers and communities, which FET serves, at the heart of everything we do. In May 2020, SOLAS launched its first People Strategy, as a catalyst to transform our working environment and culture, and create the conditions for our future organisation to thrive and achieve its goals.

We are currently recruiting for a **People Manager (Operations)** to support the new developed People Team structure.

The Role:

The successful candidate will support the effective delivery of SOLAS HR services in line with the SOLAS People Strategy, with the specific remit for end-to-end recruitment and selection processes, HR Information Systems, Policy Development and Administration, Workforce Planning, Employee and Industrial Relations Pension management. The role will form a key part of the People Team Management structure and reports directly to the Director of People.

The People Manager (Operations) will lead out on specific projects, with the scope of the role extending to oversight of HR related initiatives including CoreHR optimisation, Succession Planning /Talent Management, Evaluation and Measurement and Partnership model implementation.

Key Responsibilities:

The People Manager (Operations) will have responsibility and accountability for operational HR priorities

- Deliver on key HR-related projects that support execution of the SOLAS People Strategy, in conjunction with the People Manager (Engagement)
- Manage all recruitment, selection and placement activities for assigned areas in line with business needs, partnering with the People Team to deliver excellent candidate experience and talent selection outcomes.
- Implement end-to-end recruitment and selection procedure for SOLAS
- Partner on employee relations issues and provide guidance and advice to managers and employees in line with Group HR policies, relevant legislation and best practice
- Contribute strongly to building a high performance culture, working closely with SOLAS line managers

to ensure HR related issues are addressed and support provided by the People Team

- Provide advice to management and employees in relation to all HR related policies
- Provide HR support and consultation to the business, overseeing employee and manager queries about HR programs, policies and other HR-related topics.
- Support the effective end-to-end delivery of key HR administration and operational functions, including digital opportunities and People Team intranet management
- Manage formal and informal employee relations processes.
- Manage, coach and mentor direct / indirect reports
- Identify opportunities to improve HR policies and keep up to date with HR and policy best practice
- Represent the organisation on relevant external employee relations for a (e.g., WRC)
- Represent the People Team on relevant groups/ committees
- Act for the Director of People when required
- Espouse the SOLAS culture, living by the TRIBE values
- Other assigned duties as needed.

The Individual:

The successful candidate will have:

- A record of academic achievement that will include a relevant primary degree, or equivalent, at a minimum.
- Proven HR experience with at least 3+ years in a Human Resources leadership or equivalent role; experience in public service sector desirable
- Ability in relating effectively with a diverse range of people internally and externally to the organisation, including government departments, Board members and staff representatives.
- Demonstrated expertise training / coaching managers and employees
- Demonstrable commitment to continuous improvement with a high degree of initiative.
- Proven track record of developing, driving and delivering against implementation plans.
- Resilient and comfortable taking ownership.
- Experience of facilitating and influencing decision-making.
- Excellent written and spoken communications skills, as well as a working familiarity with information technology
- Exemplary public service values including the highest standard of professional integrity and operating with probity.

Core competencies:

The successful candidate will have demonstrated the following core competencies for the role of People Manager (Operations)

- **Leadership**
Inspiring and energising self and others to achieve personal and organisational success.
- **Developing Self and Others**
Finding ways to keep skills current and maintain up-to-date knowledge of specific and broad-range topics; providing developmental opportunities to others and taking ownership for own learning and others.
- **Results Focused and Business Aware**
Maintaining a focus on the important issues to achieve and improve results and awareness of and applying sound business principles and effective operational practices to drive successful outcomes.
- **Learner & Stakeholder Focus**
Maintaining learner/ stakeholder focus, understanding their needs, providing realistic commitments and taking responsibility for delivering on those commitments.

SOLAS TRIBE Values:

The successful candidate will espouse the SOLAS values in all aspects of their work

- ***Transparent:*** *We are Transparent, Accountable and Work with Integrity*
- ***Respectful:*** *We Respect and Value our People*
- ***Innovative:*** *We Think Big and Encourage Innovation*
- ***Brave:*** *We are underpinned by Trust, Support and a Shared Purpose*
- ***Effective:*** *We maximise value through our Professionalism and Efficiency*

