



Title: Assistant Manager
Grade: 7
Unit: People Operations (Support)
Reporting to: People Operations Manager
Location: SOLAS, Block 1, Castleforbes House, Castleforbes Road, Dublin 1
Ref: 429

Role Summary

SOLAS is seeking to recruit the permanent position of Assistant Manager, People Team – Operations. This position will report directly to the People Operations Manager. The successful candidate will support the effective delivery of SOLAS HR services in line with the SOLAS People Strategy. The People Operations Team has the specific remit for end-to-end recruitment and selection processes, HR Information Systems, Policy Development and Administration, Workforce Planning, Employee and Industrial Relations. The Assistant Manager will lead out on specific projects as well as work in tandem with other members of the People Operations Team.

Key Tasks/Responsibilities

- Support the effective end-to-end delivery of key HR administration and operational functions, including digital opportunities and People Team intranet management.
- Act as Chair of Recruitment panels for all Grade 7 interviews, and responsibility for surrounding procedures.
- Oversight of processes for extended staff absence.
- Identify opportunities to improve HR policies and keep up to date with HR and policy best practice.
- Coordination of the LMS rollout and updates for HR policy implementation.
- Manage, coach and mentor direct / indirect reports. The Assistant Manager will have line management responsibilities for two clerical officers in the first instance.
- Supporting manager during grievance & disciplinary processes, staff relations, whistleblowing etc. including, procurement procedures, and collating and processing confidential information.
- Ensure that the reputation of the organisation is properly protected.
- Demonstrate the highest level of integrity in all areas of work and interactions with internal and external stakeholders.
- Represent the People Operations Team on relevant groups/ committees.
- Act for the People Operations Manager when required.
- Other assigned duties as needed.

Requirements:

Essential:

- A record of academic achievement that will include a relevant HR qualification, or equivalent, at a minimum.
- Proven HR experience with at least 3+ years in a Human Resources operational role.

- Evidence of knowledge and understanding of HR Policies and procedures and Irish employment law.
- Proven track record of developing a HR policy and/or delivering against implementation plans.
- Strict confidentiality when dealing with sensitive matters.
- Ability to relate effectively with a diverse range of people internally and externally to the organization.
- Demonstrable commitment to continuous improvement with a high degree of initiative.
- Excellent written and spoken communications skills, as well as a working familiarity with information technology

Desirable:

- Experience in Human Resources within the public service sector.
- Membership of CIPD.
- Experience in dealing with staff representatives via Industrial Relations procedures.
- Experience with competency-based interview procedures.
- Experience and knowledge of Learning Management Systems.