SOLAS
An tSeirbhís Oideachais Leanúnaigh agus Scileanna
Further Education and Training Authority

Title:	HR Business Partner
Grade:	7 (Assistant Manager)
Unit:	People Operations (Support)
Reporting to:	People Operations Manager
Location:	SOLAS, Block 1, Castleforbes House, Castleforbes Road, Dublin 1
Ref:	654

Closing Date for completed SOLAS Application forms is Tuesday, 17 November 2026 at 12:00pm (Noon)

Role Summary

SOLAS is seeking to recruit the temporary position of HR Business Partner, 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, with specific focus on the areas of Project Management, Employee Relations, and Policy Development. The People Operations Team has the specific remit for end-to-end recruitment and selection processes, HR Administration, HR Information Systems, Policy Development and Administration, Workforce Planning, Employee Relations, and Industrial Relations. The HR Business Partner will lead out on specific projects as well as work in tandem with other members of the People Operations Team.

Responsibilities:

HR Operations

- Act as Chair of interview panels for assigned recruitment campaigns, and responsibility for surrounding procedures.
- Oversight of processes for extended staff absence and probations.
- Support the effective end-to-end delivery of key HR administration and operational functions, including digital opportunities and People Team intranet management.

Policy Development and LMS

- Identify opportunities to improve existing HR policies and keep up to date with HR and policy best practice.
- Develop policies, training, and communications for the effective policy roll-out to staff.
- Coordination of the LMS rollout and updates for HR policy implementation.

Employee Relations

- Support the People Operations Manager with the management of internal Employee Relations processes, including preparing documentation for any required proceedings, including the WRC and Labour Court.
- Advising and supporting managers on Employee Relations matters, while promoting a culture of advice-led early interventions and best practice.
- Administration of ancillary Employee Relations matters, including procurement procedures, and collating and processing confidential information.
- Ensure SOLAS is legally protected in all employee related matters, while considering employee experience and balancing appropriate risk.

Project Management & Other

- Undertake and lead out on specific HR projects, as directed.
- Represent the People Operations Team on relevant groups/ committees.
- Act for the People Operations Manager when required.
- 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.
- Other assigned duties as needed.

<u>Requirements</u>:

Essential:

- Proven HR experience with at least 3+ years in a Human Resources operational role, ideally within the public service sector.
- Proven HR experience related to employee relations issues.
- A record of academic achievement that will include a relevant HR qualification, or equivalent, at a minimum.
- Proven experience of coordinating and delivering on HR-related projects.
- Evidence of knowledge and understanding of HR Policies and procedures, and Irish employment laws, rules, and regulations pertaining to employee relations matters.
- Proven track record of developing a HR policy and/or delivering against implementation plans.
- Strict confidentiality when dealing with sensitive matters.
- Proven ability to build strong partnerships and work collaboratively with managers and HR colleagues.
- Ability to relate effectively with a diverse range of people internally and externally to the organisation.
- 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 and knowledge of Human Resources within the Irish public service sector.
- Experience of employee relations investigations (e.g. attending the WRC/Labour Court).
- 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.

A Blended Working policy is in place and an arrangement is available for request with this role, with a minimum of 2 days per week in the office (Castleforbes House, Dublin 1). One of the days must be a Wednesday. Please note that as a public sector employee, you must reside in the Irish jurisdiction to avail of blended working, and in accordance with Department Public Expenditure and Reform (DPER) requirements, you must be available to attend in person if and when required.

Secondment requests from across the public sector will be considered