

JOB DESCRIPTION

NOVAS

Housing | Health | Recovery

Job Title:	HR Administrator	Post Holder:	HR
Reports To:	HR Service Partner	Location:	Limerick or Dublin
Salary:	This role is attached to a defined salary scale which starts at €21,000 and appointments are made depending on experience.		

Purpose of the Job

The role of HR Administrator is vital to the successful delivery of quality programmes and services in NOHAS for our HR Department. The HR Administrator will support the HR Department within the authority delegated from the HR Service Partner.

The HR Administrator will report to the HR Service Partner, will be a member of, and work collaboratively with the HR Team. This role requires some element of flexibility and adaptability and the post holder is required to be available to work Monday to Friday from 9am to 5pm outside of emergencies and exceptional circumstances.

The HR Administrator will have a background in Human Resources, with training or experience in the area of Human Resources and be expected to work within the relevant frameworks of quality standards or legislation.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review.

Environment of the Job

NOHAS is a not for profit organisation and Approved Housing Body, we work with single adults, couples and families and who are homeless or at risk of being homeless. We provide a range of services and accommodation. Our first service was established in Limerick in 2002 which was a temporary low threshold emergency homeless accommodation and we have grown from there. We now have over 100 staff, and more than 70 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including emergency homeless accommodation, transitional homeless accommodation, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.