

# JOB DESCRIPTION

**NOVAS**

Housing | Health | Recovery

Job Title:	HR Administrator	Post Holder	AR
Reports To:	HR Service Partner	Location:	Limerick or Dublin
Salary:	This role is attached to a defined salary scale which starts at €33,080 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 NOVAS 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 areas 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

NOVAS 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 300 staff, and more than 30 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.

NOVAS is a Trauma Informed Practice Organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together.

Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders.

## Delegation and Reporting

The HR Administrator has decision making remit for the area of recruitment of front line staff and other administrative HR duties in collaboration with colleagues within the HR Team. In the absence of the HR Service Partner or Head of HR, or at other times, the HR Administrator may be required to consult with and take direction from the CEO or other members of the Senior Management Team.

Oversight for the work in this role is provided by the Governance Sub Committee of the NOVAS Board of Directors.

The HR Administrator will at all times operate in a professional and respectful manner, maintaining high quality standards of work in accordance with the values and mission of NOVAS. Their decision making will at all times be informed by the best interests of the clients and tenants and ensuring cost effective value for money, use of donations and public money.

## Challenges

The nature of our work involves supporting the most vulnerable people who often have complex needs and may be survivors of trauma. As a result, during the course of your work you may engage with sensitive and confidential matters that require empathy, compassion and pragmatism. You may also encounter clients or tenants who are in distress, displaying challenging behaviours or struggle to moderate their behaviour. Patience, respect and an ability to remain professional and focused on deescalating is essential. Further training will be provided in Trauma Informed Practice or Crisis Prevention.

As an organisation that is largely funded by public money, effective use of resources is a continuous focus and challenge.

Key Accountabilities	
Accountability	Achieved by
<b>Recruitment &amp; Selection</b>	<ul style="list-style-type: none"> <li>▪ Liaising with the HR Service Partner in the preparation of Job Adverts and Job Descriptions for upcoming roles.</li> <li>▪ Managing and preparing the recruitment processes from advertising a role, collecting applications and communicating with relevant managers and job applicants.</li> <li>▪ Ensuring Hiring Managers have created shortlisting panels and participating in shortlisting of applications when required.</li> <li>▪ Arranging pre-employment medicals where required.</li> <li>▪ Liaising with the HR Service Partner and Hiring Managers regarding booking of interview times, preparation of interview questionnaires and filing or destruction of relevant recruitment documentation.</li> <li>▪ Communicating with candidates and colleagues in a clear, accurate and welcoming manner.</li> <li>▪ Coordinating completion or collection of Garda Vetting, Self-Declarations, References, evidence of qualifications or evidence of and gathering qualifications or proof of right to work in Ireland.</li> <li>▪ Support the HR Service Partner with completion of contracts on instruction from the Hiring Manager.</li> <li>▪ Sending required information to new employees to begin onboarding process.</li> <li>▪ Liaising with prospective students re insurance and Garda Vetting.</li> </ul>
<b>Employee Relations &amp; Management</b>	<ul style="list-style-type: none"> <li>▪ Creating HR files for new staff and ensuring Salesforce for all staff is kept up to date.</li> <li>▪ Sending new starter forms to the finance department.</li> <li>▪ Responding to general queries from candidates and managers around recruitment in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensuring security, accuracy, integrity and confidentiality of data.</li> <li>▪ Arranging occupational health appointments for staff when required.</li> <li>▪ Keeping up to date on CORU registration requirements.</li> </ul>
<b>Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>▪ Updating staff information and required training from new staff and record the delivery on the CRM system.</li> <li>▪ Overseeing the use of agency staff and liaising with Service Managers and HR colleagues regarding approval of invoices and timesheets.</li> </ul>
<b>Supervision, Support &amp; Development</b>	<ul style="list-style-type: none"> <li>▪ Engaging in regular supervision or one-to-one sessions with your line manager.</li> <li>▪ Working under the direction of your line manager and the wider management team.</li> <li>▪ Working to help the organisation achieve the aims and objectives of the strategic plan in line with our values and mission.</li> <li>▪ Participating in team meetings.</li> <li>▪ Familiarity and compliance with all relevant policies and standards.</li> <li>▪ Participation in relevant and required training events.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>▪ Attention to your own Health &amp; Safety in the workplace.</li> <li>▪ Vigilance of health &amp; safety hazards and timely reporting of same to your line manager.</li> <li>▪ Gathering driving for work data for staff where necessary.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>▪ Ensure data and personal information relating to clients, tenants, staff and other members of the organisation is kept safe and secure using the correct systems and procedures, is collected for legitimate purposes and is safely destroyed when appropriate.</li> <li>▪ Liaise with managers and colleagues to approve hours for agency staff and keeping records of all agency staff.</li> <li>▪ Update HR colleagues and Finance Dept of any leavers</li> <li>▪ Audit of active locums completed yearly.</li> </ul>

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	<ul style="list-style-type: none"><li>▪ Working with Senior Residential Services Managers and HR colleagues to effectively manage relief hours tracking on salesforce.</li></ul>
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## Person Specification

### Essential Criteria

*Documentary evidence of qualifications and eligibility will be confirmed at the end of any recruitment process, candidates who do not possess the essential requirements, on the date of application will not be offered a position. It is the responsibility of the applicant to ensure they meet the essential criteria of the person specification.*

The appropriate candidate will have:

- Proven Experience as an HR Administrator.
- Knowledge of HR administrator responsibilities, systems and procedures.
- Proficiency in MS Office (MS Excel and Outlook in particular).
- Excellent time management skills and ability to multi-task and prioritise work.
- Attention to details and problem solving skills.
- Excellent written and verbal communication skills.
- Strong Organisational and planning skills in a fast-paced environment.
- Criminal Record Self Declaration will be sought for this role.

### Desirable Criteria

It would be an advantage for the candidate to have:

- A bachelor degree (NFQ, L7) in Human Resource Management or a related field.
- Experience of working in, or a strong interest in the charity or not-for-profit.
- Full clean drivers licence and use of own car.

## NOVAS Employment Benefits

NOVAS is committed to attracting and retaining the best talent in service of our clients and tenants and values the hard work and commitment of our staff.

Detailed below are a range of benefits you receive as a NOVAS employee.

<b>Support &amp; Supervision</b>	Every employee will have regular planned one-to-one meetings with their line manager as well as Team Meetings and Monthly All Staff Town Hall meetings in order to ensure you are connected to, and supported by your colleagues and the organisation.
<b>Learning &amp; Development</b>	NOVAS will fully fund a wide range of training programmes required role specific including First Aid, Fire Safety, Manual Handling, Trauma Informed Practice.
<b>Career Progression</b>	NOVAS believes in supporting the development and career path for our staff and develop skills for role changes, Leadership Preparation and Management Development.
<b>Salary Scales</b>	NOVAS has defined salary scales and has committed to awarding annual increments to staff depending on sustained funding.
<b>Annual Leave</b>	26 Days annual leave plus bank holidays.
<b>Pension</b>	A direct contribution pension with a 5% employer and employee contribution totalling 10%.
<b>Employee Assistance Programme</b>	Our Employee Assistance Programme provided by Inspire Wellbeing gives staff access to free confidential counselling and a suite of online mental health and wellness tools.
<b>Further Education Support</b>	With the help of your line manager you can apply for financial support, study leave or exam leave days to complete external professional qualifications to help further your career.
<b>Sick Pay</b>	2 Weeks full and 2 weeks half sick pay certified.
<b>Maternity Leave</b>	18 weeks full pay which can be pro rata across duration.