

DUBLIN CENTRAL MISSION

Welcoming. Serving. Supporting.

Head of People (Permanent, Full Time)

Dublin Central Mission have an exciting opportunity for a Head of People. The successful candidate will help to shape and develop the HR Function with a focus on ethos, team, culture and people support. DCM has just embarked on an ambitious 5 Year Strategy and this is a great opportunity to be part of our journey carving out a HR Strategy to complement our planned growth.

Role Overview:

The Head of People will operate as a member of the DCM Senior Management Team with the prime responsibility of overseeing the HR Function for all DCM services. The role will have responsibility for all areas within the HR Function.

Profile & Qualifications:

- CIPD qualified with a third level HR qualification or related discipline essential.
- Ideally a minimum of 10 years' experience in a HR role of which, the last 3 years were at management level.
- Have a strong track record of achieving agreed Key Performance Indicators (KPI's) and meeting targets.
- Can demonstrate strong leadership skills, with a proven ability to lead and motivate whilst promoting a positive team ethos.
- Can demonstrate flexibility, versatility, and an ability to manage and prioritise workload.
- Have strong organisational and planning skills to ensure the department functions to a high standard.
- Can maintain a high level of professionalism when working under pressure.
- Has excellent people skills and an ability to communicate effectively, in a professional manner with a broad range of stakeholders, both internal and external.
- Experience of managing a HR System is desirable.
- Knowledge and experience of the Healthcare and Housing/Social Services Sector is also desirable.

Reporting Relationships:

- Role reports into the CEO

Key Responsibilities:

- Maintain a list of HR policies for the organisation and ensure they are updated as required in conjunction with the Executive Management Team.
- Keep abreast of changes in employment law and HR practice and ensure that DCM policies reflect what is current practice in Ireland.
- Ensure there are robust procedures in place for all HR matters to be referred and managed within the department.
- Oversee the recruitment function and delegate work as required to the administrative team.
- Ensure the induction process for DCM is one that supports new staff onboarding into the organisation.
- Management of the HR System – Softworks and monthly payroll reporting.

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- Work towards a KPI of 100% compliance by instilling a culture within the organisation of good practice with regards to training compliance.
- Source training courses and trainers to support the needs of the organisation.
- Oversee and plan all aspects of our Strategic Goal – to be an employer of choice.
- Support the site managers and give advice as required on employee related matters.

Applicants for the above post should submit a letter of application and CV by email to Miriam Farrell at hr@dublincentralmission.ie. A detailed job description is available on request.

Dublin Central Mission is an Equal Opportunities Employer.