**Job Description HR Coordinator**

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| **Job Title** | **HR Co-Ordinator** |
| **Reporting to** | Head of People and Transformation |

**Overall Summary of Role:**

**The ISPCC Childline is seeking a HR Co-ordinator to join the HR team (Maternity Leave Cover). As front line HR for the organisation, your role is to provide excellent HR partnering in supporting and coaching managers and staff on queries and matters queries and anticipate potential issues. You will play a key role in recruitment and selection of ISPCC Childline people and the coordination of all general HR / People process including pensions and consolidating the monthly payroll file for the provider. This presents an opportunity to become part of a busy national team environment and further develop your HR skills.**

**Duties Include:**

* **Recruitment and Selection at all levels within the Organisation from advertising to the commencement and Induction of new employees.**
* **Ensuring that ISPCC policy in relation to Recruitment and selection of staff is followed and that all new staff receives employment contracts.**
* **Maintaining Human Resources Policies and Procedures ensuring that best practice HR policies are fully compliant with Irish Legislation**
* **Management of the Garda Vetting Database and ensuring all Garda Vetting is up to date**
* **Management of all employees’ on boarding and leavers administration process.**
* **Management of all HR trackers and systems**
* **Performance Management – Supporting Managers on Probation management / sign off**
* **Maintenance of People Files and ensuring all files are up to date to support the Audit purposes.**
* **Prepare monthly payroll for our outsourced payroll company, prepare reports for Finance and Head of People and Transformation for sign off at the end of each payroll.**
* **Providing relevant reports on all HR information, ensuring that all HR filing systems (virtual and paperbased) are up to date**
* **Liaising with IBEC and other external bodies as required**
* **Administration of the ISPCC Childline pension schemes from setting up new PRSAs, amendments, and any queries / quarterly / annual reports for NHASS pension members.**
* **Month end reports including reconciliation of health insurance, department spending, PRSA deductions**
* **Quarterly reports for managers for funded employees (reconciliation anticipated and actuals).**
* **Management of leaves on our systems, including annual leave, parental leave, sick leave etc.**
* **Ensure all leave is updated, reports are generated and year end processes are completed.**
* **Ensuring HR Projects are progressing and on track**
* **Communication - Weekly people updates Intranet, people changes, starters and updates**
* **Support and participate on COVID Task force**
* **Other adhoc duties as required**

**Personal Specifications**

**Qualifications**

**Essential**

* **HR Degree, and hold a CIPD qualification or equivalent**
* **Masters in HR Desirable**
* **Evidence of Professional Development, Coaching, Train the trainer, IITD**

**Experience:**

* **4-5 years’ experience in a generalist HR role in a similar organisation**

**Essential:**

* **Experience in consolidating the monthly file for processing payroll provider**
* **Pension administration experience an advantage.**

**Knowledge/Skills and Abilities:**

**Essential:**

* **Ability to maintain relationships at all levels within the organisation.**
* **Sound Knowledge of HR practices and Employment Legislation.**
* **Administration of Payroll & managing the Payroll Provider**
* **Ability to maintain confidentiality.**
* **Excellent written and Communication skills.**
* **Strong Organisational, influencing and problem-solution skills.**
* **Ability to work on own initiative, prioritise and manage a number of tasks simultaneously and demonstrate attention to detail.**
* **Advanced IT skills, good understanding of Excel, powerpoint**