



## **HR Manager (Part-time) - Job Specification**

### **About Irish Film Institute**

The Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar.

The IFI has developed strategic objectives around three core activities:

- **EXHIBIT** Providing audiences throughout Ireland with access to the finest independent, Irish and international cinema
- **PRESERVE** Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- **EDUCATE** Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

### **Job purpose**

A HR Manager role (Part-time) has been established to focus on leading and managing the HR agenda in the Irish Film Institute. Working closely with the CEO and Management team, the successful candidate will be responsible for HR projects and support services, including policies, training, recruitment, and positive staff engagement activities. HR projects will be developed to support the IFI Strategic Plan.

If you are a self-starter, enthusiastic and organised, this is a great opportunity to work within a fantastic and diverse cultural workplace. Your role will be delivered within a team environment, with plenty of scope to use your initiative to deliver new HR activities across the IFI.

### **Key Responsibilities**

Responsible for the management of all HR activities within the business:

- Develop, implement and manage the IFI People Plan, in support of the IFI Strategy 2017-2022;
- Actively manage and improve the delivery of the key HR processes such as: Policies and procedures; HR schemes and benefits; Recruitment and Induction; Performance management, and Training and Development;
- Identify and introduce ideas and initiatives that will support the people agenda and strategic objectives of the IFI;
- Continuously review and improve HR policies and practices, providing guidance and support to management and staff, in a timely and appropriate manner;
- Participate in, and lead where appropriate, the recruitment, training and policy processes; coaching and upskilling management and staff on an ongoing basis;
- Support the Management team in the delivery of people initiatives, such as performance management; training and development, and engagement plans;
- Produce reporting as and when required and complete ad-hoc HR projects identified by CEO;

- Provide administrative support across a range of HR tasks and projects to the CEO, ensuring IFI is compliant with employment legislative obligations;
- Work with CEO/Management and other stakeholders/suppliers where required to deliver IFI requirements.

### **Key Requirements**

- Minimum of 3-5 years relevant HR experience is essential, with recognised HR qualification;
- Strong working knowledge of HR policies and practices including employment legislation and performance management, employee engagement and communications capability;
- Excellent organisational skills with ability to work well across a varied agenda and environment;
- Proactive approach to problem resolution, with keen attention to detail;
- A good work ethic and a positive, can-do attitude in your approach to work;
- Ability to work on your own initiative and equally as part of a team;
- Strong communication - verbal and writing – skills in dealing with colleagues and externally;
- Excellent computer skills and IT literacy – MS Word, Excel, Powerpoint, etc

### **Hours**

This is a part-time role – we are looking for a flexible, experienced candidate who is available up to 2.5 days per week. We are open to flexing working hours over 2 to 5 days per week.

Applicants should forward a CV and cover letter to [jobs@irishfilm.ie](mailto:jobs@irishfilm.ie) by **17.00 on Friday, 14th August 2020**.