HR Manager (Part-time, Maternity cover) – 20 hours per week

- **Contract – 1 year (maternity cover)**
- **Position commencing – mid August 2023**
- **Hybrid working options available**

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; and our four digital streaming platforms, IFI@Home, IFI Archive Player, IFI@Schools and IFI International. 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

An opportunity to influence and deliver the IFI people strategy, the HR Manager will be responsible for working closely with the senior business team to support the delivery of the business plan and lead the HR agenda. Reporting directly to the CEO, 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 dynamic and diverse cultural workplace. The role offers plenty of scope to use your initiative to deliver new HR activities across the IFI. The HR Manager will line manage one direct report who provides administrative support to the CEO and HR function.

Key Responsibilities

- Develop, implement and manage the IFI People Plan, in support of the IFI Strategy.
- Management and delivery of all HR activities within the business including HR policies and procedures; HR schemes and benefits; recruitment and induction; performance management, and training and development.
- Identify and introduce ideas and initiatives that support the people agenda and strategic objectives of the IFI.
- Line manage the Administrative Assistant position.

- 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 current employment legislation.
- Work with CEO/Management and other stakeholders/suppliers where required to deliver IFI HR requirements.
- Develop and refine HR procedures, policy, and strategy within the business to ensure best practice HR approach is in place.
- Work closely with the senior management team, managers, and employees to provide advice regarding various people related situations.

Key Requirements

- Prior experience at HR Manager/senior HR level and a recognised HR qualification are essential. CIPD qualification is desirable.
- Practical approach to HR, with a thorough understanding of Irish employment law.
- A proven track record in HR with strong leadership and mentoring skills.
- Strong working knowledge of HR policies and practices including employment legislation and performance management, employee engagement and communications.
- Excellent interpersonal skills and a collaborative relationship building style; ability to work well with and influence at all levels.
- Change management experience, with a demonstrated track record of successfully delivering people related change agendas.
- 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 and MS Office skills.
- Prior HRIS experience.

About the role

This is a part-time position, working 20 hours per week. This is a one year contract to provide maternity cover. We are open to flexing working hours over 2.5 to 5 days per week but applicants should be available for an initial training period commencing in August 2023 (initial training days will be Monday, Wednesday and Thursday (am))

Salary: €20,000 per annum.

Application procedure

Applicants should forward a CV and cover letter to jobs@irishfilm.ie by 17.00 on Friday, 16th June 2023.

The IFI is an Equal Opportunities Employer and welcomes applications from all sections of the community. If you need assistance, or an accommodation, as part of the recruitment process please let us know in advance by contacting jobs@irishfilm.ie.