Our Lady’s Hospice & Care Services

Respite Rehabilitation Reassurance Harold’s Cross & Blackrock

JOB DESCRIPTION & PERSON SPECIFICATION

Manpower Manager
1.0WTE Indefinite Duration

Founded in 1879 by the Sisters of Charity
JOB DESCRIPTION

TITLE: Manpower Manager

REPORTING TO: Head of HR

SALARY SCALE: Grade V

HOLIDAYS: 27 days per annum pro rata

HEALTH: A candidate for and any person holding the office must be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.

CHARACTER: A candidate for and any person holding the office must be of good character.

HOURS OF WORK: 37 hours per work. Details of starting and finishing times, which may vary in accordance with Hospice needs, will be notified to you by your Head of Department/Deputy. There will be times when you will be required to work outside of the normal office hours.

WORKING WEEK: Will be determined by the Head of Department

ETHICAL CODE: The post holder is requested to respect the special charism, ethos and tradition of Our Lady’s Hospice & Care Services and to observe and comply with its general policies, procedures and regulations.

CONFIDENTIALITY: You will have access to various types of records/information in the course of your work. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff, patients or other Hospital business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

JOB PURPOSE Reporting to the Head of Human Resources, the post holder will have responsibility for leading and managing the manpower planning function of Our Lady’s Hospice & Care Services. The successful candidate will be the operational lead in the recruitment of staff across all areas and will be responsible for developing and implementing the Workforce Strategy.
Key Duties and Responsibilities

- Manage and coordinate the Recruitment Assistants workload.
- Prepare and attend regular manpower planning meetings with Head of HR and Manpower committee (management team sub group) to consider vacancies and recommend options.
- Assist and support Heads of Department in preparing business cases for submission to the Manpower Committee.
- Workforce planning and preparation of monthly and recruitment forecasts/projections per department.
- Preparation of Job Descriptions and Person Specifications with Head’s of Department.
- Responsible for the advertising of all vacancies and decide on appropriate method in line with OLH&CS policy and relevant legislation.
- Partake in shortlisting/interview panels and ensure the correct procedures are followed.
- Ensuring recruitment competitions are in line with OLH&CS recruitment and selection policy and that all stages from shortlisting to interview to reference checks and contract stage are in compliance with OLH&CS policy and best practice.
- Formulate and agree appropriate selection panel for competitions with HOD’s and Head of HR as appropriate.
- Carry out responsibilities in relation to the Authorised Signatory role for the Garda Vetting process for all employees.
- Agree salary for new employees in line with relevant salary scale and negotiate and agree salaries for agency placements.
- Prepare monthly recruitment and other relevant statistical reports for Head of HR to present at Senior Management team meetings.
- Manage and negotiate agency fees and T&C’s in consultation with the Business Unit.
- Monitor and maintain research or external funding from grants etc relating to the funding of positions.
- Manage contract of employment process and maintain contracts and renewals database and follow appropriate process.
- Support work experience placements through standard operating procedure process.
- Manage and present at staff orientation programme.
- Manage work permit process with Recruitment Assistant in order to ensure employee permits are up to date and OLH&CS is in full compliance with the Work Permits Acts.
- Liaise with external stakeholders, HSE, employer bodies, advert agencies, etc.
- Ensure all documentation for personnel files are maintained and set up for payroll.
- Preparing and submitting Consultant Appointment Unit applications for approval.
- Training managers on the R&S process and providing interviewer skills training.
- Responsible for managing the probation process with the Recruitment Assistant.
- Management of all staff movements within the organisation.
- Recording and monitoring of professional registrations.
- Provide support for general HR and specific employee relations queries.
Project Work

- Review human resource policies and procedures and develop new polices.
- Standard lead for recruitment and selection activity under HIQA project.
- Develop and implement a recruitment audit tool for monitoring the efficiency of the recruitment function.
- Participation in task force groups.
- Work on the Communication and Employer Branding Strategy
- Workforce strategy – management, development and implementation of projects: competency based framework, succession planning/talent management, exit interview process etc.

General

- To adhere to Departmental and Hospice policies at all times.
- To perform such other duties appropriate to the post as may be assigned from time to time by the Manager or a nominee.

Self-Development

- To be aware of current developments and issues in human resources by reading current literature and keeping abreast of new developments, attending ‘in-house’ seminars, lectures and courses when possible and as appropriate in consultation with Head of Department.
- To assume responsibility for his/her own professional development and safe work practice.
- To ensure a safe environment for himself/herself, colleagues and visitors.

Professional

- To have an excellent knowledge of Our Lady’s Hospice & Care Services HR and other relevant policies.
- To present and act in a professional manner at all times and ensure colleagues do likewise.

Garda Vetting:

Arrangements have been introduced, on a national level, for the provision of Garda Vetting in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. Each candidate will be required to complete a Garda Vetting form.

The post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

These duties and responsibilities are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the service.
### PERSON SPECIFICATION

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<th>Factors</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Qualifications</td>
<td>• A third level standard of education at FETAC level 7 or above in HR which demonstrates the candidate's ability and competency to undertake the post and deliver a first-class service.</td>
<td>• CIPD Accredited.</td>
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<td>• Masters in HR or related field.</td>
<td>• Experience of managing recruitment competitions in line with public sector policy.</td>
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<td>Experience</td>
<td>• Minimum of 3 years’ experience in the last 5 years in a relevant Management / Administration role.</td>
<td>• Experience of using SAP and recruitment systems.</td>
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<td>• Minimum of 2 years’ experience working in a HR Department.</td>
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<td>• Experience managing high volume recruitment campaigns.</td>
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<td>• Expert working knowledge &amp; proficiency of software packages including: Microsoft Office/Word/Excel/PowerPoint.</td>
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### CORE COMPETENCIES

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<th>Professional knowledge and skills</th>
<th>The candidate has:</th>
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<td>• sufficient knowledge to carry out the duties of the role;</td>
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<td>• the ability to work in a professional, sensitive, accurate and consistent manner;</td>
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<td>• a commitment to continuing professional development.</td>
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<th>Interpersonal and communication skills</th>
<th>The candidate possesses:</th>
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<td>• an approachable, courteous manner, along with good listening skills, in dealing with potential candidates, employees and internal and external stakeholders;</td>
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<td>• competency in communicating with colleagues and external agencies at all levels;</td>
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<td>• the ability to draw on a variety of communication methods to fit situations and circumstances.</td>
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<td>• excellent verbal and written communication skills.</td>
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### Attention to detail

The candidate:
- demonstrates a high level of attention to detail and accuracy, especially in information collection and sharing;
- cross-references to ensure no duplication of records occurs;
- proven record of consistent and accurate database management.

### Initiative/teamwork

The candidate displays:
- strong initiative and can work outside of standard protocol when necessary;
- the ability to work on own initiative while remaining an effective team member;
- flexibility and openness to change.

### Evaluating / judging

The candidate:
- demonstrates the ability to effectively evaluate information and make appropriate decisions;
- anticipates problems and issue and takes preventative action to address them.

### Planning and organising

The candidate:
- has the ability to identify needs for improvement and to develop and maintain structured administrative systems;
- can multi-task, without losing focus;
- manages competing and changing priorities.

### Organisational knowledge

The candidate:
- understands and displays the core values and ethos of Our Lady’s Hospice & Care Services during the course of their work.

### Innovation

The candidate has:
- ability to assess and provide innovative solutions as required.