

HR Business Partner Clare Tourism Development DAC

Clare Tourism Development DAC is a subsidiary company of Clare County Council that oversees the management, development, and promotion of a portfolio of signature visitor attraction sites throughout County Clare. Clare Tourism is developing these visitor attraction sites and is now seeking to hire an experienced professional with substantial skills in Human Resources.

The Position

The position of Human Resource Business Partner is an exciting opportunity for an individual interested in playing a significant role within Clare Tourism West i.e. Cliffs of Moher Experience, Loop Head Lighthouse and Vandeleur Walled Gardens and we are inviting applications from suitably qualified persons for this competition. It is proposed to form a panel of qualified candidates to fill the vacancy of Human Resource Business Partner on a full-time permanent contract.

The successful applicant will report to the Group Human Resource Manager within Clare Tourism Development DAC, Shared Services and work closely with the General Manager, Senior Management and Line Managers within their designated visitor attraction site.

The successful candidate will be responsible for the delivery of a range of Human Resources strategies including but not limited to managing the employee and industrial relations issues that arise, recruitment and selection, learning and development activities, maintaining the HR systems and data bases, time and attendance data, and employee wellbeing. This position will have a focus on service delivery and the achievement of quality standards and objectives.

The successful candidate will manage a number of industrial relations and employee strategies/ projects asset out by the Group Human Resources Manager within Clare Tourism Development DAC Shared Services and oversee their progress within their designated site.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Directs Clare Tourism West recruitment and selection process evolving and maintaining a position as the 'Employer of Choice' within the Clare region.
- Advise Senior Management and Line Managers with respect to employee relations and concerns.
- Manages the grievance procedure investigations in a thorough and objective manner.
- Be the point of contact within Clare Tourism DAC to interpret the Company policy, the law, the collective agreement when recommending solutions to employee and industrial relations issues.

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- Acts as a support to Senior Management and Line Managers as a change agent and supports change and transformation within Clare Tourism DAC and help lead the process and best practice.
- Manages and monitors Clare Tourism training plans, including Induction, Educational Assistance Programme, Training Plan, SOP training, and all other training related initiatives.
- Act as the Freedom of Information Officer (FOI) for the Visitor Attraction Site and collaborate with the Group HR Manager and Clare County Council on all FOI requests, clarifications, decisions, and appeals.
- Act as the Data Protection Officer (DPO) designate for the Visitor Attraction Site ensuring that all process, regulations, mapping are current and compliant and up to date.
- Provide Line Management to Office Administrator.
- Ensures that the requisite Performance Management Process is completed on time and that all appraisals are reviewed and signed by Senior Management and that action plans are initiated for the Company objectives for the year.
- Facilitate cooperative employee and industrial relations through twice yearly employee representation forum meetings, regular union rep's meetings, one to one staff meeting with Senior Management and any other communication initiatives as directed by the Group HR Manager.
- Celebrate success and coordinate the Employee Wellbeing Initiatives.
- Participate in weekly and monthly departmental meetings with the Group HR Manager including completion of weekly progress reports and monthly reports.
- Ensure that all recommendations and approvals for new starters and rehires are approved and the relevant departments including payroll are notified.
- Ensure that the HR policy log and policies are reviewed and updated on a biannual basis and signed and approved by Senior Management.
- Complete monthly absence management reports and provide absence statistics for general reporting and advise Senior Management and Line Managers in the management of absence rates on site.
- Manage the Human Resource administration function ensuring that it is maintained and updated including internal databases.
- Participate in outreach activities to support Clare County Council associated tourist attractions as required.
- Provide input into the overall Human Resource Budget including resourcing.
- Provide any other reasonable duties as directed.

If you wish to apply for this role please forward your CV to careers@claretourismdev.ie