



## HR Generalist (12 months Fixed Term Contract)

### Purpose of this role

The HR Generalist at Irish Management Institute (IMI) plays a vital role in supporting the overall HR function and providing comprehensive HR services to employees. This position is responsible for executing various HR activities, including recruitment and onboarding, performance management, and HR administration. The HR Generalist contributes to the development and implementation of HR policies, procedures, and initiatives to foster a positive and productive work environment. The appointee will report to the Human Resource Business Partner.

Job Framework Band: C

### About us

*Leadership. It's more than a job – it's a mindset. It's the capacity to inspire, empower and create new possibilities.*

*IMI's mission, and passion, is to equip leaders to build the future. We are world-class specialists in enabling and inspiring leadership performance. We challenge and support leaders to fulfil their ambition – unlocking their potential and giving them the skills to deliver exceptional performance.*

*We've been shaping world-class executives for over seventy years. Founded by business leaders, for business leaders, and now in partnership with UCC's expert research faculty, we deliver intensively practical executive education that works in the real world. Our unique global rankings are a testament to our impact.*

*Any day spent at IMI challenges assumptions, deepens perspective and amplifies ability to lead. Do you have what it takes to work with IMI? Join us on our mission to equip leaders to build the future, and you will shape the future of leadership in Ireland.*

*IMI. Inspiring Leadership Performance.*

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*IMI is strongly committed to protecting your personal information and we process and protect your personal data in accordance with our Privacy Notice which can be accessed on our website at the following address <http://www.imi.ie/about-imi/careers-imi>*

*IMI is an equal opportunity employer.*

## Key Responsibilities:

*(This job description outlines the primary duties and requirements of the position. It is not intended to be an exhaustive list of all duties and responsibilities. IMI reserves the right to amend and change the job description as necessary)*

### Key Responsibilities:

#### Recruitment and Onboarding:

- Source, screen, and shortlist candidates using various recruitment channels and strategies.
- Conduct interviews, assess candidates' qualifications, and recommend suitable candidates for selection.
- Coordinate the onboarding process, including preparing employment contracts, conducting inductions, and facilitating necessary paperwork.

#### Employee Relations:

- Provide guidance and support to employees on HR policies, procedures, and programmes.
- Address employee queries and concerns in a timely and confidential manner.
- Support performance improvement plans and disciplinary actions when necessary.

#### Performance Management:

- Support the annual performance appraisal process, ensuring accuracy and compliance with established timelines.

#### HR Administration and Documentation:

- Maintain accurate and up-to-date employee records, including personnel files, contracts, and HR databases.
- Prepare HR reports and analytics, such as headcount, turnover, and recruitment metrics.
- Support HR projects and initiatives, such as employee engagement surveys, training and development programmes, and HR audits.

#### Compliance and Legal:

- Ensure compliance with employment laws, regulations, and best practices.
- Stay updated on HR-related legislation and communicate with wider HR team of any necessary changes or updates.
- Assist in the administration of employee benefits programmes, including leave management and pension and health insurance plans.
- Support the coordination of health and safety initiatives and ensure adherence to workplace safety regulations.

#### General:

- Administration in Relation to PO's for the HR and Facilities Departments.

**Work Location and Virtual Work:** This role is based at IMI's headquarters in Dublin. Travel within Ireland and, occasionally, internationally is required to attend meetings, conferences and client

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engagements.

IMI recognises the importance of flexible work arrangements and promotes a hybrid work model that combines in-person and virtual work. The employee has the flexibility to work remotely for a part of their working hours, subject to operational requirements and the agreement of their line manager as outlined in the Hybrid and Flexible working policy.

## Candidate Requirements

- Bachelors degree in Human Resources, Business Administration, or a related field.
- HR certifications are advantageous.
- At least three years' experience as a HR Generalist, with a comprehensive understanding of HR functions and best practices.
- Knowledge of Irish employment laws, regulations, and compliance requirements.
- Experience in recruitment and selection processes, including candidate sourcing, interviewing, and onboarding.
- Strong interpersonal and communication skills, with the ability to build rapport and effectively interact with employees at all levels.
- Excellent problem-solving and conflict resolution abilities.
- Proficiency in HRIS systems and MS Office applications.
- Strong organizational skills and attention to detail, with the ability to handle multiple tasks and prioritize effectively.
- Demonstrated integrity, confidentiality, and ethical behaviour in handling sensitive employee information.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Understanding of HR analytics and reporting.
- Flexibility and adaptability to changing HR needs and priorities.
- Active membership of CIPD association is desirable.

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