



HR Business Partner

Post Status:	Permanent
Department	Human Resources
Location:	Beaumont Hospital, Dublin 9
Reports to:	Director of Human Resources / Deputy Director of Human Resources
Salary:	Appointment will be made on Grade VII salary scale (€48,015 - €58,234 per annum LSI's €60,322 and €62,417 per annum) at a point in line with Government pay policy.
Hours of work:	Full-Time
Closing Date:	12 Noon on 15 th September 2017

Position Summary:

The HR Business partner is a key member of the HR management team with specific responsibilities for a number of key functions in the context of the delivery of effective and best practice people management throughout the hospital.

The HR Business Partner (HRBP) is responsible for aligning business objectives with employees and management within directorates and departments. The post serves as a consultant to management on human resource-related issues. The successful HRBP acts as an employee champion and change agent. The role assesses and anticipates HR-related needs. Communicating needs proactively with the wider HR Department and business management, the HRBP seeks to develop integrated solutions. The position formulates partnerships across the HR Function to deliver value-added service to management and employees that reflects the business objectives of the hospital. The HRBP maintains an effective level of business literacy about the directorate/department's financial position, its midrange plans, its culture and its key performance indicators.

Skills & Competencies

Mandatory:

- A relevant 3rd level qualification in Human Resources, Business, Technology or a relevant field. CIPD qualification would be an advantage.
- Significant experience in Human Resources or HR Operations ideally gained across a variety of organisations with experience operating at management level.

Desirable:

- A strong HR solutions focus – track record of working in a fast paced environment which demands challenging deliverables along with the ability to drive appropriate solutions which are customer focused, add value and are cost effective.



<p>Principal Duties and Responsibilities</p>	<ul style="list-style-type: none"> • To add value and contribute to the delivery of the organisations objectives by working with clinical and operational managers as a business partner, providing professional HR advice to all staff groups. • Working in partnership with directorates/departments, assisting in the development and implementation of organisational change. • To develop effective and credible working relationships within the directorates and departments across the hospital that positively influence patient and staff experience. • Act as a member of the HR operational management team, to work effectively with HR colleagues in shaping and delivering the HR strategic direction and plans in a consistent and integrated way • To continually improve and develop the service to meet organisational needs in supporting service delivery and modernisation.
<p>Key Result Areas</p>	<ol style="list-style-type: none"> 1. Supporting the Effective Management of People <ul style="list-style-type: none"> • Act as a focal point for the provision of HR advice and support to assigned directorates and departments • Under the direction of the Director of HR and Deputy director of HR act as the lead HR contact and work in partnership as a member of the directorate /department management team, contributing to the achievement of service and corporate objectives. • Provide appropriate advice and support to the areas in the interpretation and application of terms and conditions of service, employment law and HR policies and procedures. • Work in close cooperation with the workforce information unit in collating, analysing and interpreting HR performance management data, (e.g. staffing numbers, absences, staffing profiles etc.), as required to assist directorates/departments in achieving their service objectives, corporate milestones and supporting managerial decision making. 2. Managing the Consequences of Organisational Change <ul style="list-style-type: none"> • Working in partnership with directorates/departments, assisting in the development and implementation of organisational change with particular reference to HR implications. • Support the working practices of HR staff in the wider HR team, ensuring the implementation of good HR working practices and liaising with other HR staff to achieve an efficient and effective HR service throughout. • In conjunction with HR colleagues participate in consultation and negotiation with staff side representatives at a directorate/departmental level. 3. Supporting Organisational Healthiness <p>Advise and support directorates/departments to proactively performance manage sickness absence and other agreed HR metrics and promoting flexible and innovative working practices.</p> <ul style="list-style-type: none"> • Work with directorates/departments to ensure they fulfil responsibilities with regard to improving the quality of working life for staff and supporting



healthy working initiatives.

- Working with colleagues in the Occupational Health, Staff Counselling and Health Promotion Departments to develop programmes and initiatives to promote and support staff wellbeing
- Advise and support managers throughout the hospital on best practice in relation to the employment of people with disabilities, designing relevant initiatives to encourage their employment and to ensuring that the organisation is responsive to their specific needs throughout their employment.

4. Planning and Utilising the Workforce

- Contribute effectively to the workforce planning process within the specified directorates/departments, ensuring the hospital is equipped to meet changing service needs through challenging professional boundaries and traditional ways of working.
- Monitor resource trends within assigned directorates/departments, advising on recruitment and retention practice and encouraging the effective utilisation of staffing resources through the proactive use of workforce information.

5. Employee Relations Matters

- Support directorates/departments in the management of change initiatives within their areas. To work closely with the HR Director and HR Operations Manager in particular in dealing with employee relations issues and providing sound advice on operational IR issues that arise across the hospital.
- Advise and support directorates/departments in ensuring best practice people management taking into account employee rights and entitlements and ensuring that all staff are treated with dignity and respect.
- Developing an understanding across the HR Function of the requirements of the Employment Equality Act and advising and supporting directorates/departments on the effective implementation of same.



Eligibility Criteria

Qualifications and/ or experience,

Degree level education or equivalent experience

Experience of implementing change management projects/programmes

Ability to negotiate with and influence managers and staff

Ability to undertake research and analyse data producing reports and performance metrics as required.

At least one year relevant experience in a HR or related field

The capacity to lead, influence and support implementation through multiple stakeholders at local level to ensure implementation of new policies, programmes and recommendations.

Have a proven record of achievement

Possess the requisite knowledge and ability, including sufficient administrative capacity to properly discharge the functions of the grade

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

Each candidate for and any person holding the office must be of good character

Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

Skills, competencies and knowledge

Professional Knowledge

- The person should have a good knowledge of the services provided by Beaumont Hospital and within the wider health service environment
- Demonstrate knowledge of the subject area and current priorities / requirements associated with the post
- Demonstrate good communication and interpersonal skills. It will be necessary to show good organisational and management skills. Presentation skills will also be essential for this post.

Leadership & Teamwork

- The capacity to lead, organise and motivate staff to function effectively in times of rapid change
- Act as a key change agent and facilitator, drive operations to achieve



	<p>maximum speed of improvement implementations while maintaining and respecting operational ownership of the process and performance of the business.</p> <ul style="list-style-type: none"> • Ability to balance the interests of key stakeholders in the organisation. <p><u>Planning & Organisational</u></p> <ul style="list-style-type: none"> • Evidence of effective planning and organising skills including awareness of resource management and importance of value for money • Record of achievement of cross functional strategic initiatives and significant change projects in a variety of settings and situations. • Ability to recognise and solve inefficiencies within the environment. • To standardise and reduce the variation in current governance practices and processes. • The ability to evaluate complex information from a variety of sources, make and communicate effective decisions. • Working with key stakeholders and corrective action planning systems with respect to deviations from planned performance. • Assist in the delivery of key targets by ensuring a strong control system is put in place. • Superior analytical skills. <p><u>Communication & Interpersonal</u></p> <ul style="list-style-type: none"> • Flexible team oriented person and a relationship builder and have a significant track record of achievement in the area. • The ability to communicate ideas, positions and information clearly and convincingly in a manner sensitive to wider issues. • Demonstrate negotiation/influencing skills. • Influence organisation culture by assisting in team building and bridging silos.
<p>Other requirements specific to the post</p>	<p>A flexible approach to working hours is required from time to time in order to ensure appropriate HR support to a service which operates on a 24/7 basis</p>
<p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</p>	<p>A shortlisting exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and/or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the Interview stage of the selection process.</p>

Note:

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.



Beaumont Hospital

Ospidéal Beaumont



RCSI HOSPITALS

OSPIDÉIL RCSI

Application Procedure:

Candidates should submit a full curriculum vitae to include the names and contact details of 2 referees (email addresses if possible) to

Mr. Aidan McGrath,

Talent Acquisition Manager | Head of Recruitment

aidanmcgrath@beaumont.ie | 01 809 2575

A short listing exercise may be carried out on the basis of information supplied in your application. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification.