

# Adare Human Resource Management

- Leading Experts in Employment Law, Industrial Relations and best practice Human Resource Management in Ireland

## **Title: HR and Employment Law Consultant**

### **Who we are:**

Established in 2003, we are one of Ireland's best-known and respected providers of Employment Law, Industrial Relations (IR), Human Resource Management (HRM) and Health and Safety Services.

With offices in Dublin and Shannon, Adare Human Resource Management is an Irish Company with a unique knowledge of the needs of Irish business - with experienced & knowledgeable experts dedicated to excellence. We work across key sectors including professional services, voluntary/NGO, manufacturing, pharmaceutical, ICT and financial services.

When it comes to HR and people management, our experience has shown us that as no one solution is right for every business, we need to work closely with each and every client to design a tailored solution for them. We are a forward thinking and progressive consultancy and assist and advise Organisations on how to manage their individual people management challenges, and offer a range of solutions varying from assistance in ensuring compliance with employment legislation through to implementation of best practice HR solutions to enable organisational change.

Our Consultants are all experienced HR and Employment Law professionals who bring a range of cross sectoral experience to the clients that we work with.

### **The Opportunity**

As part of our growth strategy for the business, we are currently looking to recruit an experienced and ambitious HR Practitioner to join our consulting practice.

Working within an experienced team, the role of HR and Employment Law Consultant will focus on supporting our extensive retainer client base with solutions focused employee relations and HR advice across a range of key sectors. This role also provides for the opportunity to work on a diverse range of ER and HR projects.

### **Why Adare Human Resource Management?**

- We are a leading, progressive and expanding professional services Company with excellent career development opportunities
- As an integral part of the business, the role of the HR and Employment Law Consultant works alongside a talented team of Consultants
- This hands-on position offers a career opportunity for a dynamic and passionate professional looking to thrive in a busy and challenging work environment

**Location:** Blackrock, Co Dublin.

**Job Status:** Permanent, Full Time

**Reporting to:** HR and Employment Law Manager

**Reward:** Leading Market Salary; Performance Bonus; Health Insurance; Educational Supports; Career Development Opportunities; Flexible Working Hours; 26+ annual and company leave days

**Job Responsibilities:**

**HR / Employment Law Advice and Support & Client Management**

- overseeing the effective provision of HR and Employment Law Supports to a portfolio of clients across a diverse range of sectors;
- providing technical expertise and specialist advice on a broad range of HR and Employment issues including terms and conditions of employment, disciplinary and grievance procedures, redundancy, bullying and harassment, sickness absence and performance improvement;
- meeting client's to support clients employee / industrial relations;
- providing proactive HR guidance and support and managing complex employee relations issues;
- maintaining documentation and preparing reports as required to ensure compliance and support the effective conclusion of employee relations issues;
- in conjunction with or supporting Senior HR, IR and Employment Law Consultants on a variety of human resources consulting work for key clients in line with a pre-agreed proposal, budget and timeframes;
- supporting Senior HR and Employment Law Consultants and/or carrying out workplace investigations – Bullying / Harassment Investigations, Discipline;
- supporting and/or delivering key HR of training programmes – Fundamentals of Employment Law; Effective Performance Management; Conducting Disciplinary and Grievances;
- contributing as a team member to support your colleagues across a range of HR initiatives;
- keeping clients up to date with employment legislation and ensuring policies and procedures are updated to reflect not just compliance but best practice.

**The successful candidate will need the following qualifications, experience and skills to meet the demands of the role:**

Qualifications

- CIPD qualification
- Ideally Post-graduate Diploma in Employment Law / Employment Law Diploma Law Society and / or MBA

Experience

- At least 4 years relevant HR / Employment Law Experience within a busy HR environment or HR consulting practice
- Exposure to a broad range of HR initiatives and employee / industrial relations issues
- Strong knowledge of Irish employment law and HR practices

Skills

- Must display a professional client centred approach and a commitment to service and process improvement;
- Efficient planner and organiser with a demonstrated ability to work on own initiative;
- A strong team player, with excellent interpersonal and presentation skills;
- Strong written and verbal communication skills;
- Excellent PC skills.

Ideally full clean driving license, access to a car and ability to travel.

**This position offers a unique career opportunity for a dynamic and passionate professional looking to thrive in a busy and challenging work environment.**

**The role requires ongoing learning and development in terms of keeping abreast of employment legislation, case law and HR trends, which is encouraged and supported by the Company.**