

Staff Officer 2, Human Resources (Galway).

Purpose: To assist the Regional HR Delivery Manager (West) in managing the HR function in the Western Region.

| Key Responsibilities | KPI's | Skills and Knowledge | Competencies |
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| <ul style="list-style-type: none"> • Work with the Regional HR Delivery Manager in the provision of a leading edge HR service to business units/teams in the Western region. • Advise staff on all aspects of their employment relationship with Bus Eireann including terms and conditions of service, pension and welfare schemes, welfare scheme provisions including ill health retirement, voluntary redundancy and any other queries that may arise. • Responsible for the maintenance of accurate, up to date staff files (manual and computerised) including information pertaining to recruitment, training, promotions, retirements, award scheme, travel facilities, etc. • Support the management of absenteeism utilising Attendance Management Dashboard to identify issues and follow up as appropriate with management and progress as required for staff members within the region. • Collaboration with the Chief Medical Officer and arrangement of appointments as necessary. • Support the Regional HR Manager in embedding performance management within the region • Liaise with Head of Training as required to ensure all mandatory training is completed for staff within the region. Support the Regional HR Manager in the delivery of development training identified as required. • Promote GEM and Bright Ideas Staff Schemes within region and work with Regional HR in the promotion of incentive schemes. • Promote the completion of the annual staff survey across all staff groups in the region. • Liaise with the HR department in Dublin on any relevant matters • Travel within the region to support the HR function may be required. • Any other duties as required | <ul style="list-style-type: none"> • Regional Management feedback and Have Your Say Survey • Accurate maintenance of personnel records and HR data base of all information per staff member. • Staff and absenteeism returns etc. completed accurately and on time. • Correct administration of Travel Facilities for staff. • Timely recruitment of suitable staff. • Accurate administration of Staff Award Schemes. • Utilisation of the Annual Survey and other employee data to design relevant employee initiatives in the Region. • Visibility across region and active support across same. | <ul style="list-style-type: none"> • Preferably with a 3rd level HR or relevant qualification and at least 2 years experience in HR or directly related area. • Good Knowledge of employment law. • Understanding of the full range of policies and procedures and employment terms and conditions. • Strong administrative skills including good IT proficiency (Microsoft Office, HR Data Systems). | <ul style="list-style-type: none"> • Communication and Interpersonal skills – written and verbal. • Customer focus. • Planning and organising. • Personal Responsibility. • Resilience. |

General Characteristics: An enthusiastic self starter with a keen interest in the area of HR and, preferably with a 3rd level qualification in HR or a related area.
Reporting Lines: Reports to the Regional HR Manager. Also has a working relationship with Regional Management Team including Regional Manager, Service Delivery Manager, People Operations Manager, Regional Engineer, Regional School Transport Manager and other Regional and Central (Broadstone) HR colleagues.