



## Head of Human Resources (People and Skills)

### a) Details

Position:	Head of Human Resources (People and Skills)
Grade:	Higher Executive Officer (or similar)
Whole-time equivalent:	Fulltime (37 hours per week)
Reports to:	The Director/Deputy Director

### b) Department and Role Overview

The Head of Human Resources (People and Skills) is expected to lead out on the Arts Council's HR Strategy, manage all aspects of HR and support the internal capacity of the staff in the Arts Council to deliver on the overall corporate strategy, *Making Great Art Work*.

The role reports directly to the Director/Deputy Director of the Council and is seen as playing a vital role in the management of the organisation working with the senior management team. The changed working environment created by Covid-19 makes this role an even more essential part of the management team.

The Head of Human Resources (People and Skills) leads a small experienced team whose purpose is to ensure that the Arts Council has the knowledge and skills in place to deliver on its objectives and to provide an effective and efficient service and support to colleagues.

### c) Key Responsibilities

#### As Head of Human Resources:

In conjunction with Arts Council managers, lead on the implementation of the objectives and actions in the HR Strategy outlined for the period to deliver on *Making Great Art Work* including to:

- Support the transition to the changed working environment created by COVID 19 and the impact it may have on the organisations ways of working including communications, cross team working/collaboration and enhanced project management and resource planning skills;
- Support the delivery of and transition to the new ICT systems;
- Develop and implement recruitment and selection strategies and plans in line with the Arts Council's Recruitment Policy and to ensure that the agreed complement of staff is in place;
- Harness and enhance workforce expertise and capacity by planning and implementing learning and development interventions to achieve both organisational effectiveness, including addressing new skills and staff professional development, taking particular account of the changed working environment due to Covid-19.
- Liaise with the ICT Business Transformation team to develop and initiate a training

programme across the organisation to support the new ICT systems.

- Lead on the co-ordination of the performance management and development system process. In conjunction with key stakeholders, review the system in relation to its integration with corporate and resource planning, alignment to organisational performance metrics, user effectiveness and incorporation of a competency framework to support learning objectives;
- Ensure that coaching and mentoring are utilised to support staff development and organisational change;
- Ensure that a structured programme for induction and probation is in place for both new staff and internal staff changes;
- Ensure that a positive and safe working environment exists that respects inclusion, diversity and dignity at work and supports safety, health and employee well-being;
- In collaboration with staff, staff/union representatives, foster a positive climate of employee relations wherein any issues arising are handled in a fair and consistent manner;
- Ensure up-to-date HR policies and procedures are maintained, communicated to all staff and in compliance with legislation, public sector requirements and best practice;
- Provide day to day advice to managers on all People and Skills issues;
- Support the provision of a safe workplace and working methods that respect the environment and address the needs and responsibilities of employees, customers and contractors in accordance with legislative and corporate requirements;
- Oversee the management and maintenance of all HR records, including employment contracts, in line with the Council's Retention Policy, Data Protection and Freedom of Information legislation;
- Ensure that HR Information Technology (HRIT) systems play a significant role in supporting the work of the People and Skill function by reducing administration and creating more time for the People and Skills professionals to be involved in strategic and people-centred activities;
- Stay up-to-date on HR best practice, IR/legislative and HR policy changes within the Civil/Public Service to assess/recommend implications for the Arts Council;
- Undertake other responsibilities and duties as may be assigned from time-to time.

#### As a manager:

- Drive the values, vision and mission of the Arts Council;
- Actively contribute to the delivery of the Arts Council's strategic goals and the ten year strategy *Making Great Art Work*;
- Strive to develop and implement ways of working effectively to meet objectives;
- Lead, coach and support the People and Skills team, by example, to ensure the team has the expertise and capacity to deliver quality service and to implement the HR Strategy;
- Lead/participate in project teams by example, coaching and supporting individuals as required;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Successfully manage a range of different projects and work activities at the same time;
- Delegate work effectively, providing clear information and evidence as to what is required;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Create and maintain collaborative internal and external relationships;
- Make clear and timely decisions on important issues as required.

#### **d) Skills, Knowledge and Experience**

##### **Essential**

- A minimum of 5 years relevant professional HR experience;
- Demonstrable knowledge and understanding of the HR/IR environment in Ireland
- The ability to quickly acquire knowledge and understanding of the public service HR environment;
- Excellent interpersonal and diplomacy, leadership, communication (including verbal, written and presentation skills), consultation/negotiation, project/planning and delivery;
- Excellent IT skills;
- Proven experience in Recruitment and Selection, Learning and Development, Employee Relations/Engagement and HR Policy Development;
- A recognised third level qualification in HR or related discipline is essential.

##### **Desirable**

- Experience in leading/supporting Organisational Change, Performance Management;
- Membership of CIPD, or be eligible for membership of CIPD, or IITD.