



Human Resources Director

Role Profile

A. Details

Position:	HR Director
Grade:	Assistant Principal
Whole-time equivalent:	Full time
Reports to:	Arts Council Director / Senior Director

B. Department & Role Overview

The Arts Council is the Irish government agency for developing the arts. We work in partnership with artists and arts workers, arts organisations, public policy makers and partners, to build a central place for the arts in Irish life. We currently have seventy permanent staff and ambitious plans to grow our permanent staff base over the coming 6-12 month period.

The HR Director will partner with the Senior Management and Leadership Teams to help ensure the Arts Council has optimal organisational structures, people processes and robust people policies enabled by capability and systems to attract, develop and retain the best talent. As a member of the Senior Management Team, the HR Director will effectively contribute to the delivery of the organisation's strategic goals, partnering, developing, directing and advising on HR related activities. Aligned with Senior Managers and the Leadership Team, the HR Director will help drive continued organisation development through policy initiatives, practices and behaviours, ensuring alignment with Arts Council values, vision mission, goals and objectives. A critical part of their work will be to ensure that the agency's ambitions for its Equality, Diversity and Inclusion strategy are realised.

Leading and working as part of an experienced HR Team, the HR Director will be responsible for developing progressive HR practices and policies, supporting the achievement of key strategic priorities within a people centric organisation. They will drive operational and strategic HR delivery, with the aim of providing a supportive and engaging employee experience for all - making people-related policies and processes easy and intuitive for colleagues by designing people-focused solutions spanning the employee life cycle. They will create opportunities for continued learning and skills development to ensure delivery against individual, team and organisational objectives.

C. Key Responsibilities

As HR Director, the successful candidate will:

- Partner with the organisation developing the HR strategy, ensuring robust operational HR practices underpin strategic initiatives which align people policies with organisational strategy;
- Build and maintain strong relationships across all levels of the organisation, internal and external stakeholders to provide a best-in-class service to employees;
- Lead the HR function strategically, instilling accountability, ownership and autonomy;
- Design and develop key initiatives in the areas of Talent Management, Talent Acquisition, Performance Management, Succession Planning, Industrial & Employee Relations, Change

Management, Culture & Engagement and HR Operations;

- Provide expert input to organisation design and development initiatives underpinned by strong awareness of the organisational needs, people risks and succession planning across departments;
- Drive a performance culture focusing on organisational capability, leadership development and management development;
- Enhance internal communications & brand awareness in collaboration with Communications Team;
- Collaborate, champion and celebrate impactful initiatives across the organisation eg. Equality, Diversity & Inclusion, Accessibility and Business Transformation Programme;
- Foster strong relationships with Government departments, Government agencies and Union representatives.

As a member of the Senior Management Team:

- Drive the values, vision and mission of the Arts Council;
- Actively contribute to the delivery of the Arts Council's strategic goals and its strategy Making Great Art Work;
- Actively contribute to the development of strategies and policies for the organisation;
- Contribute to strategic decision-making on investment and policy, including annual budgeting;
- Bring a focus and drive to building and sustaining high levels of performance and service delivery, addressing any performance issues as they arise;
- Look critically at issues to see how things can be done better – identify and take opportunities to exploit new and innovative service delivery channels and ways of working;
- Lead and maximise the contribution of staff as a whole;
- Create and maintain collaborative internal and external relationships;
- Clearly define objectives and goals, delegate effectively, encourage ownership and responsibility for tasks and deliverables;
- Be accountable for and contribute to strategic projects as required;
- Make clear and timely decisions on important issues as required;
- Such other duties as may reasonably be assigned from time to time by the Director/Senior Director.

D. Skills Knowledge and Experiences

- 3 – 5 years experience leading an HR function;
- Strong demonstrable knowledge of HR disciplines including Diversity & Inclusion, Employee; Relations, HR Systems, Performance Management, , Organisational Development, Talent Acquisition and Development;
- Experience in strategy development and implementation, change management, evaluation and monitoring;
- Ability to develop corporate infrastructure, including policies, procedures and systems;
- Demonstrable knowledge and understanding of employment legislation and establishing positive ER/IR relations, consultation and negotiations in Ireland;
- Proven ability to champion and steer change in an organisation and a willingness to guide and support management and leadership teams through change initiatives;
- Excellent interpersonal, leadership, communication (including verbal, written and presentation skills), project planning and delivery skills;
- Demonstrable ability to be a trusted confidante and advisor on fit for purpose people solutions to enable the organisation shape and deliver its strategic plans;
- Have strong decision-making capability and the ability to influence, partner and negotiate with stakeholders and execute with excellence;
- Have a positive attitude, be motivated and results driven with strong influencing skills;

- Experience of or an understanding of the public sector and/or arts sector would be advantageous;
- The ability to communicate through the Irish language, both verbal and written, desirable.

D. Qualifications

- A degree in Human Resource Management;
- Qualification and membership (or eligible for membership) of CIPD or IITD;
- Professional coaching qualification;
- Post graduate qualification in organisational development or similar desirable;
- Project management qualification desirable.