

## ABOUT THE COMPANY

Steripack Ireland are an exciting business located in a modern state of the art facility in Mullingar Co. Westmeath. We are passionate about serving the world's medical device and allied healthcare industries in offering a range of the highest quality innovative healthcare packaging solutions.

We are building a fantastic team and culture in the business where people are at the core of everything we do. We have exciting plans for growth and opportunities for people to be part of and grow with the business into the future. Whether you're a team member from production operatives to engineering and quality assurance experts, customer service, marketing, sales or have other relatable skill sets look us up @ [www.steripackireland.ie](http://www.steripackireland.ie) to see what opportunity awaits you at Steripack Ireland.

Steripack Ireland have an exciting opportunity for a Human Resources Manager and would love to hear from people who feel they match the profile of the following job description. The role is available as a full time or part-time role, working days are negotiable for the part-time role. Salary is pro-rated to days/hours worked.

## POSITION HR Manager – Full / Part Time

### GENERAL FUNCTION

Reporting to the Managing Director the HR Manager will work in collaboration with the Senior Site Leadership team to champion & roll out the strategic initiatives which support the people centred culture and objectives of the organisation. To support our talented team the HR Manager will develop recruitment strategies, professional development, performance management and implement systems for managing staff benefits, staff wellbeing, payroll and onboarding new team members. The bandwidth of the role provides the autonomy for the successful person to manage the Human Resources processes & policies and associated application within the business.

### MAIN DUTIES

#### Strategic Human Resource Management:

1. Develop and champion the Performance Management process and associated talent reviews to ensure desired levels of capabilities and performance to meet current and future business needs.
2. Implement appropriate recruitment strategies to source, select and onboard talented people to fit within and support our team.
3. Strategic partner within the business in delivery of talent management.
4. Assist in the development and rollout of HR related projects focused on employee centered culture, employee engagement, wellness, and inclusion & diversity.
5. Developing, rolling out and leading employee development and learning opportunities.

6. Managing employee onboarding and retention programmes.
7. Development, implementation and ongoing review of human resources policies and procedures in line with company culture, objectives and appropriate industry trends

#### HR Operations:

8. Management of people processes including time and attendance, employee records and reconciliation of weekly/monthly payroll with managers.
9. Ensure best practice HR and full employment law compliance whilst keeping up to date on employment law changes and providing up to date advice as required.
10. Provide counsel, guidance and advice to management in line with best practice HR as required
11. Advising on pay and remuneration, benefits and promotions.
12. Provide assistance in the preparation of annual budgets and capacity planning etc.
13. Develop and maintain relationships with the other departmental personnel to enable achievement of HR objectives.
14. Carry out / manage any other projects or tasks as requested by the Managing Director from time to time.

#### PERSON SPECIFICATION / CORE COMPETENCIES

1. Degree in Human Resources or an equivalent qualification with at least 5 years' experience.
2. Extensive knowledge of workable HR Procedures and policies.
3. Proven track record of promoting employee value proposition and experience in dealing with and managing on-going change.
4. Decisive and timely in decision making.
5. Demonstrate business acumen, strategic and innovative thinker.
6. Able to drive all aspects of employment and employee relations across the whole organization.
7. Motivated to be a high achiever with right first time and on time standards.
8. A problem solver through early intervention and a resolution focused approach.
9. Confident and approachable with strong coaching skills and the ability to build strong working relationships with different people across the organization.

#### COMPENSATION DETAILS

Competitive salary and compensation package available: 65-70k salary (depending on experience), personal health insurance, pension, income protection and 22 days annual leave.

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