

Position	HR Administrator (EO)
Contract	Full-time; Indefinite Duration
Service Group	Corporate Services
Location	BIM Head Office, Dun Laoghaire, Co. Dublin.

Description of appropriate Service Group:

Corporate Services

Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Summary of the Role:

The HR Administrator will work within the HR Team of Corporate Services and will play a vital role in the efficiency and productivity in the overall HR Team. This role will report into the Head of HR and will hold the responsibility for any key administration tasks within the HR Team.

Background to Requirement:

BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.

The HR Administrator will work within the HR Team of Corporate Services which plays a key role in the Corporate Services Unit.

Principal Tasks:

General HR Administration

- Provide an effective, efficient and confidential administrative support function to the HR Team
- Maintain the HRIS with accurate information on employee profiles and ensure all global documents are updated when required.
- Maintain a strong understanding of all policies and procedures and provide advice to staff where required.
- Assist with onboarding new staff including dealing with all relevant documentation and ensuring all relevant internal and external stakeholders receive relevant data for smooth onboarding.
- Assist with processing of leavers and ensuring all relevant internal and external stakeholders receive relevant data for smooth exiting process.
- Run reports to ensure all staff have taken their statutory annual leave and monitor annual leave carry over as per BIM's '3 year rule'.
- Manage the administrative processes in relation to various leave types and ensure that these are adequately inputted and reported in relevant systems.
- Conduct weekly reports on sick leave, ensuring staff are made aware of reaching their sick leave limits and escalate where required.
- Conduct weekly reports on general absenteeism and action unless escalation is required.
- Manage the payroll changes report, ensuring all changes are supported with adequate documentation where required (e.g. staff salary updates/changes re: absence/leave, new starters, leavers)
- Ensure a transparent audit trail is visible for the Payroll Changes report.
- Providing HR data to the finance team to assist with payroll administration.

- Dealing with employee and BIM pensioner queries as they arise and providing assistance if required.
- Provide assistance and support for auditing procedures
- Dealing with procurement administration process on behalf of the HR Department
- Data entry and administration support
- Provide reception cover, where required

Recruitment:

- Liaise with the Public Appointments Service as required.
- Liaise with HR Team to ensure the various roles are advertised on the correct channels.
- Assist the HR Team and hiring managers with scheduling interviews and conducting reference checks when required. preferred candidates.
- Participate on interview panels when required.
- Manage the Employee Induction Programme, ensuring all induction presentations are up to date with new Strandum developments and circulars etc.
- Induct new employees into BIM, ensuring the completion of all relevant documentation for their personnel file (signed contract, car park application form etc.).
- Ensure Organisational Chart is up to date upon the Induction of a new hire.
- Ensure up-to-date Job Descriptions are on all employee files.
- Set up all new hires onto Strandum and ensuring all annual leave is pro-rated where required
- Train all new hires on Strandum.
- Manage the Graduate Recruitment Programme and Work Experience Programme.

Budget Management and Training:

- Process invoices on idocs to the HR Budget adhering to all procurement procedures.
- Provide monthly budget reports to the HR Manager.
- Process payments for all HR Suppliers.
- Ensure procurement requirements are adhered to.
- Book all external courses for staff, ensuring information regarding cost and rebate period is noted on the employees file.
- Liaise with the HR team to ensure all training is approved prior to booking the relevant course.

BIM Schemes for Employees

- Manage the administration of VDU refunds to staff in adherence to the VDU policy.
- Manage the administration of the Irish Healthcare Scheme and notify payroll on any relevant changes.
- Manage the administration of the Cycle to work scheme and notify payroll on any relevant changes.
- Manage the administration of the Tax Saver system and notify payroll on any relevant changes.

Other:

- Perform any other related duties as might reasonably be required and which may be assigned from time to time. Please note the above list is not intended to be an exhaustive list of all responsibilities and activities required for the role.

Reporting Structure:

HR Officer/Head of HR/Corporate Services Director

Contacts:

Within BIM

Corporate Services Director, Head of HR, Head of Finance, BIM staff in HR Team, Finance Team and other members of the Corporate Services Unit.

Outside BIM

Time & Attendance Supplier, Pensioner provider, training providers, recruitment agencies and any other HR service providers, Auditors, Revenue Commissioners and any other regulatory bodies.

Training

There are no mandatory training requirements for this role.

Training needs will be identified through our Performance Management System.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training

Essential:

- Educated in a relevant subject area.
- A minimum of 2 years experience of working in an administrative function.
- Demonstrate an understanding of business processes across various areas to include HR and payroll.
- Demonstrate an aptitude and ability to identify processes for improvement and be capable of delivering such a project to a successful conclusion.
- Proficiency in the use of Microsoft 365 and ERP solutions.
- Strong analytical skills.
- Good interpersonal skills and an ability to work with and effectively communicate with stakeholders.
- Effective organisation and administration skills.
- Good time management and the ability to prioritise and meet deadlines.
- The ability to work unsupervised and as part of a team.
- Good written and verbal communication skills in addition to effective numeracy skills.

Desirable:

- A HR qualification such as a business degree or a HR qualification or part-qualification.
- Experience of Microsoft Dynamics NAV.
- Public sector experience.

Special personal attributes required for the position:

- Excellent attention to detail.
- Good personal organisational and priority-setting skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player.
- Adaptable to a changing work environment.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multidisciplinary and multicultural environment.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for EO Grade, with a salary range of €31,698 - €52,894 (as at 1st February 2022) per annum pro-rated with time worked. Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave:

Annual leave entitlement for this role is 23 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Duration of Contract:

An employment contract of Indefinite Duration will be issued for this post at the discretion of BIM subject to satisfactory performance at the required level and completion of the required probation period. The successful candidate will be on probation for the first six months.

How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#) , summarising experience and skill sets applicable to the position should be emailed to jobs@bim.ie or posted to Human Resources of BIM, 12 Crofton Road, Dun Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 12th October 2022.

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to jobs@bim.ie.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule.

All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

BIM is an equal opportunities employer