

# Recruitment

## Job Description & Requirements



<b>Job Title:</b>	HR and Payroll Co-ordinator
<b>TEA Reference</b>	HR194
<b>Starting Salary</b>	€25000 - €30,000 (Full time equivalent)+ Expenses, Laptop & Phone
<b>Location</b>	Nenagh or Cahir, Co. Tipperary.
<b>Start Date</b>	October / November 2019
<b>Contract Type</b>	Part Time with flexible hours (20-25 hours per week) to facilitate a work-life balance
<b>Contract Duration:</b>	24 months with option to extend and possible permanency

### Background

Tipperary Energy Agency has been successfully supporting Tipperary to reduce its energy demand for 21 years by enabling people, communities and the public sector to become more sustainable in their energy use. The Agency, one of Ireland's leading social enterprises, develops and delivers a wide range of different energy and consultancy programmes and services at local, national and European level.

Our approach is:

- To partner with organisations to provide a scalable, value added service that enables long term energy cost reduction.
- To build business cases based on client focused research and analysis.
- To deliver clear decision paths to integrate energy efficiency and renewable energy as part of an energy and carbon reduction strategy.

The Tipperary Energy Agency (TEA) has developed and the scale of the organisation requires the appointment of a dedicated HR co-ordinator to work in our Cahir or Nenagh offices to support the functioning of a high performance professional technical and administrative team. Our Staff are professional, dynamic, hardworking and the role of the HR coordinator will be to aid the smooth running of the team, the systems, supports and to continue to encourage a culture of highly motivated flexible and dynamic staff.

The co-ordinator will be responsible for:

- Recruitment in managing vacancies advertising, online applications and recruitment inbox and interview process
- Employees contracts and records (including annual leave records), staff handbook and staff retention packages
- Maintaining CPD records and organising training programs
- Monthly Payroll and staff expenses management
- PRSA administration
- Development of systems and procedures to streamline HR tasks.
- HR projects (Employee Wellness Programme Great Place to work, KeepWell Mark)

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### HR & Payroll Coordinator Role

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The co-ordinator will be a central role in sustaining the agency's staff needs and systems including:

- Managing and implementing the monthly payroll
- Completing strategic development of staff to ensure retention through staff surveys, CPD, Wellness programs etc
- Identification, procurement and management of improved systems for expenses, employee locations/ tasks, Timesheets etc.
- Recruitment
- Liaising with staff across the organisations and identifying improvements that would aid them in their roles.
- Ensuring compliance with relevant legislation
- Identification of risks and mitigations for any staff related issues.
- Identification of any strategic management, communications and related areas to aid the organisation develop.
- Implementation and management of employee data (with specific reference to GDPR) where it relates to HR data.
- Management of external contractors for professional services

### Candidate Requirements

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The successful candidate will have the following skills and attributes:

- Is likely to hold
  - o a primary degree in Business or Human Resources
  - o an IPASS qualification
- Exceptional organisational skills and attention to detail skills.
- Excellent Communications and interpersonal skills and the ability to take direction but also show initiative.
- Determined, self-starter and self-motivated
- Flexible with a positive work attitude
- Strong IT skills, knowledge and competency in Payroll and HR packages/systems.
- Experience (3 to 5 years) in a similar role

One or more of the following would be an advantage:

- Experience of working in a professional team-based office environment
- Experience with working with a non-profit organisation
- Interest in sustainable energy, sustainable development and climate change

### To Apply

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- Applications forms and this job specification available at <https://tipperary.ie/careers/>
- Closing date for receipt of applications is 4pm on Friday 27 September 2019
- Any queries in relation to this vacancy should be addressed to [recruitment@tipperary.ie](mailto:recruitment@tipperary.ie)