

## Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autistic spectrum conditions.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

## What does a HR Generalist do?

Put simply, your job is to provide excellent and expert HR advice and support.

To help you to do this, you will:

- receive a full and paid induction.
- work as part of our high performing, dedicated HR Team
- receive regular support from your manager.
- have opportunities for training, professional development and career progression.

## What team will I join?

You can find out about our HR Team in the attached document: **'Meet us, join us'**.

POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.



<b>Job Title</b>	HR Generalist
<b>Reports to</b>	HR Specialist

## Purpose of Role

The HR Generalist will take the lead on supporting managers with the day-to-day management of Employee Relations (ER) cases in Ireland, providing expert advice and guidance to managers in line with Irish employment law and best practice. Reporting to the HR Specialist, they will ensure Positive Futures meets all legal and regulatory requirements while maintaining a fair, consistent, and person-centred approach to ER matters.

While primarily focused on Ireland, the postholder will also provide support and advice in Northern Ireland and cover for their peers in Northern Ireland when required.

## Employee Relations

- Provide expert advice and guidance to managers in Ireland on all aspects of ER, including disciplinary, grievance, performance management, absence management, and workplace investigations.
- Ensure compliance with Irish employment legislation, advising managers on best practice and risk management.
- Support Investigating Officers in conducting fair and thorough investigations, ensuring they are trained and confident in their roles.
- Assist managers in handling change management processes such as restructures, redundancies, redeployments, and consultations in line with Irish employment law.
- Advise on TUPE transfers into and out of the organisation within Ireland.
- Provide support on ER matters in Northern Ireland and cover for Northern Ireland-based HR colleagues when required.
- Work closely with the HR Specialist to design and deliver ER training for managers, ensuring it is relevant and up to date.
- Coach and support managers in handling ER matters effectively and proactively identifying potential issues.

## Sickness Absence & Staff Wellbeing

- Support managers in managing short-term and long-term sickness absence cases, ensuring a compassionate and legally compliant approach.
- Provide advice on the organisation's sickness absence policy, ensuring consistent application across all teams.
- Guide managers on reasonable adjustments, phased returns to work, and occupational health referrals to support employee wellbeing.

- Monitor sickness absence trends, identifying patterns and recommending proactive interventions to reduce absence levels.
- Work with managers to ensure employees receive appropriate support for their mental health and wellbeing, signposting to internal and external resources where necessary.
- Support the implementation of staff wellbeing initiatives in line with Positive Futures' commitment to promoting a positive workplace culture.
- Ensure compliance with statutory sick pay (SSP), illness benefit, and any other relevant legislation in Ireland.

### Reporting & Compliance

- Track and report on ER case management trends, identifying areas for improvement and risk mitigation.
- Provide management information to support decision-making and ensure accurate record-keeping.
- Stay up to date with employment law changes in Ireland and ensure policies, procedures, and practices remain compliant.

### Policy & Process Development

- Support the development and implementation of ER policies and procedures tailored to Ireland's legal framework.
- Work with the HR Specialist to align Irish policies with the broader organisational approach while ensuring jurisdictional compliance.
- Engage with key stakeholders to ensure understanding and adoption of HR policies across Ireland.

### Collaboration & Stakeholder Engagement

- Build strong working relationships with managers and operational teams to ensure the ER function is accessible, trusted, and effective.
- Support Positive Futures' commitment to equality, diversity, and inclusion in all ER practices.
- Engage with external bodies, such as the Workplace Relations Commission (WRC), to ensure best practice in ER case management.

### Personal Development

- Undertake ongoing training and development to stay informed about employment law updates and HR best practices in Ireland and Northern Ireland.
- Develop professional networks in Ireland to enhance learning and contribute to Positive Futures' HR strategy.

### HR Initiatives and Projects

- Lead on or contribute to the delivery of HR services across a wide range of people practices.
- Other projects and initiatives may arise which will be agreed with the HR Director in line with the Corporate Plan

### General

- Understand and respect confidentiality and maintain personal data in line with Positive Futures' policies, procedures and guidance.
- Carry out your duties and responsibilities in line with relevant health and safety and risk management policies and procedures.
- Ensure that risk management processes are complied with, risks are clearly identified, and mitigation actions are taken.

There may be other duties from time to time as Positive Futures may reasonably require.

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## How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST** have:

- Minimum 3 years' HR experience providing Employee Relations advice to managers.
- Experience undertaking Employee Relations investigations
- Knowledge of Irish employment law and its practical application.
- Experience managing sickness absence cases, including occupational health referrals and reasonable adjustments.
- Excellent communication, coaching, and relationship-building skills, with the ability to influence and support managers.
- A full, valid driving license or an ability to travel independently to meet the requirements of the post.

\*Recent experience is defined as within the last 4 years.

To apply for this role, we would also **LIKE YOU** to have:

- Degree in HR, Employment Law, Business, or a related field
- CIPD Membership (Associate or above)

If you meet the shortlisting criteria, you will be invited to attend an interview.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values
- Have the right skills (or competencies) needed for the job.

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## Our Values

“Our values” are what underpin everything we do in Positive Futures.

**PEOPLE FIRST** – the people we support will always be our top priority.

**OPPORTUNITIES** – we seek out opportunities to make life better for the people we support through the commitment and dedication of our staff and volunteers.

**SPEAKING OUT** – working in partnership with the people we support, we will champion their rights at every opportunity with decision makers, with government – locally, regionally and nationally – and in the media.

**INNOVATION** – we are a learning organisation that is always looking for new, creative and better ways to do things.

**TENACIOUS** – we don’t give up – if it needs to be done, we believe it can and will be done.

**INVOLVEMENT** – the people we support and our staff will always have a say in the running of the organisation and we will celebrate with our partners and stakeholders what we achieve together.

**VALUE FOR MONEY** – we deliver life-long results and transform peoples’ lives in a cost-effective manner.

**EXCELLENCE** – we will always aim to be the best we can be in supporting people to achieve their dreams and transform their lives.

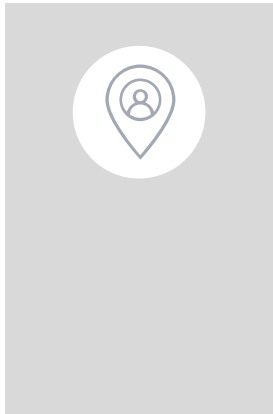
## Our Competencies

You need to have the following skills (competencies) to help the people we support to live the life they want.

<b>Positive Futures' competencies</b>	You need to be:
<b>Respectful and Understanding Others</b>	<ul style="list-style-type: none"> <li>• Kind and work well with others, treating them with respect and dignity.</li> <li>• Understand the needs of others</li> </ul>
<b>Effective Communication</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively with others, verbally and non-verbally.</li> </ul>
<b>Working with and Developing Others</b>	<ul style="list-style-type: none"> <li>• Able to be an active, positive and co-operative member of the team.</li> <li>• Helpful towards others when they need support.</li> <li>• Able to provide informed and timely HR advice &amp; guidance</li> </ul>
<b>Results and Quality Focus</b>	<ul style="list-style-type: none"> <li>• Focussed on the best interests of people we support and our staff.</li> <li>• Able to provide high quality HR advice and support</li> </ul>
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Open minded and able to resolve difficulties.</li> <li>• Able to make good decisions</li> </ul>
<b>Resilience to Change and Challenges</b>	<ul style="list-style-type: none"> <li>• Open to change and new developments/ initiatives</li> <li>• Able to adapt well to new and unfamiliar situations.</li> <li>• Resilient and cope well when challenges arise</li> </ul>

**The people we support and our staff are at the heart of all that we do.**

As a valued member of staff, you can avail of our attractive salary and benefits package (the detail of all your benefits will be included in your job contract).



**Pay**

(FTE based on 37.5 hours per week)

- 1. €40,000
- 2. €41,000
- 3. €42,000
- 4. €43,000
- 5. €44,000

Change Record		
Issue date	Nature of change	HRD sign off date
01.06.22	First issue on new template, job profile reviewed with new HR Management Team.	01.06.22
30/08/2023	Job Profile Reviewed	30/08/2023