

Role Profile

Job Title: HR Co-ordinator (Maternity Leave Cover)
Department: HR
Reports To: HR Operations Manager
Ref: Ref-231, V1 – 07 June 2022

Role Overview

This position is part of the HR Department at the Head Office. The team provides HR support to sites in ROI and the UK, covering circa 2000 employees. This is a dynamic and fast paced environment, with a high volume of work.

The main focus of this role will be co-ordinating the management of absence in the business, focusing on long term absence and liaison with Occupational Health. In addition to this there will be a requirement to organise and coordinate training within the business.

This role sits within the HR Business Partner team and the individual will also provide generalist HR support to the sites.

Main Duties

- Co-ordinate weekly absence management meetings with key contacts within the business. Involved in deciding on appropriate intervention and actions. Support Site Managers and Site Administrators accordingly
- Co-ordinate Occupational Health intervention. In line with weekly absence management meetings, ensure all relevant referrals are made and follow up action is taken where appropriate
- Support and advise Managers and Site Administrators on all absence management processes
- Ensure we are maximising the use of HR Management systems, identifying process or reporting improvements where appropriate
- Organise and coordinate external training within the business as required
- Have an understanding of HR processes within the wider team and provide generalist HR advice to sites as required, providing resolution in a timely manner
- Provide general duties to support the HR Services team in all aspects of day to day operations
- Involvement in Project Work as required

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- **Detail orientated** – able to manage high volumes of work to deadlines with accuracy
- **Continuous Improvement** – seeks continuous improvement as to how the job is done
- **Team Working** - Collaborates with individuals and teams outside own area of expertise, as required
- **Manages Own Performance** - strives for personal excellence; demonstrates high work quality
- **Leads Authentically** – follows company policy and procedure; finds ways to reduce cost, strives to achieve the department objectives; strikes the right balance between frankness and respect
- **Customer Focus** – proactively seeks customer feedback and acts upon it; supporting processes to drive improved service
- **Solves Problems** – Differentiates between fact and opinion; seeks and integrates data and information from multiple sources to support resolution;

- **Plans for Success** – Prioritises own activities and those of others to meet deadlines; develops project plan to manage specific areas of work, as required, including defined tasks, responsibilities, timelines and milestone dates;
- **Communicates Effectively** – Expresses complex information in easy to grasp terms

Experience and Qualifications

- Highly proficient in the use of Microsoft Office programmes
- Experience of working with a HR System, ideally Time Management System (TMS)
- Preferably educated to degree level in HR/Business or a similar field
- Minimum 1 year experience in a HR role

Other significant role requirements

- Full clean driving licence and valid passport
- Must have ability to travel to all company locations as required

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____