

Job Description

Human Resource Manager

James Whelan Butchers is an award-winning artisan butcher. Our team have a passion for the art of butchery, carrying out traditions passed down from one generation to the next. We invest heavily in putting great teams together, all tasked with building a strong relationship with customers to deliver outstanding quality and service, based on trust. Through a dedication to teamwork and accomplishing fantastic outcomes together we have successfully managed our growth over the years. However, as the business expands further, it is priority that we keep nurturing are most important asset – our people.

The People and Culture Department

The role of the People and Culture Department is to establish James Whelan Butchers as the preferred employer by attracting and retaining those who share our values, safeguarding the development for all team members, encouraging them to perform and remain with us by:

- Ensuring the appropriate HR process and tools are implemented
- Actively contributing to the growth of business through people with a steadfast approach
- Working in partnership with the business staff functions

About you

As part of our expansion, we are recruiting for a full-time People and Culture Specialist. Based in our office in Clonmel, Co. Tipperary, your role will involve supporting our managers and teams on all areas of HR. We believe that you as a person will hold a genuine passion for people with a strong belief in an individual's potential. You will build trustful relationships and inspire people to grow and develop.

This is an exciting opportunity for you to excel in your career, and we are looking for someone who is passionate about HR and can bring his/her own ideas to the role. As a People and Culture Specialist you will be responsible for providing robust HR support on all areas of the employee lifecycle.

Key Responsibilities

- Assisting in the recruitment process
 - placing job adverts, reviewing CVs in line with job descriptions, liaising with recruitment agencies and job boards, and our Social Media Partners
 - Organising interview schedules for management
 - Carrying out reference checks
- Ensuring you are up to date with HR legislation and act in a proactive manner in this respect
- Partners with Management driving a positive employee relations strategy
- Informing managers on legal practices and appropriate counselling methods
- Manage grievance and disciplinary procedures while adhering to workplace legislation and provide consistency with company policies
- Serve as a balanced team member advocate
- Review and update existing policies and procedures and create policies and procedures to facilitate company governance
- Ensuring all offers are made, Contracts of Employment are drawn up and distributed
- General HR administrative duties as required

Required Experience

- Demonstrated empathy, humility, feedback skills, cultural competence, and the ability to sustain trusted relationships with a wide array of people.
- HR degree desirable.
- 3-5 years' experience working in a similar role.
- High level of self-awareness and interpersonal skills.
- Strong computer skills with experience in using HRIS systems, Excel, Word, Outlook, and Microsoft Office programs.
- Can demonstrate valuable, robust knowledge on all levels of HR from recruitment through to employee relations.
- CIPD Accreditation desirable.
- Excellent organisation skills with excellent attention to detail.
- Proven ability to work on own initiative .
- Ability to work in a busy office environment and multi-task.
- The highest ethical standards and discretion.
- Working knowledge of employment law.

We are offering a competitive salary along with the opportunity to grow your career with a progressive company who have significantly expanded over the last 5 years. With plans to grow the business extensively over the next 5 years you will be joining a business who are in the process of creating a very special company within the industry!