

**Information Pack**

**Head of HR**

**Based at**

**MS Ireland, Head Office, Dublin**

## **MS Ireland Background**

**MS Ireland** is the only national organisation working solely on behalf of people living with Multiple Sclerosis and the many thousands of people who share their lives. The aim of the Society is to enable people living with MS to live their lives to their fullest potential, to participate in all aspects of society and to foster research on a national and international basis to identify a cure for Multiple Sclerosis.

### ***The objectives of the Society are:***

- Facilitate People with Multiple Sclerosis (PwMS) to control their lives and environment, to live with dignity and participate in the community.
- Provide support for the families and carers of PwMS.
- To exchange and disseminate information relating to MS.
- To co-operate with the Medical, Scientific, Social and Caring professions.
- To promote scientific research into the causes of, cure for and management of MS.
- To provide and identifiable focal points by developing an efficient, effective and caring organisation to serve the needs of PwMS.

A wide range of services and programmes have been developed and implemented by the MS Society. These services and programmes are designed specifically to meet the needs of the MS community and to ensure that the fundamental aims of the MS Society are achieved on behalf of the MS community. Such services include:

- National MS Information Line
- MS news magazine
- Information booklets
- Sessional counsellors
- Respite care facilities
- Funds for MS research in Ireland
- National and Regional conferences on MS
- Regional offices with professional staff in each HSE area
- 34 branches nation-wide

## Multiple Sclerosis

Multiple Sclerosis is a serious condition, which damages the central nervous system- the brain and the spinal cord. MS occurs as a result of scarring the myelin sheath that insulates cells in the nervous system. This distorts the passage of nerve impulses between the brain and other parts of the body. It interferes with the brain's ability to control such functions as seeing, walking, talking etc. It's called multiple because many scattered areas of the brain and spinal cord may be affected and symptoms can be mild or severe and come and go unpredictably.

Multiple Sclerosis is the most common neurological disabling disease affecting young adults throughout Europe. 400,000 people in Europe are directly affected. 9,000 people in Ireland and in some parts of Ireland the rate is 1 in 400. The prevalence is higher in Northern Ireland and Scotland. There is yet no conclusive reason for this although intensive research has been carried out.

The typical age of diagnosis is the late twenties to mid-forties, when family and career are usually the priorities. Twice as many women as men have MS. There is as yet no known cure.

There is no typical MS, it is individual to each person, the progress is unpredictable so one general description or prognosis is not possible. This leads to other problems, not only do people with MS have to learn to cope with the disease, there will also be pressure on members of the family to take on the role of carer.

For more information about Multiple Sclerosis and the Multiple Sclerosis Society of Ireland please see [www.ms-society.ie](http://www.ms-society.ie)

## JOB DESCRIPTION

<b>Job Title:</b>	Head of HR (Part-time role)
<b>Reporting to:</b>	CEO, MS Ireland
<b>Location:</b>	Head Office (Travel to other locations may be required)
<b>Primary Purpose:</b>	The HR Manager role operates at a Senior Level in the organisation with the primary responsibility for managing and developing the delivery of HR services. Working closely with the CEO, this role also supports and influences the business strategy for MS Ireland through advising and coaching of line management teams to ensure continued up skilling in the adoption of best practice in HR management.

### Key Responsibilities

- **Coaching and Mentoring**
  - Coaching and mentoring the CEO.
  - Act as a soundboard and confidant to the CEO and Leadership team
- **People Strategy**
  - Working with the CEO and the business to determine the right people strategy and people focus for the business each year.
  - Identifying the key areas for focus and deliverables to be executed in partnership with the people leaders in the organisation.
- **ER/IR Management**
  - Maintaining an expert understanding of the legal and regulatory environment, identifying potential compliance issues and recommending solutions
  - Working with the people leaders to manage the IR/ER caseload and advising relevant people managers on the legal and financial risks involved
  - Development and implementation of HR policy, practice and programmes.
  - Supporting the change initiatives across the organisation, advising and supporting people leaders on IR/ER implications
  - Leading our Employee Engagement programme and developing initiatives that improve employee satisfaction/well-being.
- **Learning and Development**
  - Developing and delivering strategies for deploying HR programmes i.e. HR workshops, employee wellbeing programmes, with tangible results.
  - Providing HR support and advice to management and employees on Absence Management, Performance Management, Grievance and Disciplinary, Dignity in the Workplace and Employment Law to ensure consistent, fair and equal treatment of all employees, customers and volunteers
  - Agreeing our annual learning and development plan for employee and management to ensure it is in line with the business strategy and within budget
- **HR Systems Management**
  - Overall management of the HR systems, functionality, reporting procedures and metrics. Ensuring management and analysis of all HR reports are maintained.

- Monitoring and reviewing the Performance Review system and the Supervision policy/practice to ensure consistency and equity within the organisation
  - Management and co-ordination of the annual employee satisfaction survey
  - Driving HR KPIs through effective communication, employee feedback and employee satisfaction survey
  - Providing analytics and solutions that inform and direct our people strategy
- **General**
    - Establishing key relationships within the organisation to become a trusted advocate for HR practices.
    - Undertaking any such duties as might reasonably be assigned by the CEO.
    - Working within the framework of the overall objectives of MS Ireland

#### **Essential Criteria**

- Qualified HR practitioner with a third level qualification in the HR field and member of CIPD
- Excellent knowledge of Employment Law and the resulting implications for organisations
- Experience of designing and leading change transition processes (ideally in a unionized environment)
- Management skills in planning, implementing, monitoring and evaluating policies and protocols
- Ability to lead and persuade within and outside areas of direct line authority
- Ability to work in a pressurized environment and to tight deadlines
- Excellent communication, report writing and analytical skills
- Financial and business acumen and excellent project management skills
- Excellent consulting, influencing and negotiation skills

**Applications with up to date CV and covering letter to [avab@ms-society.ie](mailto:avab@ms-society.ie)  
REF: HR in the subject line**

**Closing date Friday February 23<sup>rd</sup> 2018**

MS Ireland is an equal opportunities employer

The assistance of recruitment agencies is not required at this time

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.