

Job Advert



Human Resources Service Partner

Housing | Health | Recovery

Service:	Human Resource Department
Location:	Dublin or Limerick
Duration:	Contract of Indefinite Duration
Hours:	40 hours per week
Published:	11 th February 2025
Application Closing Date:	27 th February 2025- interviews scheduled from 5 th – 7 th March

NOVAS is a not for profit organisation and Approved Housing Body (AHB). We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The role of HR Service Partner is vital to the successful delivery of quality programmes and services in NOVAS for our staff. The HR Service Partner will support the HR department within the authority delegated from the Head of HR. The HR Service Partner is responsible for supporting managers and staff across the country. The HR Service Partner will report to the Head of HR, will be a member of, and work collaboratively with, the HR Team. The post-holders' usual schedule will be to work Monday to Fridays during office hours, with a high degree of flexibility and adaptability required.

The HR Service Partner will have a background in Human Resources, with training or experience in Human Resources. They will be expected to work within the relevant frameworks of quality standards or legislation. NOVAS is a Trauma Informed practice organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders.

Desirable Skills and Knowledge include (see Job Description for further details):

- A Bachelor's degree (NFQ, L7) in Human Resource Management or a related field.
- Experience in most or all of the following areas: employee relations and employment law; job analysis, recruitment and retention; induction; training and staff development; managing change; implementation and application of policies and procedures; investigation management, management of HR systems and records.
- Ability to utilise IT systems effectively.

We offer a competitive benefit package including 26 days' annual leave pro rata, access to further education supports and contributory pension.

If you would like to work with us, an application form and job description can be found on the careers section of our website www.novas.ie/work-for-us. If you require any further information or wish to submit a completed application form, please email pamela.gunter@novas.ie

