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**is seeking to recruit a Human Resource Manager**

NEWKD is a local development operating across the North, East and West Kerry including Tralee, Castleisland, Listowel and Dingle. We deliver a range of programmes that aim to improve the quality of life for all the people within our community.

**The company is recruiting a Human Resource Manager, 20 hours per week (preferably mornings), to take responsibility for the Human Resources function throughout NEWKD, ensuring high quality delivery of HR policies, procedures and practices in line with current employment legislation and guidelines, and regulatory compliance.**

Liaise with all stakeholders to develop and support a HR Strategy, deliver Strategic HR Initiatives and key HR Interventions in line with business objectives and to ensure that appropriate employee policies are in place.

Salary scale (pro-rata from point 1 €41, 531 to point 9 €53,464, negotiable depending upon experience, qualifications etc.). Initial 1 year contract.

**Key requirements**

Ideally, CIPD qualified with at least three years’ experience and should possess the following skills, competencies and/or knowledge:

* Motivated and efficient, with a strong strategic perspective
* A high level of interpersonal and communication skills, including written, verbal and ICT
* Ability to both work independently and as part of a multi-disciplinary team
* Experience of working under pressure and coping with change
* Proven ability to manage, develop and motivate staff
* Good presentation and advocacy skills
* A sound understanding of employment law
* Access to transport as the role will require travel, C2/D1 Licence desirable

For full particulars of the post and the application process, please log onto [www.newkd.ie](http://www.newkd.ie).

To apply: email a cv and cover letter clearly stating the position you are applying for to jobapplication@newkd.ie.

**Closing date for receipt of applications Thursday 3rd November at 12noon.**

Shortlisting may apply. Canvassing will disqualify. NEWKD is an equal opportunities employer.