

Role: HR Data and Process Manager
Area: People & Safety
Sub-Area: HR Management
Location: Southern/ East Midlands Region
Duration: Permanent
Salary: Competitive
Ref: 318PS22



Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

The Role:

The Human Resources area within Irish Water provides HR support to the business across a range of functions including performance management, business partnering, data management, and employee engagement and wellbeing.

The HR Data and Process Manager has a keen understanding of the business' strategy, and provides dynamic solutions using experience, data, and organisational agility to guide their decision making.

Reporting to the HR Business Partnering Manager, the HR Data and Process Manager will work alongside a team of Senior HR Business Partners to ensure that strategic initiatives are translated, operationalized, and embedded in the business in relation to all areas of organisation design, workforce planning, data management and analytics, and performance management.

The HR Data and Process Manager will manage a team of HR professionals working across data, workforce planning, contingent worker management, and performance management implementation.

Duties and Responsibilities:

- Develop and implement the organisation design and workforce planning strategy for the Irish Water business
- Work effectively with the Head of HR, HR Business Partnering Manager, the HR Business Partnering team, and the Org Capability team to assist in identifying organisation design change requirements through reviews, design appropriate interventions, and utilise data to inform these requirements
- Ensure the organisation design is agile and adaptable to known and unknown changes from a workforce planning perspective
- Actively seek out opportunities to interrogate processes and drive improvements and efficiencies
- Develop a workforce planning strategy for Irish Water to include preparation of headcount proposals and management

- Accountable for ensuring that the business has a robust and agile process for managing contingent workers, ensuring that this information forms part of the overall workforce planning view
- Enable the delivery of Irish Water's HR strategy through the provision of accurate, timely and relevant data to support decision making
- Collate, provide, and analyse critical data for Irish Water Executive members in an efficient manner to support decision making at a senior level
- Manage the implementation of Irish Water's performance management process through the Contingent Worker & Performance Management Specialist.
- Act as a key liaison between transformation projects within the business and the Irish Water HR team, providing key strategic advice in relation to the operationalisation of proposed changes impacting people, processes, and systems
- Act as a key conduit to the HR Transaction Services team to ensure a cohesive approach & support the delivery of first-class HR service for all employees
- Be the main interface with transformation programmes/the UET programme to ensure suitability of any proposed changes to Irish Water from an Organisational Design perspective
- Manage relationships with relevant internal and external stakeholders (HR Transaction Services, Centres of Excellence) to ensure the delivery of appropriate levels of high-quality services, support, and intervention to meet the needs of Irish Water, using data to understand what's driving those needs
- Manage GDPR and FOI activities for the HR team, including the appropriate retention and usage of personal data, ensuring that retention schedules are managed, and meet the operational needs of the HR function
- Support governance and compliance activities for the wider team
- Work closely with the Finance team in relation to budgetary and funding planning and management.
- Develop and maintain effective working relationships with senior management across the business
- Other duties as required from time to time

Knowledge, Skills and Experience:

- Relevant third level qualification
- 7+ years' HR experience with a minimum of three years in a senior HR position
- Prior people management experience
- Preferably CIPD accredited
- Demonstrated commercial experience and extensive understanding of HR practices and Irish employment legislation, needs to understand the challenges faced by the organisation to be able to effectively serve the business
- Ability to undertake a rigorous assessment of organisational capacity for change and innovation and invest time and energy in building a culture and capability to deliver it
- Expert analytical expertise, able to manage large data sets and draw insights from the data, while adhering to GDPR and data protection requirements
- Project management experience, ability to managing multiple stakeholder groups and identify and resolve risks and issues
- Advance skills in MS Word, Excel, PowerPoint, and Visio to deliver reports and progress updates to the business
- Ability to build a strong culture of communication within HR and the Business and adept at gathering inputs from internal and external stakeholders
- Ability to mobilise the energy and commitment of a range of stakeholders, whose input is needed for success, even when they have no formal authority over those stakeholders

- Ability to think beyond the immediate decision, making sure it contributes to long term value
- Should have a proactive attitude towards analysis and research, interrogating different electronic and physical media and always looking to develop market knowledge

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
careers@water.ie.

The closing date for receipt of applications for this vacancy is **07th of October 2022**.
Please note that applications submitted after this closing date will not be accepted.

Irish Water is an equal opportunities employer.

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called ibelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.