

# Richie3003

Ireland

W: <http://www.worky.com/profile-richie3003>

5 years experience in human resources. Holder of an honours degree in Business Studies. Qualified member of the Chartered Institute of Personnel and Development. First class honours postgraduate diploma in occupational health and safety.

## Professional Experience

---

2009 - Present

### HR/H&S Consultant

I have been working on a voluntary basis for an Irish charity for the past six months.

During this time I have been working on specific HR and H&S projects.

Examples include: the development of a new contract of employment, the creation of various HR policies and procedures (e.g. dignity at work policy, disciplinary policy, grievance policy and procedure, e-communications policy, holidays and annual leave policy), developing a work placement programme for the charity (designing competency-based interviews, creating offer letters, creating an interview preparation for potential interviewees), conducting risk assessments, fire safety audits, and designing a workplace programme to increase H&S awareness within the organisation)

Key Skills

Charity, h&s, Policy & Procedures, Risk Assessment, safety audits

---

2004 - 2007

### Human Resources Officer

#### Recruitment

- Responsibility for all stages of the experienced hire recruitment process from the creation of job specifications to the issuing of contracts of employment
- Conducting on campus presentations/careers fairs, interviews, psychometric testing, graduate surveys, statistical analysis of graduate recruitment figures, point of contact for all university careers offices throughout Ireland
- Managing the firm's summer internship programme and also the university work placement programme for Deloitte Ireland
- Administering the recruitment management system (RMS)

#### HR Information Systems (HRIS) / Payroll Administration

- Updating and monitoring the HRIS
- Generating reports/statistics on headcount, turnover, absenteeism, performance appraisal ratings etc.
- Liaising with payroll in relation to new hires/transfers/leavers and managing adjustments to employee salaries. Also responsible for ensuring that all payroll documentation is submitted to payroll in a timely manner

#### Employee Relations

- Conducting exit interviews with leavers, analysing feedback and addressing issues with department heads
- Primary point of contact for all trainee queries/issues within the firm and responsibility for effective resolution of such queries
- Involvement in Deloitte's work-life balance programme from the creation of family-friendly policies to the organisation of company events
- Resolving employment legislation queries on an ad-hoc basis

#### Policies & Procedures

- Creating new policies in line with business needs and rolling out such policies within the firm
- Amending policies/employee handbook in line with changes in employment legislation

#### Learning & Development

- Administering Deloitte's performance appraisal system
- Co-ordinating and delivering induction for new joiners
- Conducting training needs analysis, sourcing training providers and organising training courses

#### Professional Education

- Responsibility for course enrolments, exam entries, registrations for all employees on training contracts
- Liaising with external bodies (eg. ICAI, CIMA, AITI), resolving all professional education issues/queries

#### HR Project Management

- Conducting salary reviews and benchmarking projects
- Creation and maintenance of a new HR intranet site
- Responsibility for managing the changeover of all trainees to an online system of recording their continuous professional development (CPD)

---

Key Skills Contract Preparation, Employment law, HR Communications, HR Information Systems, Induction, Interview skills, Payroll Administration, Policy & Procedures, Psychometric Testing, Recruitment and Selection, RMS

---

#### 2001 - 2002 **HR Assistant**

Worked as part of a 2 person HR team looking after 250 staff in multiple locations throughout Ireland.

My responsibilities included:

- management of the organisation's flexible benefits programme
- payroll administration
- HR administration (report generation, keeping all HR files accurate and up to date, updating the HRIS)
- managing the recruitment and selection process (from the advertising of vacancies to the issuing of contracts of employment)
- Responsible for all H&S administration (accident/incident reporting, H&S training, fire safety)
- Responsible for carrying out induction with new joiners
- employee relations (updating staff handbook, creating policies and procedures, monitoring changes in employment law, dealing with disciplinary and grievance issues)

---

Key Skills Administration, Contracts, Employment law, Fire Safety, HRIS, Induction, Payroll Administration, Recruitment and Selection

---

#### **Education and Qualifications**

---

2009 **Masters/PostGrad - Occupational Health And Safety**  
**Dublin City University**

---

2008 **Certificate - Manual Handling Instruction & Training**  
**Nifast**

---

2000 **Bachelor/Degree - Business Studies with HR specialism**  
**Dublin City University**

---