

The Irish Horseracing Regulatory Board's (IHRB) vision is to be the best Regulatory Body worldwide.



Our Values: *Integrity, Leadership, Accountability, Fairness and Effectiveness* are at the forefront of all we do and how we do it.

HR Business Partner

The Irish Horseracing Regulatory Board is seeking an ambitious, focused and energetic HR Business Partner. This role will be responsible for developing and delivering the people processes and initiatives to support the achievement of the IHRB's strategic vision.

The IHRB is a private company whose statutory remit is to protect the integrity and reputation of Irish Horseracing. Its mission is to ensure that the reputation of Irish Horseracing and confidence in the sport is protected by robust and transparent regulatory practices, implemented with integrity, by a professional and progressive team. Our core values underpin our position in the sport: *Integrity, Leadership, Accountability, Fairness and Effectiveness*.

This role will be responsible for developing and delivering the people processes and initiatives to support the achievement of IHRB's strategic vision in relation to Employee Engagement and Steward Support. The role will report to IHRB CEO and will work closely with Senior Management Team to enable strategic and operational working.

Key Responsibilities:

- Work with business leaders supporting them to manage and lead their areas through the changes necessary to improve performance and create sustainable business models.
- Lead and implement the strategic priority 'employee engagement and steward support' and associated initiatives to assist each business area achieve their goals and improve employee engagement.
- Work closely with HRI on joint training and education projects and HR initiatives.
- Be an effective team member of the relevant business teams supporting each other in the achievement of KPIs and business plans.
- Support, coach and develop managers to build effective teams and to manage the performance of their employees through positive communication and engagement.
- Provide guidance, leadership and consultation on all aspects of the employee experience including managing performance.
- Develop an engaging culture where everyone in the IHRB lives our Values at all times, is encouraged to give feedback and recognise others, share learnings and innovate.
- Assist the business in ensuring that all departments are structured and resourced correctly.
- Improve the quality of the performance management process in IHRB by ensuring that regular, constructive conversations take place to enhance performance.
- Coach and advise managers on employee relations in line with company policy and procedures.
- Act as a leader by providing expert advice on all matters in relation to employee relations, organisation design, change management, reward, recruitment and selection.
- Strategic HR projects such as Diversity and Inclusion, Leadership Development, Mentoring, HR Systems Implementation, and many more.
- Responsibility for policy development and management to ensure compliance with relevant legislation and any legislative updates.
- Develop reports for the SMT and Board of Directors on HR metrics including absenteeism, turnover etc.
- Lead any disciplinary matters and grievances and mediate where required.
- Ensure contract of employment or contracts for service are kept up to date and in line with legislative and business requirements.

Skills and Experience:

- 5 – 10 years in HR with at least 3 years' experience successfully delivering a similar HR Business Partner role.
- Degree qualified in HR or specialism in HR. CIPD qualification with good knowledge of current employment legislation and best practise.
- Qualified and accredited coach would be advantage.
- Experience of delivering change programmes and learning and development initiatives.
- Previous experience of working with employee representatives and/or trade unions.
- The ability to build good working relationships while maintaining a strong focus on outcomes, results and timelines.
- Excellent communication, influencing skills and presentation skills.
- Previous experience leading and coaching others, holding Mediation and facilitation skills would be an advantage
- Excellent organisational and project management skills with the ability to multitask while managing multiple

stakeholders.

- Excellent Microsoft Office and technology skills.
- Experience working with Trade Unions.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required now or in the future.

If you are interested in this vacancy, please send your curriculum vitae, no later than close of business 21st January 2022 to hr@ihrb.ie.

IHRB is an equal opportunities employer

Interview candidates will be provided with any necessary reasonable accommodations when called for interview