



Roscommon LEADER Partnership

wishes to recruit for a

Human Resource Manager

Roscommon LEADER Partnership (RLP), an integrated local development company serving County Roscommon, is seeking a full-time HR Manager to support the delivery of key programmes on behalf of government departments and agencies.

The HR Manager is responsible for overseeing all aspects of human resources practices and processes. This role supports business objectives by developing and implementing HR strategies that drive employee engagement, performance, compliance, and organisational effectiveness.

The ideal candidate will be a proactive, solution-focused team player with a relevant third-level qualification in HR or business, strong knowledge of employment legislation, and experience with HR systems such as HR Locker.

KEY AREAS OF RESPONSIBILITY

Strategic HR Management

- Develop and implement HR strategies aligned with the organisation's goals which are versatile enough to meet changing needs
- Advise senior management on workforce planning, organisational design, and change management
- Lead HR initiatives to improve culture, performance, and retention

Recruitment & Talent Management

- Lead on recruitment, selection, and onboarding and offboarding processes
- Develop talent development, succession planning, and career progression frameworks
- Manage performance appraisal systems and support managers with performance issues

Employee Relations

- Act as a trusted advisor to the Management team, co-ordinators and employees

- Manage employee relations matters, including grievance, disciplinary, and absence management and other formal HR processes in line with policy and attend formal hearings to provide support as required
- Work in partnership with the Employee Relations Advice Line team and external HR consultants to enable a knowledgeable and swift response to all complex HR issues incl TUPE, acquisitions, redundancy and restructure programmes.
- Promote a positive, inclusive, and respectful workplace culture
- Maintain open communication with staff and respond to HR queries in a timely and professional manner.

Payroll

- Ensure payroll-related inputs are accurate and timely (in coordination with Payroll/Finance)

Learning & Development

- Identify training needs and coordinate learning and development programmes
- Support leadership development and management training
- Evaluate effectiveness of training initiatives
- Creating employee training materials under the guidance of the learning and development manager.

Compliance & HR Policies

- Ensure compliance with employment law and regulatory requirements
- Develop, update, and enforce HR policies and procedures
- Assist a consultant in the updating of the employee handbook and Governance documents.
- Maintain accurate employee records and HR documentation incl contracts, job offers induction training and CPD, employee files and records on the HR system such as annual leave, attendance and performance reviews
- Manage the updating of the employee handbook and Governance documents.

HR Systems & Reporting

- Manage HR information systems (HRIS)
- Prepare and analyse HR metrics and reports (e.g. turnover, absenteeism, engagement)
- Prepare monthly Board Reports and Presentations to inform decision-making and strategic planning.
- Assisting the CEO/CFO where required with other admin duties.
- Ad-hoc duties as required by the Company.

PERSON SPECIFICATION

- Enthusiastic, positive, solution focused, team player with a strong work ethic.
- 2 years work experience in Human Resources.

- Third level qualification in HRM, Business or similar.
- Strong knowledge of current employment legislation.
- Experience in HR Locker or other HRIS advantageous.
- CIPD qualification is preferred.

TERMS & CONDITIONS

- Full-time position - 35 hours per week.
- The position will have a split base between RLP's Head Office in Roscommon Town & RLP's outreach offices.
- Contract duration - Indefinite duration, subject to funding.
- Reports to - The CFO.
- Salary will commensurate with qualifications & experience.
- Annual Leave - 21 days plus 3 Company Allocated Leave days.
- A probationary period of 6 months will apply.

To apply for the position, please submit your CV and letter of application to: recruitment@ridc.ie

Closing date for receipt of applications is Thursday the 30th of April 2026 at 1 pm

Short listing will apply. A panel may be formed from which future vacancies may be filled.

Satisfactory references will be required.

Roscommon LEADER Partnership is an Equal Opportunities Employer