

<b>ROLE PROFILE</b>	
<b>Job Title:</b>	<b>HR Business Partner</b>
<b>Level:</b>	<b>Management Band 4</b>
<b>Reporting to:</b>	<b>Head of HR</b>
<b>About Us</b>	<p>The Vision of Dublin Port Company is to have the required capacity to service the needs of its customers and the wider economy efficiently, sustainably and safely. Also, Dublin Port will integrate with the City by enhancing the natural and built environments. The Port is being developed in line with Masterplan 2040.</p> <p>Dublin Port Company's mission is to:</p> <ul style="list-style-type: none"> <li>• Foresee the requirements and demands for additional Port infrastructure and make our investments on time</li> <li>• Plan and implement capital projects needed to provide port capacity</li> <li>• Optimise the use of land, facilities and infrastructure in the Port</li> <li>• Provide port infrastructure to be operated efficiently, competitively and sustainably</li> <li>• Identify, evaluate and manage large infrastructure development projects</li> <li>• Ensure business risks are assessed and mitigated in all areas, particularly safety, security, business continuity and the environment</li> <li>• Create linkages between the Port and the City so that the heritage of the Port becomes an integral part of the heritage of the City</li> <li>• Seek to create value for all stakeholders including our shareholder, customers, employees and neighbours</li> </ul>
<b>Role Context and Description</b>	Dublin Port Company aim to develop a proactive, strategic approach to the development of our People & HR and have decided to create a key new role for a strategic HR Business Partner.
<b>The Person we are looking for</b>	<p>The person we are looking for will be a highly motivated HRBP who can work as a strategic partner to the organisation, in particular working with business leaders to help achieve corporate and HR objectives in line with Dublin Port Company values of</p> <ul style="list-style-type: none"> <li>• Stewardship</li> <li>• Trust and respect</li> <li>• A unified team of strong individuals</li> <li>• Excellence</li> <li>• Efficiency</li> <li>• Flexibility</li> </ul>

<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Build effective relationships with stakeholders including staff, supervisors, employee representatives and managers</li> <li>• Act as the first point of contact for managers to provide constructive help and guidance, acting as a subject matter expert in HR</li> <li>• Coach and mentor managers to ensure a cohesive approach across Dublin Port Company in all aspects of the people agenda including recruitment &amp; on-boarding, performance, development, reward, diversity, wellbeing, industrial relations, employee relations, change management, people planning and wellbeing in line with governance, best practice, policies and procedures</li> <li>• Regularly attend and contribute to pre shift briefings, toolbox talks and staff meetings to ensure a clear line of communication on HR to all staff with a view to facilitating two way communications</li> <li>• Act as a champion for HR initiatives and DPC values</li> <li>• Primary responsibility for local informal, and formal, industrial relations processes and engagements with a view to solving disputes as near to the point of origin as possible</li> <li>• Management of formal employee relations grievance and disciplinary processes ensuring risk is minimised and that dignity is maintained for all participants</li> <li>• Work closely with the Head of HR in the development of integrated and effective learning, people planning, performance, engagement and diversity strategies for all Dublin Port employees</li> <li>• Develop and use HR metrics and data to inform and drive decision making and assist managers achieve their objectives and to ensure that HR develop effective and best practice approaches</li> <li>• Proactively and collaboratively work within a small HR team on all aspects of HR including the ongoing work to standardise our operations and ensure that it operates in line with governance requirements</li> <li>• Strive to create an environment of dignity and respect in pursuit of DPC core values</li> <li>• Manage ad hoc HR Projects as required including building project teams across the business</li> <li>• Lead and / or participate in engagement activities</li> <li>• Maintain accurate and appropriate records in a timely manner</li> </ul>
------------------------------------	--

<p><b>Key Competencies</b></p>	<ul style="list-style-type: none"> <li>• <b>Influencing, Negotiation and Diplomacy</b> – able to influence the views and behaviours of others through persuasion and encouragement</li> <li>• <b>Relationship Building</b> – identify, initiate and maintain key working relationships</li> <li>• <b>Questioning and challenging</b> – to get to the root of people and business issues, able to challenge constructively and confidently</li> <li>• <b>Planning and Organising</b> – plans and organises tasks and work responsibilities to achieve business &amp; HR objectives</li> <li>• <b>Judgement and Decision making</b> – uses sound judgement to make good decisions based on analysis of information, business need, risks and governance. Considers all relevant facts and alternatives before deciding on the most appropriate action</li> <li>• <b>Communication</b> – expresses thoughts and ideas in a clear and concise way using a style that is appropriate to the audience so as to engage and gain buy in</li> <li>• <b>Team Player</b> - actively and positively participates in a team</li> <li>• <b>HR Knowledge</b> – knowledgeable in all areas of HR; theory and best practice</li> <li>• <b>IR/ER</b> – expert skills in managing individual and collective conflicts and disputes</li> </ul>
<p><b>Qualifications, experience and required skills</b></p>	<p><b>Must Have:</b></p> <ul style="list-style-type: none"> <li>• Minimum current graduate or professional membership of CIPD</li> <li>• Bachelor’s Degree or equivalent in a relevant discipline</li> <li>• Minimum 5 years’ experience as a HRBP, knowledgeable about best practice in all areas of HR</li> <li>• HR and Change Management experience working in a unionised environment is required including acting as the lead in formal engagement with shop stewards and union officials</li> <li>• Expert knowledge of Irish industrial relations, State third party institutions and Irish employment law</li> <li>• Experience of managing grievances and disciplinary processes</li> <li>• Fully competent in Excel</li> <li>• Demonstrable experience of coaching and developing managers and supervisors as exceptional people managers</li> </ul> <p><b>An Advantage but not Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of CoreHR</li> <li>• Qualifications in coaching, mediation, negotiation or related areas</li> <li>• Expert competency in Excel (vlookup, Pivot tables etc.)</li> </ul>

<p><b>In order to be successful we need someone who is</b></p>	<ul style="list-style-type: none"> <li>• Ethical, with strong personal integrity and professional courage</li> <li>• Confident and resilient</li> <li>• Problem solver</li> <li>• Excellent communication skills</li> <li>• Energetic and optimistic</li> <li>• Computer literate</li> <li>• Compassionate and fair</li> <li>• Collaborative and inclusive with the ability to empathise with a situation while still being able to assess it objectively</li> <li>• As comfortable giving a presentation to senior managers as speaking at a toolbox talk to colleagues</li> <li>• Strong customer service orientation</li> </ul>
<p><b>Barriers to success in role</b></p>	<ul style="list-style-type: none"> <li>• Communication style is unsuited to the role</li> <li>• Insufficient attention to detail or ability to assess risk</li> <li>• Inability to build and maintain relationships</li> <li>• Not a team player. Poor team building and collaborative skills</li> <li>• Poor customer service mentality</li> <li>• Reactive not proactive style</li> </ul>