

Director of People and Culture

CANDIDATE BRIEFING
DOCUMENT



ACQUIRED
BRAIN INJURY
IRELAND

2into3
Transforming Social Impact

July 2024

ABOUT ACQUIRED BRAIN INJURY IRELAND

Acquired Brain Injury Ireland (ABI Ireland) is a leading non-profit organisation that supports individuals and their families recovering from the impacts of brain injury, and offers services and tools that help them rehabilitate, adapt and return to their everyday lives with confidence.

Founded in 2000, ABI Ireland has grown over 24 years from a single service to 18 residences across the country. It also provides home and community rehabilitation services, transitional living and case management support, along with vocational rehabilitation programmes tailored to address each person's unique needs.



VISION

A society where brain injury is understood and all those impacted receive world-class, personalised rehabilitation and support, as and when they need it.

MISSION

We will passionately serve and relentlessly advocate to empower and support people impacted by brain injury to rebuild their lives.

VALUES

- Dignity and Respect
- Sharing Everyday Places
- Contribution
- Choices
- Relationships

STAFF STRUCTURE

Led by the CEO and Executive, our 350 clinical, management and rehabilitation staff nationwide are united by their goal to rebuild lives after brain injury.

GOVERNANCE

Acquired Brain Injury Ireland is an independent organisation limited by guarantee with registered charity status (Charity Number 20046200).

Acquired Brain Injury Ireland is also registered with The Charities Regulatory Authority (RCN: 334659).

The Board is currently chaired by Clair Cullinan and is comprised of 10 members.

CONTEXT FOR APPOINTMENT

Acquired Brain Injury Ireland is in the process of finalising a new strategic plan for the organisation and as part of this, the organisation is seeking a new Director of People and Culture to further develop the people and culture strategy of the organisation.

Part of the Senior Management Team, this role will provide strong operational support to the HR team and use the current strong foundations to elevate the strategy further.



THE POSITION

Title	Director of People and Culture
Reporting to	CEO
Direct Reports	7 staff across HR, L&D and IT
Place of Work	Hybrid, 3 days in office/week (Dun Laoghaire, Co. Dublin) – <i>travel to services nationwide may be required</i>
Working Hours	Full-time (35 hours per week)
Nature of Post	Permanent

ROLE SUMMARY

The Director of People and Culture is responsible for partnering with the organisation and setting the people and culture strategy that maps directly to strategic objectives and delivers key outcomes. The role has accountability for ensuring that ABI Ireland has the optimal organisational structures, people processes are efficient and supported by robust people policies and the capability and tools exist to enable attraction and retention of the best talent.

The role is responsible for ensuring that the culture and values of ABI Ireland are lived through organisational development and learning and development strategies. The role also oversees the organisation's adherence to the General Data Protection Regulation.

Strategic Management

- Partner with the Service Operations team to develop and implement a people strategy that maps directly to the Organisation's strategy and delivers tangible outcomes.
- Lead the People & Culture function and implement a person-centred strategy to drive the employee experience whilst increasing performance and engagement.
- Provide expert input to organisation design and development underpinned by strong commercial management of resource planning, people costs and people risks across functions.
- Use management information and data to deliver key insights to senior leadership teams and drive appropriate action plans.
- Overall leadership of the HR Team to deliver high quality, efficient and consistent HR initiatives and services across the Organisation.
- Overall leadership of the Organisational Development and Learning and Development Team to deliver on agreed objectives.



Culture and Employee Engagement

- Oversee that the culture and values of ABI Ireland are lived through organisational development and learning and development strategies.
- Measure and understand key drivers of engagement at ABI Ireland whilst devising creative initiatives to continuously develop a positive workplace culture
- Manage the annual employee satisfaction survey in the Organisation, proposing HR initiatives in response to the survey data and insights.
- Ensure wellness initiatives are in place at all times to support employees.
- Manage the Annual Employee Information Days, ensuring continuity, progress and appropriate feedback year on year.

Support to Managers

- Build strong relationships with senior leaders and act as their trusted advisor.
- Provide leadership and coaching to executives, managers and the wider team, across the full range of people-related topics, including goal definition and alignment, and practices whilst being a role-model for management best-practice.
- Leverage knowledge and experience and create in-house training sessions and information resources.
- Support the management of complex / formal employee relations issues in the organisation.

Operational Management

- Oversee the delivery of performance management, organisational development, learning and development, employee life cycle, talent management, talent acquisition, pay model, HR operations and internal communications to support the design and development of key HR initiatives.
- Ensure that managers and employees have efficient access to people-related information, processes, policies and tools
- Oversee the recruitment function to ensure that external employer branding is in line with the internal culture and recruiting KPIs are being met all whilst providing an exceptional candidate experience
- Ensure ABI Ireland's compliance is in line with all legal, regulatory and funder requirements.
- Oversee that the delivery of HR policies and practices comply with best practice and legislation whilst effectively supporting business goals and maintaining a flexible, innovative performance culture.
- Produce HR reports as required including for Board, Senior Manager and Funders.
- Ensure the effective administration of the pension scheme.

Project Management

- Oversee key HR project including the implementation of a new HRIS.
- Redevelopment of the time and attendance systems and integration with payroll.
- Digital transformation project for the overall organisation.

Data Protection and GDPR

- Overseeing that the Organisation has policies, training, procedures and systems in place to ensure Data Protection.
- Liaise with and support the Data Protection Officer in all GDPR related matters.

These duties are a general guide to the responsibilities of the role. They are neither definitive nor restrictive. The post-holder may be required to undertake other duties commensurate with the post.

After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:

- ✓ Comprehensive understanding ABI Ireland's culture, mission, values, ethos and service delivery.
- ✓ Contribute to and influence development of new organisational strategy.
- ✓ Review of the current department structure and services, including Rehabilitation Assistant Engagement, Wellbeing and GDPR.
- ✓ Develop HR KPIs including the HRIS integration.
- ✓ Establish and maintain strong collaborative relationships with key stakeholders in Operations, Finance, Payroll, and Communications.
- ✓ Support efforts towards accreditation with Commission on Accreditation of Rehabilitation Facilities.



PERSON PROFILE

Acquired Brain Injury Ireland seeks an experienced HR Professional who is an effective leader, with the capability to be strategic and drive change, while continuously focusing on improving service delivery. The ideal candidate will demonstrate the commitment and motivation required to operate in a flexible manner to deliver in this important role.

A successful Director of People and Culture will establish themselves as a trustworthy partner for employees at all levels and demonstrate strong communication and project management skills. They will understand the challenges of the sector and will continue to bring creativity and a positive energy to their work and new initiatives.



CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
A proven track record of success, working as a true business partner at an equivalent Senior Manager level, supporting managers and their functions in a dynamic, fast-paced, ever-changing environment.	✓	
Ability to demonstrate strategic and innovative thinking and execution.	✓	
Strong change management and project management experience preferable, having worked on the delivery of key HR projects.	✓	
Demonstrated success in Employee Relations, driving top performance management practices, fostering employee engagement / motivation, and best practice HR.	✓	
Competent in advising on issues that have employment law implications.	✓	
Outstanding project management and presentation skills.	✓	
Focus on achieving a high level of service delivery.	✓	
Excellent communication skills with the ability to communicate at all levels.	✓	
Strong HRIS experience.	✓	
Payroll oversight experience.	✓	
Previous experience of working in an area of disability/illness would be an advantage.		✓
CIPD qualified or equivalent.		✓
A passion for Acquired Brain Injury Ireland's values & mission.	✓	

REMUNERATION

A salary of €73,941- €89,181 is offered for this position, commensurate with experience.

Non-pay related benefits include:

- 5% pension contribution
- Up to 29 days annual leave depending on service
- Flexible, Hybrid working arrangements
- Car Parking
- Generous sick leave policy
- Work laptop and phone
- Employee Assistance Programme (EAP)
- Death in service benefit



APPLICATION PROCESS

If you are a determined professional looking to take on a challenging and rewarding role, please send your CV and cover letter (**in word document format only**) to Aoibh O'Shea.

All enquiries regarding the role will be held in strictest confidence.

- **Address** Huckletree in The Academy, 42 Pearse Street, Dublin D02 YX88
- **Telephone** +353 (86) 013 1561
- **Website** www.2into3.com
- **E-mail** aoibh.oshea@2into3.com

The **closing date** for applications is **Friday 23rd August 2024**.

Acquired Brain Injury an equal opportunities employer which believes that diversity is a strength in the workplace. We therefore welcome applications from suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.

Applicants must possess valid authorisation to work in Ireland.

At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.