



THE **Alzheimer**  
SOCIETY OF IRELAND

**HR Generalist – Blackrock, Dublin / Hybrid  
Purpose Only**

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The ASI is currently recruiting a HR Generalist who will report to the Head of HR, Learning and Development. This is a purpose only contract, working 35 hours per week.

**Job Location:** Blackrock, Dublin / Hybrid

The HR Generalist will manage all aspects of the delivery of an efficient and effective HR service to their dedicated operational regional areas.

The successful candidate will have a minimum of 3 years' experience in a similar role providing HR support and advice, a third level HR qualification and experience working in a fast paced, dynamic environment. They will have excellent organisational and planning skills with strong attention to detail, an ability to multitask and will be highly proficient in in Microsoft Office packages.

Salary will be commensurate with the care sector, and dependent on relevant experience.

The contract type will be purpose only working 35 hours per week.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to [recruit@alzheimer.ie](mailto:recruit@alzheimer.ie).

Closing date for applications: Friday 17<sup>th</sup> April 2026.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.



## JOB DESCRIPTION

<b>Job Title:</b> HR Generalist	<b>Hours of work:</b> 35
<b>Team:</b> Human Resources	<b>Reports to:</b> Head of HR, L&D

### **Purpose of Position:**

The HR Generalist will coordinate the dataflow into the HR office and manage all aspects of the delivery of an efficient and effective HR service to their dedicated operational regional areas.

### **Main Duties and Responsibilities:**

- Act as HR advisor to your allocated Operational region.
- Coach and support Operational Managers and National Office Managers on HR matters.
- Develop a good working relationship with all service and department managers.
- Travel when required to give assistance and support as needed to managers in your region.

#### **HR Administration:**

- Liaise closely with HR shared service area, reporting on all relevant regional activities.
- Carry out HR Administrative duties as required.
- Deal with all routine correspondence relating to your area of operation including issuing routine letters, passing on reference requests etc.
- Ensure all the necessary paperwork for new starters and leavers is submitted to the HR Administrator.
- Liaise with the payroll department on payroll/HR Issues
- Support shared services area on the coordination of the ASI Pension scheme within your region.
- Share information on the ASI Employee Assistance scheme with staff in your region.

#### **Conditions of Employment/ Contracts:**

- Provide best practice advice, guidance and administrative support to management and staff on contracts, terms and conditions and the employee handbook, escalating queries to the Head of HR when required.
- Review and sign contracts of employment for all employees, co-ordinate the signing of contracts and addendums & distribute to employees in a timely manner.

#### **Garda Vetting:**

- Support the HR Officer in the management of the ASI Garda vetting process in your region.
- Act as the HR representative on the Garda Committee for your region as required.

#### **Recruitment and Induction:**

- Support induction training delivery.
- Advise managers with all aspects of their recruitment and selection processes including advising on adverts, job specs, making an offer etc.



**HR Records, Systems and Reporting:**

- Maintain the HR information system records, HR databases and employee records.
- Provide weekly and monthly reports to the HR team, National Office departments and areas of Operations as required.
- Analyse employee statistics.

**Absence Management:**

- To advise and support managers on all aspects of absence management.
- Report on employee absence and make recommendations on how to manage/reduce this across the organisation.
- Responsibility for occupational health within your region. Ensure The Society receives best value for money from external occupational health services.
- Strive continuously to reduce the level of absence through HR initiatives / responses.

**Employee Relations:**

- Support the resolution of employee relations issues including grievance, discipline, absenteeism, performance in line with legislation and best practice seeking advice where necessary etc.
- Maintain an efficient tracking and filing system for all employee relations matters.
- Develop and maintain good working relationships with staff and management throughout The Society.
- Ensure the HR Function is regarded in The Society as approachable, professional discreet, and confidential.

**Termination of Employment:**

- Analyse and report on Exit Interviews, making recommendations to the Head of HR in relation to same.
- Ensure terminations are carried out in line with fair process.
- Support The Society's retirement process.

**HR Project Work:**

- Assist the HR Team with ad hoc HR projects.
- Act as the HR representative at relevant meetings and on Society working groups when necessary.

**HR Best Practice and Continuous Learning:**

- Update the HR Team on emerging best practice and new developments in case law. Implement agreed best practice initiatives.
- Establish a forum to communicate such information to ASI Managers, in conjunction with the Head of HR.
- Participate in recommending changes and improvements to existing processes and documents in order to ensure best HR practice.



### PERSON SPECIFICATION

**Knowledge/Experience:**

- Third level HR qualification.
- Highly proficient in Microsoft Office Packages (Word, Excel, Powerpoint).
- 3 years' experience providing HR advice and support in a fast paced, busy environment.
- Experience working in a face paced dynamic environment.

**Skills/Competencies:**

- Good organisational and planning skills.
- Excellent communication skills both written and oral with the ability to work effectively with staff at all levels of the Society.
- Excellent interpersonal skills with the ability to develop strong relationships.
- Strong attention to detail.
- Ability to exercise complete discretion when dealing with confidential information.
- Ability to multi-task, working to tight deadlines and under pressure.

**Other Requirements:**

- Trustworthy
- Can work on own initiative as well as part of a team
- Flexible

### KEY RELATIONSHIPS

Internal

HR Team  
Senior Management Team  
Operations and Line Managers  
Finance Department

External

HR Consultant  
Recruitment Agents

### CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Signed: HR Generalist

Date: \_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Signed: Head of Human Resources, Learning and Development

Date: \_\_\_\_\_