

HR Partner (Fixed Term)

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising more than 19,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 180 staff and provides free access to the public 361 days a year. The Gallery has received numerous recent awards and accreditations. These include accreditation under NSAI SWIFT 3000, which provides an independent evaluation of our compliance with the Code of Practice for the Governance of State Bodies and the RIAI's Silver Medal for Conservation and Restoration.

The Gallery wishes to recruit an HR Partner on a fixed term basis. The HR Partner will support the continued development of the HR function by promoting and supporting HR best practice throughout the Gallery. Reporting to the Senior HR Partner, the HR Partner will work closely with all Gallery departments, increasingly in a consultancy role to assist line managers to implement policies and procedures that select, develop and retain staff required to deliver the Gallery's strategic plan.

MAIN RESPONSIBILITIES:

- Administer all core HR functions, systems and practices and proactively support the delivery of HR processes for staff
- Manage and administer the full recruitment cycle and selection process including, but not limited to:
 - Developing comprehensive job descriptions and job advertisements
 - Screening of candidate applications
 - Conduct competency-based interviews to hire key talent in the Gallery
 - Reference and qualification verification

- Contract and starter pack administration
- Onboarding
- Partner with line managers regarding staff resourcing, learning and development and all general HR requirements
- Administer and maintain all HR personnel files and ensure records are accurate, including salary, probation, sick, maternity, parental, annual leave and any other special leave arrangements
- Contribute to the development and implementation of the Gallery People Strategy.
- Develop and draft new and existing HR policy and procedures
- Liaise with and inform Finance of data related to compensation and benefits
- Compile and interpret statistical data and provide reports to key stakeholders
- Manage the leaver process and complete exit interviews with staff
- Liaise with Payroll and the Pensions Unit to administer and collate pension data for retiring staff
- Design and promote HR initiatives that benefit the welfare of staff
- Champion and actively promote staff development within the Gallery
- Promote positive industrial and employee relations in the Gallery
- Liaise with management and staff to promote a safe working environment
- Provide administrative support to the Head of HR and the HR team
- Support management of employee relations matters ensuring fair and compliant resolution processes.
- Maintain organisation charts for each department
- Complete other duties appropriate to the post as may be assigned

REQUIREMENTS FOR THE POSITION:

In order to be considered for this position, candidates will be expected to demonstrate evidence of the following:

Education and Qualifications:

- Successfully completed a QQI Level 8 qualification (or equivalent) in HRM and/or Employment Law/Business (or related discipline).
- Chartered CIPD membership is desirable, but not essential.

Experience:

- At least one year of practical work experience administering all core HR activities.
- Experience of using a recognised HR software systems, including HR information system, applicant tracking system, time management system.
- An understanding of the rules and regulations applying to Human Resources in the Public Sector is desirable.

Attention to Detail and Organisation:

- Excellent accuracy and attention to detail, along with dedication to maintaining high work standards.
- Excellent organisation and time management skills coupled with ability to multi-task and meet deadlines with minimal supervision.

Confidentiality:

- Maintaining the highest level of confidentiality and discretion when handling confidential and sensitive information.

Interpersonal Skills and Motivation:

- A positive and proactive approach to work.
- A professional, diplomatic, discreet yet personal manner when dealing with people and confidential information, remaining resilient and measured when faced with challenging circumstances.

- Ability to cope well under pressure while managing a demanding workload.
- Solution based approach to addressing challenges with decision making founded on well-reasoned rational following consideration of critical factors.
- Exceptional presentation and communication skills (oral and written) with a proven records of engagement with stakeholders.
- An ability to establish and sustain effective relationships with key stakeholders
- Good influencing skills coupled with a responsive, confident and self-assured professional disposition.
- An ability to effect positive change and be aware of initiatives that support staff and the organisation.
- Understand and contribute to development of organisational culture
- Self-motivation, drive, enthusiasm and a willingness to develop their own professional lifelong learning and development.

Teamwork and Collaboration:

- Works well as part of a collaborative, solution focused, team environment.
- Actively contributes to the team with own ideas and perspectives.
- Shares knowledge and expertise with colleagues.

Technical Skills:

- IT skills (MS office) and demonstrate an ability to record and analyse HR data

CONDITIONS OF EMPLOYMENT

This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. This may be subject to review in view of new structures and/or the changing needs of the Gallery. All employees are required to be compliant with NGI screening and Garda Vetting procedures. The post will be subject to a satisfactory medical check and successful completion of a successful probationary period. Applicants must be fluent in English and be eligible to work in Ireland.

Citizenship Requirements

Eligible candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland, pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a Stamp 4 permission or a Stamp 5 permission.

Please note: A 50 TEU permission, which serves as a replacement for Stamp 4EUFAM after Brexit, is considered equivalent to Stamp 4.

To qualify candidates must be eligible by the date of any job offer.

JOB DETAILS AND APPLICATION INFORMATION

Grade and Salary:

The salary for this position will be in accordance with the Executive Officer (PPC) pay scale, as per the 1 June 2026 pay adjustments. The salary scale for this position is as follows:

€38,803 €40,764 €41,871 €44,030 €45,965 €47,838 €49,703 €51,534 €53,419 €55,296
€57,289 €58,624 €60,527 LSI1¹ €63,227 LSI2²

- The starting salary will be at the first point on the scale, €38,803 per annum, or on a higher point of the scale, as appropriate to the successful candidate, if appointed from an existing public sector role (in accordance with Circular 08/2019).

¹ LSI1 After 3 years satisfactory service at the maximum.

² LSI2 After 6 years satisfactory service at the maximum.

- Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

Annual Leave: The successful candidate will be entitled to 23 days of annual leave pro rata

Superannuation: The successful candidate will be placed on the public sector pension scheme.

Benefits: The Gallery provides staff the opportunity to participate in the tax saver and cycle to work schemes.

Duration: Fixed Term for 6 months

Working hours: Full time, 5 days a week – 35 hours per week (net of breaks). Please note, flexibility is required and the successful candidate will be required to work occasional early mornings, late evenings and weekends.

Any personal data that you provide when applying for this position shall be processed in accordance with our [Privacy Notice](#).

HOW TO APPLY

To apply for this role, please submit your application online and upload the following documents in PDF format:

- CV (should be no more than 2 pages) detailing your relevant achievements and experience to date.
- Cover letter (should be no more than 1 page) outlining why you wish to be considered and how your skills and experience meet the requirements of the role.

Only fully completed applications submitted before the closing date will be accepted.

All enquiries relating to the role can be sent through the messaging function within the Rezoomo application system, or alternatively to the HR Team at hrhelpdesk@ngi.ie.

Canvassing will disqualify.

Panel:

Candidates should note that at the end of the candidate assessment process a panel of successful candidates may be formed based on order of merit, from which future positions may be filled.

Closing date for receipt of applications: 8 November 2026

Interviews will be scheduled in November 2026.

At the National Gallery of Ireland, we value equity, diversity and inclusion. We recognise the benefits it can bring to our staff and our visitors interactions. We celebrate difference and want our people to be representative of all communities. If you require reasonable accommodation for any part of the application process, please do not hesitate to let us know.

The National Gallery of Ireland is an equal opportunities employer