

## Job Description – Health & Safety / HR Manager

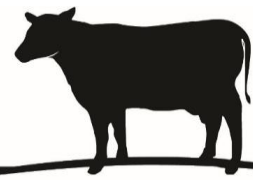
Traditional Meat Company (TMC) is a beef processing company with decades of experience in the processing and export of quality beef to niche high-end markets across Europe. Our key differentiator in our industry is our ability to maintain a close relationship with our clients and build on this to provide bespoke services that deliver to their needs and specifications. We are continuing to expand our operations and are currently recruiting for an experienced Health & Safety / HR Manager to join our team. The successful candidate will oversee the HR function of our two factory locations employing over 150 staff. Our companies are based in Oldcastle, Co Meath and Enniscorthy, Co. Wexford in Ireland.

### The Role – HR Manager

- Managing all aspects of the company employee relations strategy.
- Ensure compliance with all aspects of labour law.
- Accurately maintain accurate employee files containing all appropriate documentation such as contracts, training records and so forth.
- Working closely with various area managers to develop strategies for meeting workforce demands.
- Identifying gaps within the corporate structure and middle management teams, identifying and recruiting the staff to drive sites forward.
- Ensuring all new hires have appropriate induction training.
- Work closely with our Technical Team to ensure a safe work environment for all staff members.
- Work closely with various area managers to effectively manage staff rosters and control wage costs.
- Handling and resolution of any employee complaints.
- Conduct periodical performance evaluations.
- Maintaining Employee Training Matrix.
- Identifying skills gaps and work with the Senior Management Team to efficiently close out such gaps.
- Implementing individual Middle Manager Key Performance Indicators and working closely with the finance team to ensure accurate measurement and reporting of same to SMT and individual middle managers during the employee evaluation process.
- Working with the SMT successfully manage our Graduate Development Programme. Consistently liaising with Graduates to identify skills gaps to help create the next generate of business leaders within TMC.

### The Role – Health & Safety Manager

- To promote a positive health and safety culture in the workplace.
- Carry out risk assessments and consider how risks could be reduced.
- Carry out regular site inspections to check policies and procedures are being properly implemented.
- Ensure all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Keep records of inspection findings and produce reports that suggest improvements.
- Record incidents and accidents and produce statistics.



- Ensure the completion and regular review of risk assessments for all work equipment and operations.
- Writing training plans and implementing safe systems of work and assisting management with training.
- Conducting all new starter Health and safety inductions.
- Creating RAMS/Method Statements for various projects
- Ensuring the business is legally compliant with all health and safety legislation
- Working with and training all employees to manage, monitor and improve the health and safety standards in the workplace including Manual Handling etc.
- Managing emergency procedures (such as fire alarm drills) and organising emergency teams such as fire marshals and first aiders

## **The Candidate:**

- Must have a minimum of 5 years' relevant experience.
- Experience in the food industry is a must with meat industry back-ground a distinct advantage.
- Must have had overall responsibility for 50 staff in previous positions.
- Ability to work in a high-pressure environment.
- NEBOSH qualified.
- Proven Health and Safety experience
- Be a Member of IOSH or IIRSM.
- Proven experience in a similar role
- Demonstrate a strong work ethic at all times.
- Able to work as part of a team as well as individually.
- Be able to engage at all levels with excellent communication skills, negotiation and persuasive.
- Good organisational skills/ability to work on own initiative.
- Good analytical and problem-solving skills and attention to detail.
- Additional language skills would be a distinct advantage.

## **What's on Offer?**

- An excellent remuneration package will be commensurate with experience.
- The opportunity to be involved at a hugely exciting growth phase for the business.
- Opportunity to grow with the business and become part of the SMT.

If you are interested, please send your CV to [HR@tmcirl.com](mailto:HR@tmcirl.com) (preferably translated in English)