



Peninsula Ireland



#JOB-2396070



Block W, Eastpoint Bus Pk, Dublin 3, D03

Y564



No of positions : 1



Paid Position



40 hours per week



40000.00 Euro Annually



12/06/2025



10/07/2025

How to apply

Application Method :

Not available



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online



Employment Law Advisor

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

JOB PURPOSE

The role of HR Advisor is to provide advice to clients on all aspects of HR and employment law, creating and reviewing bespoke employment and HR documentation as required.

JOB OVERVIEW

This role is a busy and fast paced position within Employment Services Department and Employment Law Consultants are expected to have an excellent understanding of employment law, with experience relating to policy wording advantageous. This role requires a particular focus on attention to detail and a strong client focus.

MAIN TASKS

Support clients in a timely manner, providing quality advice and providing professional quality documentation, whilst adhering to Peninsula's current policies, procedures, and SLAs.

Actively own and lead cases to resolution, building rapport and relationships with clients with each interaction.

Take responsibility for the management of your workload and diary in accordance with Company protocol.

Liaise with clients via video conference and telephone and email to create bespoke employment documentation in accordance with Peninsula's policies and procedures. You will also be required to undertake face to face meetings when required.

Present HR and employment law training to client and non-client groups via video conference or in person.

Record work via internal computerised systems.

Produce daily and weekly reports as required.

Contribute to a collegiate and knowledge sharing culture, supporting training and development of others, valuing and utilising the different skills and expertise of colleagues.

Ensure knowledge of employment law and HR best practice is continually updated.

Strong understanding of the services offered by the Peninsula Group and the ability to confidently discuss these services with clients, making recommendations as appropriate.

Undertake or provide support with any bespoke projects as requested by Management.

Attend training and team meetings as and when required, to include those which may take place outside your normal working hours/days.

Carry out other tasks as deemed necessary by the company.

WHAT YOU BRING TO THE TEAM

Excellent knowledge of employment law and HR

Exceptional communication skills

Professional and confident manner when interacting with clients

Excellent written English

Attention to detail

Ability to prioritise your workload whilst working under pressure

Strong organisational skills

Ability to present information accurately

Excellent word processing skills

Ability to work in a fast-paced environment

DESIRED COMPETENCIES

Accuracy

Analytical thinking

Ownership/Initiative into action

Business awareness

Tenacity

Positive approach to change

The above is not an exhaustive list of duties. It is subject to change and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the Peninsula Group.

- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]