



A&M HOGS HEAD GOLF CLUB LIMITED



#JOB-2462818



Hogs Head Golf Club, Basilcon, Waterville Co.

Kerry, Waterville, Co. Kerry, V23 TR60



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



10/08/2026



07/09/2026

How to apply

Application Method :

Not available



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online



HR & Compliance Analyst

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

Responsibilities

Collect, model, and analyse HR data across headcount, turnover, absence, recruitment, training completion, and labour costs, and translate findings into clear reporting for the HR Manager and General Manager.

Build and maintain HR dashboards and management reports, identifying trends, anomalies, and cost or risk drivers.

Produce workforce planning analysis to support annual headcount, budget, and HR strategy decisions in partnership with the HR Manager.

Benchmark HR metrics against hospitality and golf sector best practice and advise on performance gaps.

Analyse and monitor compliance of employee records and HR processes against company policy, employment law, and data protection obligations.

Conduct regular audits of HR systems and files, quantify areas of non-compliance, and recommend corrective action with defined timelines.

Maintain audit-ready documentation and produce compliance reporting for management review.

Assess the confidentiality, accuracy, and integrity of employee data held across all HR systems.

Review existing HR processes and policies, model their effectiveness, and recommend data-driven improvements to strengthen consistency and reduce risk.

Support the development, implementation, and evaluation of company policies and procedures, measuring adoption and impact.

Analyse Schoox training-system data to track mandatory-training completion, identify gaps by department, and report on remediation.

Provide analysis-led guidance to Heads of Department on HR, compliance, and workforce matters.

Present findings, risks, and recommendations to management in a clear, evidence-based format.

Investigate and analyse employee-relations and complaint data alongside the HR Manager to surface root causes and systemic issues, escalating complex legal matters to external counsel.

Support recruitment analysis, including time-to-hire, source effectiveness, and selection reporting, in

conjunction with the HR Manager.

Perform other analytical duties as assigned by management.

About You

Third-level qualification in Human Resource Management, Business or a related discipline, or equivalent professional experience.

Minimum of 1 years of basic experience in an HR or compliance role.

Demonstrable ability to collect, model, and interpret data and turn it into actionable recommendations.

Sound knowledge of HR best practice, and data protection requirements.

Advanced proficiency in Microsoft Excel; familiarity with HR information systems, reporting, or dashboarding tools an advantage.

Strong attention to detail, accuracy, and a methodical, evidence-based approach.

Working Hours: 39 Hours Per week

Annual Salary: 36,605.00

Company: A&M Hogs Head Golf Club Limited t/a Hogs Head Golf Club

Job Location: Hogs Head Golf Club, Waterville, Co. Kerry, Ireland, V23 X381

Start date: 28/09/2026

- **Sector:** other service activities

Career Level

- Executive