



Role: Performance Management Specialist

Area: Group Centre

Sub-Area: Human Resources

Location: Cork/Dublin

Duration: Specific Purpose **Salary:** Competitive **Ref:** 031G18

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

The Role:

Reporting to the Talent Manager, the Performance Management Specialist will take responsibility for supporting the ongoing management of the Performance Management capability across Ervia. The successful candidate will be required to work with key stakeholders throughout the business with a high degree of influencing capability at senior levels.

Duties and Responsibilities:

- Manage the Ervia Performance Management System (Towers Watson) for the Ervia business and support users across Group and Shared Service in using the system. Work with the resolver groups to deal with any system and user issues and put effective processes in place to ensure an excellent user experience.
- Review the Performance Management Process and benchmark against external best practice, made recommendations for improvement to Talent Manager.
- Work with the Human Resource Information Systems (HRIS) project management team to support the embedding of performance management in any future HRIS solution; support the creation of a HRIS solution that includes a best in class performance management solution.
- Work with the Water Industry Project team to understand the impact of the water industry operating framework on Performance Management and build into the Performance Management Process.
- Act as liaison between the HR Management team, performance management system IT team & Towers Watson software support team to ensure any issues with the system are raised and resolved in a timely manner and any identified system improvements are implemented.
- Embed the performance management system, process and policy; through communications, rolling out training and the development of materials for all staff in Group, Shared Services and Major Projects.
- Work with the internal communications team to ensure adequate communications to the business, both centrally and through the HR Business Partners to ensure the performance

management process is followed and agreed performance management schedules are met.

- Develop and implement a plan for continuous improvement of the performance management process, policy and system. Develop and keep up to date performance management documentation and training materials.
- Develop and maintain progress reports for the Talent Manager to monitor team and business progress relating to performance management schedules and results against performance management HR key performance indicators.
- Perform audits throughout the year on input at all stages in the performance management process across the business.
- Work with the performance management working group to ensure a consistent strategy and approach to the performance management process are adopted across all business units in Ervia.
- Support building the capability of coaching for performance across Group, Shared Service and Major Projects.
- Roll out and embed the “Behaviours for Success” behavioural competency framework across all people processes and manage stakeholder relationships to ensure maximum buy-in across Ervia.
- Chair the Inspire Mentoring programme working and steering groups as well as taking ownership of the Inspire programme and all associated events such as masterclasses, e-zines, launch event & mentoring training.
- Support the Talent Manager and Performance Development Manager in leading out key strategic HR programmes across Ervia.

Knowledge, Skills and Experience:

- Relevant third level qualification in HR or a related business equivalent is required.
- 3-5 years working in a similar role is a requirement.
- Experience in HR Analytics or Performance Management would be an advantage.
- Knowledge of performance management concepts, principles, and practices related to planning, monitoring, rating, and rewarding employee performance would be an advantage
- Proven ability in stakeholder management, with a high degree of influencing capability at senior levels
- Experience in identifying and delivering continuous improvement in the area of Performance Management
- Proven ability to work within cross functional teams with a collaborative and cooperative approach
- Strong interpersonal and communication skills
- Excellent negotiation and conflict-resolution skills.

The closing date for receipt of applications for this vacancy is the 22nd March, 2018

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application

Ervia is an equal opportunities employer