

HR Manager

Location:	Dublin HQ (Onsite, 4 days per week)	Department:	Human Resources
Reporting to:	Chief People Officer	Employment Type:	Full-time, Permanent

Role Overview

MOY is seeking an experienced HR Manager to lead day-to-day HR operations onsite at our Dublin HQ four days a week. Reporting to the Chief People Officer, you will own the full employee lifecycle, from recruitment and onboarding through to employee relations, performance and offboarding, working closely with the Chief People Officer to align day-to-day practice with wider people strategy and to sign off on policy and higher-risk decisions. This is a hands-on generalist role suited to someone who enjoys building processes as much as delivering on them, and who wants to take real ownership of the HR agenda while partnering closely with senior leadership.

Key Responsibilities

- Manage the end-to-end recruitment process - job specifications, sourcing, screening, interviewing and offer management, in partnership with hiring managers across the business.
- Design and deliver a structured onboarding programme that gives new starters a smooth, positive introduction to MOY and sets them up for success from day one.
- Own the offboarding process, including exit interviews and handover checklists, ensuring a professional, compliant and respectful experience for departing employees.
- Act as the first point of contact for employee relations matters, advising managers and employees on performance, conduct, grievance and disciplinary issues, and escalating complex or higher-risk cases to the Chief People Officer.
- Develop and maintain HR policies and procedures in collaboration with the Chief People Officer, ensuring alignment with wider people strategy and compliance with UK and Irish employment law and best practice.
- Own and maintain accurate employee records and HR systems, ensuring data integrity and GDPR compliance.
- Support and coordinate performance management processes, including probation reviews, appraisals and objective-setting.



- Partner with line managers on workforce planning, organisational structure and headcount requirements.
- Meet regularly with the Chief People Officer to align on people strategy, provide visibility on onsite HR matters, and jointly review policy updates before roll-out.
- Coordinate learning and development activity, identifying training needs and supporting employee growth and progression.
- Liaise with payroll and finance on contracts, salary changes, benefits administration and leave management.
- Champion employee engagement and wellbeing initiatives that support MOY's culture and values.
- Keep up to date with UK and Irish employment and health & safety legislation, advising the business on compliance and best practice.

Skills & Experience

- Proven experience in a generalist HR role, comfortable working with a high degree of autonomy while partnering closely with senior leadership on people strategy and policy.
- Strong working knowledge of both UK and Irish employment law and HR best practice.
- Proven experience managing HR across both UK and Irish operations, comfortable navigating jurisdictional differences in contracts, statutory entitlements and compliance requirements.
- Demonstrated experience managing full-cycle recruitment, onboarding and offboarding processes.
- Excellent interpersonal and communication skills, with the ability to build trusted relationships at all levels of the business.
- Sound judgement and discretion when handling confidential and sensitive information.
- Strong organisational skills with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency with HRIS and Microsoft Office applications.
- Experience within construction, engineering or a similar technical/onsite environment is an advantage.

Qualifications

- Degree in Human Resources, Business or a related discipline.
- CIPD qualification Level 5 or above
- Minimum of 5 years' experience in an HR generalist or HR management role.

About MOY



MOY is a leading provider of innovative roofing solutions, supporting clients across Europe and globally in delivering durable, high-performance systems. We specialise in complex and mission-critical environments, including data centres, infrastructure, and commercial projects.

Founded in Dublin in 1979, MOY has built a reputation for technical expertise, quality, and long-term partnerships. Our approach combines design, specification, and on-site support to deliver complete roofing solutions from concept through to completion.

Our ambition is to redefine industry standards through sustainable, high-quality systems while building lasting relationships with our clients and partners.

Why Join MOY

At MOY, success is driven by people. We are a collaborative, values-led organisation where every individual plays a key role in shaping our future.

Joining MOY means being part of a growing international business, working on high-profile projects and contributing to innovative, sustainable solutions across the built environment.

We offer:

- Opportunities to work on complex, high-impact projects
- A collaborative and supportive team environment
- A strong focus on learning, development and progression
- A culture built on integrity, partnership and continuous improvement
- The chance to take ownership and make a real impact

We believe in empowering our people to grow, take responsibility, and continuously improve - both professionally and personally.

Benefits & Perks

We recognise that our people are key to our success. We offer a range of benefits to support your wellbeing, development and long-term career growth.

- Competitive salary and comprehensive benefits package
- Ongoing learning and professional development opportunities
- Pension scheme
- Paid sick leave
- Paid volunteering days
- Wellness initiatives and employee support programmes
- A supportive, collaborative and values-driven culture



To apply for this role, please submit your CV to human.resources@moy.group.