



Job Details

Reports to: HR Business Partner
Title: HR Graduate
Location: Eastpoint Dublin
Duration: Fixed Term Contract, 1 year

About Virgin Media:

At Virgin Media, we've got a very different way of looking at the world - and it shows in what we're like as a place to work. We think work should be fun - because fun is what our customers demand from our services. So you'll be joining a bunch of people who are free-spirited, capable of coming up with their own ideas, and given free rein to put their talents to their best use. But besides being all about fun, we're also deadly serious when it comes to putting our customers first! Whether it's TV, mobile, home phone or super-fast broadband services, at Virgin Media Ireland we're 110% focused on making our customers lives easier, richer and a little bit more fun.

It's not a nine-to-five, clock in and tune out sort of place. And there's no corporate mask to put on at the door - you can just be yourself. We're hard working, but in it together. Creating something special. Because let's face it. If you don't love what you do, it's time to do something else. Join us.

About the Role:

We are looking for a HR Graduate to come and join our People Team. You'll be helping us to drive people engagement, supporting the people strategy and bringing the Virgin Way to life. As a member of our team, you will work directly with the HR Business Partners and HR Director to roll out the HR workload across the company and liaising with external stakeholders, such as candidates, colleges, professional bodies and recruitment agencies.

Specific Tasks/ Duties:

Your duties will be wide ranging, but ultimately you will be responsible for:

- Data and insights - developing a suite of reports that provide baseline data for monthly reporting purposes, for example for the People Leadership team, CEO. Providing recommendations on gathered data for reporting purposes.
- Supporting projects - coordinating various People projects such as Engagement, Reward recognition, Talent and L&D
- Talent Acquisition - You'll get involved in everything from candidate screening, onboarding, interview set-up and career development
- HR system administration - keeping all employee files up to date in a confidential, secure manner. Supporting the administration of Pearl, our online performance management system.
- Stakeholder management - providing support and guidance on People policies and procedures to all Virgin Media Ireland employees

- Supporting People communication – working with our Internal Communications Executive to deliver timely, on-brand employee communications and providing administrative support for HR website information.
- Payroll activities – liaising with the payroll team regarding employee pay related changes
- Benefit administration - managing general employee queries on their benefits, providing administrative support for our pension scheme members, purchasing Tax saver tickets and processing Cycle to Work scheme applications
- Any other duty as assigned by HR BP/HR Director

The Person:

Everyone in our People Team has a proactive approach to work, with a keen eye for detail and the ability to deliver to deadlines. If you join us as the HR Graduate we would want you to have:

- HR based degree, or one that covers an element of HR is essential
- Strong IT skills, advanced Microsoft Office user
- A high level of numeracy and strong data analytical skills
- The ability to handle confidential information in a sensitive professional manner
- Strong interpersonal and communication skills
- Excellent organisational abilities with the ability to multitask
- Be flexible, adaptable and innovative

Join and you'll be part of the Virgin Media family. You can trust us to do the right thing by you. We're a great place to work – and we offer impressive benefits too. Get ready for a generous holiday allowance, contributory pension and of course, discounts on our fantastic mobile, broadband and cable.

Virgin Media is an equal opportunities employer. Having a diverse workforce is critical to the success of our business.

How to apply:

- Please apply via email to virginmedia@campusfutures.co.uk
- Please state 'COMMS Graduate Scheme' in the subject field
- Please attach a copy of your CV with brief details on why you want to work for Virgin Media and why you think you are a good fit for the role.