

NATIONAL REHABILITATION HOSPITAL
Rochestown Ave, Dun Laoghaire, Co Dublin. Tel: (01) 235 5000

Applications are invited from suitably qualified persons for the following vacancy:

TEMPORARY HUMAN RESOURCES OFFICER (GRADE V)
(MATERNITY LOCUM – FULL TIME POST)

We have a requirement for a Locum Human Resources Officer for Maternity Leave cover commencing February 2019.

The Human Resources Officer will have varying responsibilities supporting a busy HR department from a generalist HR standpoint. The post holder will also be involved with the development, customisation and implementation of the HR System and other related project responsibilities. The primary responsibility of the post will be to provide a comprehensive and efficient day to day administrative service to the HR Department with particular responsibility for recruitment, providing a secretarial/admin support to the HR Manager and assisting with the strategic development of the service to meet changing organisational needs.

Essential Requirements:

- A 3rd level qualification in Human Resources or related course is desirable and (ideally) CIPD membership.
- Excellent organisational, communication and interpersonal skills
- Ability to be a good self-starter that demonstrates good initiative in order to follow through on tasks.
- Excellent administration skills and process focused experience.
- Strong team working skills and ability to liaise with all members of the HR Team and other stakeholders
- Have a sound knowledge of computer packages including Microsoft Word, Excel, Access and Outlook.
- Capacity for responsibility, accountability and individual initiative.
- Good working knowledge of Human Resource best practice / Industrial Relations / Employment Law.
- Previous knowledge and experience of working with a HR/Payroll System or equivalent.
- Typically 3+ years related experience in human resources functional area, HR Generalist or comparable role.

Desirable Requirements:

- Previous knowledge and experience with the CoreHR electronic system.
- Sound background in and knowledge of the Health Services Sector

Job Descriptions requests and applications (by covering letter and Curriculum Vitae) for the above posts to: Ms. Eimear Foley, Human Resources Department, or email eimear.foley@nrh.ie before **5.00 pm on Tuesday, December 11th 2018.**

Date of Interviews: Tuesday, December 18th 2018

Shortlisting may be carried out on the basis of the information supplied in your CV. The criteria for shortlisting are based on the requirements of the post as outlined above. Failure to include information regarding these requirements may result in you not being called forward for the next stage of the selection process.

A panel may be formed from those interviewed for future temporary Human Resource Officer positions.

We are an Equal Opportunities Employer and support a smoke-free workplace policy.