



# **HUMAN RESOURCE OFFICER**

## **Grade V**

(Temporary, Full time)

### **Particulars of Office**

**1. Appointment**

The appointment is temporary wholetime and pensionable capacity.

**2. Salary**

Remuneration is in accordance with the salary scale approved by the Department of Health Current scale.

**3. Superannuation**

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.

**4. Duties**

The incumbent will perform such duties as are assigned from time to time and as are outlined in the attached Job Description.

**5. Hours of Work**

The whole time standard weekly working hours for this grade are 37 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours

**6. Retirement**

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

**7. Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be

Job Description reviewed by HOD – November 2018

advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

#### **8. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

#### **9. Termination of Office**

The employment may be terminated at any time by four weeks notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

#### **10. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

#### **11. Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

#### **12. Hygiene**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

#### **13. Policies / Legislation**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all

hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

#### **14. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.



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### **1. Qualifications**

The candidate must, on the latest date for receiving completed application forms for the office, have:

#### **Essential Requirements**

- A 3<sup>rd</sup> 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 Service's Sector

### **2. Health**

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

### **3. Character**

Candidates for and any person holding the office must be of good character.



## **HUMAN RESOURCE OFFICER**

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- Title:** Human Resource Officer – (Temporary, Full time)
- Purpose of the Position:** This is a key post with responsibility and accountability for the efficient day to day administration of the Personnel Function.
- Accountable to:** Human Resource Manager
- Liaison / Communication:** The proper performance of these duties will require a high degree of liaison and communication with Managers and Staff throughout the hospital in the course of their normal duties and responsibilities.



# **HUMAN RESOURCE OFFICER**

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### **JOB DESCRIPTION**

#### **Overview of the Role**

The person appointed will operate as a generalist and provide a comprehensive and efficient administrative service to the Human Resource Department, with particular responsibility for the administrative aspects of recruitment, interviewing, selection of staff, as well as providing secretarial / administrative support to the Human Resource Manager and assisting with the strategic development of the service to meet changing organisational needs.

#### **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

##### **General Accountability**

The person chosen will:

- Demonstrate behaviour consistent with the Values of the Hospital.
- Act with discretion when dealing with confidential matters.
- Be responsible for the provision of administrative support services to their designated area.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.
- Keep abreast of changes in employment legislation and current HR issues together with actively enhancing your professional development.
- Work as part of the team within the department to ensure that the overall aims and stated objectives of the department are achieved.
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##### **Specific Accountability**

- Report to and be accountable to the Human Resource Manager in all matters relating to the Personnel Function.
- Provide advice to managers in relation to personnel issues.

## **OUTLINE OF DUTIES AND RESPONSIBILITIES**

### **1.0 RECRUITMENT & SELECTION**

- 1.1 Drafting of job descriptions and person specifications, as agreed by each Head of Department.
- 1.2 Drafting of advertisements for the media, website and other areas.
- 1.3 Liaising with Heads of Departments regarding interview dates, interview panel and format of question / marking system for interviews.
- 1.4 Promotion of a favourable image of the Hospital to prospective employees, ensuring that enquiries and applications are dealt with promptly and efficiently.
- 1.5 Preparing interview packs for the Interview Board.
- 1.6 Participation and decision making on interview boards as required.
- 1.7 Facilitate and oversee the recruitment and selection of suitable staff, ensuring the process is fair, equitable and confidential.
- 1.8 Implementing proper and efficient administrative recording & storage systems in relation to staff appointment competitions and job applications.
- 1.9 Facilitating the normal recruitment processes for prospective employees i.e. reference requests, pre-employment medicals, Garda Vetting checks, ID Validation etc.
- 1.10 Sourcing and interpreting prospective appointees previous recognised reckonable experience / service, and in conjunction with the Human Resource Manager, correctly assimilating appointees to the appropriate point on the salary scale.

### **2.0 PERSONNEL ADMINISTRATION:**

- 2.1 Constructing Contracts of Employment to meet with current and evolving statutory requirements.
- 2.2 Liaising with the Payroll Department and ensuring appropriate information is processed to salaries with regard to starters and leavers, change of contracted hours, promotions, extension of contracts etc.
- 2.3 Ensuring staff complement / staffing levels are not exceeded in any Department and keeping the appropriate records of agreed staffing levels per individual Department.
- 2.4 Procuring Work Permits / Work Authorisations for non-EEA staff as required and providing information & advice re same to Heads of Department and staff.
- 2.5 Liaising with the Occupational Health Department regarding pre-employment medicals, referrals to Occupational Health Physician etc and maintaining Occupational Health records for staff personnel files.
- 2.6 Arranging and co-ordinating the Staff Induction programme on a bi-monthly basis. Also responsible for the presentation on behalf of the Human Resource Department.
- 2.7 Processing and maintaining records of Maternity Leave, Parental Leave, Force Majeure, Leave of Absence etc for staff and also maintaining records in relation to change in terms and conditions etc for staff .
- 2.8 To comprehensively understand the CoreHR system, and any supplementary modules to such systems, as used at the National Rehabilitation Hospital
- 2.9 Updating Core HR System both Personnel and Time in relation to any changes in staff details, contracts, leave arrangements, rosters etc, as detailed in HR Standard Operating Procedures.
- 2.10 Set up Staff on the NRH Tram/ Core Portal system and to set up/ issue out ID/ swipe cards to staff
- 2.11 Provide user support to managers and staff throughout the Hospital, including issue resolution and ensuring speedy turnaround of queries



- 2.12 Maintaining a comprehensive record keeping and filing system for all relevant staff files and documentation and ensure file maintenance is carried out as required. Ensure confidential files are secure.
- 2.13 Draw up and submit the monthly Census report and Starters & Leavers report for the HSE as detailed in the HR Standard Operating Procedures.
- 2.14 Arranging and attending meetings / committees as required, including minute taking and appropriate follow-up on issues to be actioned as required.
- 2.15 Responsible for collating and circulating monthly reports such as; maternity leave, vacancy, payroll validation, end of contract, emergency team and starters & leavers to the relevant personnel.
- 2.16 Arranging catering requirements for meetings and interviews as required.
- 2.17 Liaising with Heads of Department with regard to arranging work experience placements for students.
- 2.18 Ensuring information received from the DoHC, HSE & HSE (Employers Agency) etc is circulated to the relevant personnel.
- 2.19 Liaising with and follow up with queries raised by external agencies and ensure timely information / replies are returned to the relevant authority.
- 2.20 Compiling reports as required for Heads of Department, Executive Committee, HSE and other external bodies.
- 2.21 Maintaining effective appropriate communication internally/externally e.g. Heads of Department, hospital staff, outside agencies, other voluntary hospitals etc
- 2.22 Contributing to the development of Policies and Procedures and best practice.
- 2.23 Undertaking duties concerned with staff training and development as directed.
- 2.24 Assist in promoting a positive staff relations climate.
- 2.25 Liaising with Heads of Department on emerging issues and in conjunction with the Human Resource Manager, advise/take action to avoid disputes and staffing problems.
- 2.26 Maintaining accurate information on the Hospitals HR system.
- 2.27 Participate with the development, customisation and implementation of the HR System and other related project responsibilities
- 2.28 Deputising for the Human Resource Manager in her absence, as required.
- 2.29 Undertaking other duties appropriate to the post from time to time.

### **Patient Safety & Quality**

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

*The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.*

*This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.*

*I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.*

*To be signed by the post holder.*

Employee Name: \_\_\_\_\_ Line Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_