

## Internal/External Competition

# Human Resources Officer (Grade V) Permanent Full Time Post

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

### **Purpose of the Position:**

The Human Resources Officer will have varying responsibilities supporting a busy HR department from a generalist HR standpoint. The Human Resources Officer will provide a comprehensive and efficient day to day administrative service to the HR Department with particular responsibility for recruitment, providing admin support to the HR Director and assisting with the strategic development of the service to meet changing organisational needs.

### **Requirements:**

- A 3<sup>rd</sup> level qualification in Human Resources or related course and (ideally) CIPD membership
- Typically 3+ years related experience in human resources functional area, HR Generalist or comparable role
- Good working knowledge of Human Resource Best Practice / Industrial Relations / Employment Law / Recruitment
- Previous knowledge and experience of working with a HR/Payroll System or equivalent
- Excellent organisational, communication and interpersonal skills
- Excellent administration skills and process focused experience
- Strong team working skills and ability to liaise with all members of the HR Team, Senior Management and other stakeholders
- Capacity for responsibility, accountability and individual initiative
- Have a sound knowledge of computer packages including Microsoft Word, Excel, Access and Outlook and also Microsoft Teams
- Previous knowledge and experience with the CoreHR electronic system advantageous
- Background in and knowledge of the Health Services Sector advantageous

*The appointment is full-time, permanent and in a pensionable capacity. Remuneration is in accordance with the Salary Scale approved by the Department of Health.*

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Applicants for the above post should submit a letter of application and curriculum vitae not later than **12:00 noon on Friday the 30<sup>th</sup> of July 2021** by email to [nicola.bell@nrh.ie](mailto:nicola.bell@nrh.ie). A job description for the above post is available on request from Olive Keenan or at [www.nrh.ie/careers](http://www.nrh.ie/careers). For informal enquiries, please contact Ms. Olive Keenan, Director of Human Resources by email [olive.keenan@nrh.ie](mailto:olive.keenan@nrh.ie). Shortlisting will 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. Interviews are scheduled to take place on Friday 6<sup>th</sup> of August 2021.

*A panel may be formed from those interviewed for future permanent and temporary Human Resource Officer Positions.*