

Internal/External Competition

Human Resources Officer (Grade V)

Temporary Full Time Post (2 Year Fixed Term Contract)

We are recruiting for a Human Resources Officer with immediate effect, to join our team in a busy and dynamic work environment. The responsibilities will cover a full range of HR generalist duties, providing a comprehensive administrative and specialist service to the HR Function with a focus on recruitment, HR systems, data and reporting. The NRH is undergoing a transformation and development of its facilities and services so this is an exciting opportunity for a driven and ambitious HR professional to grow your HR career and be part of the strategic development of the service to meet changing organisational needs.

Requirements:

- 3rd level qualification in HR or related course and (ideally) CIPD membership
- 3+ years related experience in HR functional area, HR Generalist or comparable role
- Good working knowledge of Human Resource Best Practice / Industrial Relations / Irish Employment Law / Recruitment
- Previous knowledge and experience of working with a HR/Payroll System, knowledge /experience with the CoreHR system advantageous
- Excellent organisational, communication, administration and interpersonal skills
- 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
- Proficient in Microsoft Word, Excel, Access, Outlook and Microsoft Teams
- Background in and knowledge of the Health Services Sector advantageous

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

Applicants for the above post should submit a letter of application and curriculum vitae not later than **12:00 noon on Monday 6th December 2021** by email to nicola.bell@nrh.ie. A job description for the above post is available at www.nrh.ie/careers. 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 Thursday the 9th of December 2021.

A panel may be formed from those interviewed for future temporary full time and part time Human Resource Officer Positions.

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