

# Human Resources Officer, Grade V (Permanent, Full-time)

**Applications are invited from suitably qualified persons for the above vacancy.**

The NRH is seeking a Human Resources Officer with immediate effect, to join our growing HR team in a busy, fast paced 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
- Minimum 2 years / Ideally 3+ years related experience in HR functional area as HR Generalist, HR Business Partner or comparable role
- Strong working knowledge and experience 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
- Relevant experience in a hospital setting advantageous

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

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## ***Benefits of working at the National Rehabilitation University Hospital***

The NRH is a dynamic, multi-disciplinary, inclusive and friendly environment which offers an opportunity of working in a new world class, state of the art Hospital facility. The NRH is a University Teaching Hospital with an onsite Academic and Research Centre. The NRH are committed to ensuring that all staff reach their full potential during their employment at the Hospital and provides access to training, education and Continued Professional Development.

### ***Some of the other benefits we offer in the NRH include:***

*On-site Free Car Parking  
Access to Public Transport  
Public Service Pension Scheme  
Staff Restaurant (subsidised) and Coffee  
Shop facilities on-site  
Remote & Flexible Working Arrangements  
Shorter Working Year Scheme  
Savings Schemes*

*Positive Working Environment  
Occupational Health Service  
Staff access to lap pool in Aquatics Department  
Staff Support / Employee Assistance Programme  
Health Promotion and Wellbeing Initiatives  
Health Services Staff Credit Union  
Bike to Work Scheme / Tax Saver Travel Scheme*

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**Applicants for the above post should submit a letter of application and Curriculum Vitae to arrive not later than 12:00 noon on Tuesday 7<sup>th</sup> February 2023 to Nicola Bell, Human Resource Department or email [nicola.bell@nrh.ie](mailto:nicola.bell@nrh.ie). Job descriptions are available at [www.nrh.ie/careers](http://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. 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 for HR Officer Grade V posts may be formed from those interviewed and from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled over the next 12 months.**

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