



EXPRESSION OF INTEREST- GRADE TO GRADE

Assistant Staff Officer - Grade IV (GRADE CODE 0558)

National Ambulance Service – Mid West- Business Support Unit

Expressions of Interest are invited from all staff of the HSE and bodies which provide services on the behalf of the HSE under Section 38 of the Health Act 2004 are eligible to apply and currently employed at Grade IV (Assistant Staff Officer) who are interested in reassigning to the above permanent role by grade-to-grade transfer (on same terms and conditions).

Purpose of the post:

To provide general administrative support to the Business Manager within the Mid-West Ambulance Headquarters.

Key Responsibilities:

- Managing meeting documentation in line with best practice to include calendar entries, minute taking, agenda circulation, action logs etc.
- Updating annual leave records for relevant staff in designated area
- Organising Occupational Health referrals and updating the OH log
- Processing NIMS and updating records
- Collating the absenteeism report monthly
- Manage records confidentially and in line with HSE Records retention policy
- Managing deadlines within the Business Managers office to ensure deadlines are met and service levels are maintained
- Maintain working knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc.
- Provide cross cover for SAPHR/Payroll, IFMS and Workforce Planning
- Complete adhoc tasks as and when requested

Base: Ambulance Headquarters, St Nessian's Road, Dooradoyle, Limerick V94 DX26

Informal enquiries: Please contact Diane Forde, Business Manager

- phone 0860587554
- Email: diane.getlevog@hse.ie

How to apply

Eligible applicants are invited to complete the attached application form and return it to nashr@hse.ie no later than **15:00pm on Monday 22nd of June 2026**. Late or incomplete application forms will not be accepted.

Eligibility

Candidates must be currently employed at Grade IV (grade code 0558) within the HSE and bodies which provide services on the behalf of the HSE under Section 38 of the Health Act.

Appointment process

As this is a grade for grade opportunity, a skills match exercise will take place.