



CONFINED COMPETITION- GRADE TO GRADE (GRADE CODE 0558)

Assistant Staff Officer - Grade IV

National Ambulance Service – Rivers Building Tallaght

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

Base Location

This post will be based in NEOC, Rivers Building, Tallaght Cross, Tallaght, D24 XNP2.

Informal Enquiries

Please direct informal enquiries to Paul Ainsworth by email paul.ainsworth@hse.ie or by phone 0872337208.

Purpose of the post

To provide day to day administrative support to the Technology, Data & Business Analytics Team and assist the team with managing deadlines. Duties of the post include the following (not an exhaustive list):

Administration

- Ensure the efficient administration of area of responsibility
- Ensure deadlines are met and that service levels are maintained
- Support the implementation of service plan and business plan objectives within own area.
- Ensure all general and financial records are readily available
- Preparation of reports and full adherence to reporting deadlines
- Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on own area
- Maintain relationships with key stakeholders.
- Promote co-operation and working in harmony with other teams and disciplines
- Provide administrative support for meetings and attend as required.
- Coordinate staff engagement days and other events as required.
- Promote good working practice and uniformity of standards

- Ad hoc admin requests

Customer Service

- Promote and maintain a customer focused environment by ensuring all staff and service-users are treated with dignity and respect

Finance

- Perform accounts-payable functions in SAP Financials.
- Prepare finance reports when requested
- Verify payroll returns
- Implement NFR guidance

How to apply

Expressions of interest should be submitted by email with an outline of relevant experience on the attached application form to nashr@hse.ie on or before 3pm 26th June 2026.

Selection Process

A skills match process will take place for eligible applicants to determine suitability.