

**Human Resources Officer (Grade VI)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Human Resources Officer (Grade VI)(Grade Code: 0574) |
| **Remuneration**  | The salary scale for the post (as of 01/03/2025) is: €56,757, €58,110, €59,761, €62,862, €64,716, €67,025, €69,341 LSIsNew appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | NRS14762 |
| **Closing Date** | Wednesday 6th August 2025 @ 12noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in National Cancer Control Programme, HSE Corporate, Kings Inn House, 200 Parnell Street, Dublin 1, D01A3Y8.A panel may be formed as a result of this campaign for **Grade VI, Human Resources Officer National Cancer Control Programme** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | We welcome enquiries about the role.**Name:** Vicki Wilkinson, HR Project Manager **Tel:** 0872593009**Email:** vicki.wilkinson@cancercontrol.ie  |
| **Details of Service** | The HSE National Cancer Control Programme (NCCP) is responsible for the planning, organisation and delivery of cancer services in the Nine Cancer Centres and the 26 hospitals in Ireland that provide systemic anticancer therapy (SACT) regionally. Established in 2007 to implement the recommendations of the Cancer Strategy 2006, the NCCP has responsibility for the organisation of cancer prevention, control and treatment services.Key elements of the National Cancer Control Programme include ‘best practice’, evidence-based equitable care for the entire population; integration of interventional services across health disciplines, and health settings (e.g. primary, community and hospital care); integration of research and clinical service to accelerate knowledge generation and application; and effective resource allocation. In line with the new third National Cancer Strategy 2017-2026 specifically (recommendation 50) “The NCCP, aided by a cross-sector group, will draw up a comprehensive workforce plan for cancer services. This will include an interim assessment of staffing needs at medical, nursing and health & social care professional levels. |
| **Reporting Relationship** | The post holder will report to the National Cancer Control Programme Business Lead, Grade VII HR Project Manager or other nominated Senior Manager. |
| **Key Working Relationships** | The post holder will work directly with the Grade VII Human Resource Project Manager, Business & Planning Lead NCCP, Assistant National Director Head of Business, for Planning & Performance, and all grades of staff within the NCCP including key external stakeholders across the Health Services.  Other key working relationships include all Programme Leads / Teams within the NCCP (Nursing, Public Health, Systemic Therapy Programme, Psycho-Oncology, Survivorship, CAYA and Research/Guidelines). The proper execution of duties will involve the development of appropriate communication arrangements with key stakeholders both internal and external. The post holder will work creatively and collaboratively with digital stakeholders in progressing the digital agenda across all HR functions, including all HSE divisions and the Regional Areas as they pertain to NCCP.  |
| **Purpose of the Post**  | The purpose of the role is to provide a HR support service to management and staff across the NCCP. The role encompasses both generalist and operational HR services, such as the processing of all aspects of Payroll Management, Recruitment and Selection, Absence Management, HR Reporting, HR Administration, keeping up to date with HR policies, protocols and procedures and providing staff support on day-to-day queries and projects for the National Cancer Control Programme.  |
| **Principal Duties and Responsibilities** | **The position of Grade VI, Human Resource Officer encompasses both supervisory and administrative responsibilities which include the following:*** Responsible for ensuring Time Returns are completed on the SAP platform and supporting documentation are submitted within strict deadlines. Creation of bi-weekly HR payroll reports for the NCCP Time Returning Officer (TRO) and compliance with regulations.
* Manage departmental records and archives, ensuring that general and financial records are accurate, maintained confidentially and readily available as required.
* Work closely with other members of the cancer network teams to ensure that all administrative duties are kept up to date.
* Ensuring all employee leave (statutory and non-statutory) documentation and reports are received and processed with the relevant department.
* Responsible for management of personnel documentation processing, electronic personnel files maintenance and updates to HR database.
* Provide a HR ‘help desk’ facility to both staff and management.
* Processing monthly HR activity reports.
* Recruitment of temporary and permanent posts in conjunction with hiring manager, National recruitment Service and Public Appointments Service.
* Dealing with employee queries / complaints and maintaining regular communication with employees until queries are resolved or escalated.
* Support the implementation of any HR related projects.
* Support the NCCP HR function with the management of the starters and leaver’s end to end processes, including supporting induction and approval to hire processes.
* Support the NCCP HR function with the management and analysis of staff absenteeism documentation.
* Creation and tracking of professional documentation, probation management and compliance with policies/memos including reporting on data.
* Manage NCCP HR Inbox by answering queries or escalating as appropriate.

**Administration*** Ensure the efficient administration of area of responsibility.
* Appropriately delegate responsibility and authority.
* Ensure deadlines are met and that service levels are maintained.
* Implement service plan and business plan objectives within own area.
* Ensure all general and personnel records are readily available.
* Make appropriate use of technology to advance the quality and efficiency of service provision.
* Maintain a good understanding of internal and external factors that can affect service delivery.
* Maintain relationships with key internal and external stakeholders.
* Promote co-operation and working in harmony with other teams and disciplines.
* Solve problems and make decisions in a timely manner.
* Ensure decisions are in line local and national agreements.
* Provide administrative support for meetings and attend as required.

**Quality and HR Best Practice*** Keep up to date of “best practice” in Human Resources Management and support innovations as appropriate such as Values in Action.
* Promote and maintain a customer focused environment seek feedback from service users to evaluate service.
* Promote and maintain a safe working environment for staff, in compliance with Health and Safety requirements and best practice.
* Pursue and promote continuous professional development in order to develop management expertise and professional knowledge.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Customer Service*** Promote and maintain a customer focused environment. Seek feedback from service users to evaluate service.

**Supervision of Staff*** Supervise and ensure the well-being of staff within own remit.
* Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships.
* Ensure an even distribution of workload amongst the team, taking into account absence due to annual leave etc.
* Co‐ordinate, monitor and review the work of the administrative/ support staff.

**Service delivery and service improvement*** Identify opportunities for improvement and implement.
* Encourage and support staff through change process.

**Standards, policies, procedures & legislation*** Contribute to the development of policies and procedures for own area.
* Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team.
* Maintain own knowledge of relevant regulations and legislation e.g. Health & Safety Legislation, Employment Legislation, FOI Acts etc.
* Maintain a broad knowledge of policies and procedures of the organisation.
* Pursue continuous professional development in order to develop management expertise and professional knowledge.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867.**   **\* A list of ‘other statutory health agencies’ can be found:** <https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/>1. **Professional Qualifications, Experience, etc.**

 * 1. Eligible applicants will be those who on the closing date for the competition:

 1. Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.

**Or**1. Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

**Or**1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.

**Or**1. Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

Note1: Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.   **And*** 1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.

 1. **Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **Character**

Each candidate for and any person holding the office must be of good character.  |
| **Post Specific Requirements** | * Significant experience of working in a Human Resources (HR) role which has included all aspects of;
* Payroll processing
* Recruitment and selection
* Employee relations
* Absence management
* HR Policy & Procedures
* Provision of HR advisory services to management and staff in a busy office environment with a customer service ethos.
* Experience of National Integrated Staff Records and Pay Programme (NiSRP)
* Experience of SAP HR/Payroll or equivalent system
* Experience of supervising a team
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| **Other requirements specific to the post** | * Flexibility in relation to working hours to fulfil the requirements of the role
* Access to appropriate transport to fulfil the requirements of the role
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** Demonstrate knowledge of Pay-Bill Monitoring & Control Processes including National Financial Regulations as they apply to this role.
* Demonstrate an understanding of the HSEs Pay & Numbers Strategy
* Demonstrate an understanding of employment legislation.
* Demonstrate experience of analysing staffing movement and reporting on same.
* Demonstrate knowledge of the health service including the Health Service People Strategy.
* Demonstrate knowledge and understanding of HSE recruitment processes.
* Demonstrate knowledge of HR policies and procedures within the HSE and the ability to appropriately advise and support managers to implement these polices in a fair and consistent manner.
* Demonstrate excellent IT skills, particularly the use of MS Word, Excel, PowerPoint, and email
* Demonstrate good understanding of the health service and the HSE Reform programme in Ireland.
* Demonstrate experience of dealing with a wide range of internal and external stakeholders.
* Demonstrate experience of managing competing priorities and deadlines, where the ability to analyse and interpret information to make decisions quickly and accurately is required, as relevant to the role.
* Demonstrate commitment to developing own personal knowledge and expertise.
* Demonstrate experience/knowledge of the Recruitment Gateway

**Planning and Managing Resources*** Demonstrate the ability to effectively plan, organise and manage own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met.
* Prioritises effectively to manage multiple projects concurrently, structuring and re-organising own workload and that of others as needed.
* Demonstrates responsibility and accountability for the timely delivery of agreed objectives.
* The ability to use computer technology effectively for the management and delivery of results.
* A logical and pragmatic approach to workload, delivering the best possible results with the resources available.

**Commitment to a Quality Service*** Demonstrate evidence of incorporating the needs of the service user into service delivery.
* Demonstrate evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation.
* Demonstrate evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers.
* Demonstrate commitment to developing own knowledge and expertise.

**Evaluating Information, Problem Solving & Decision Making** * Demonstrate numeracy skills, an ability to analyse and evaluate information, considering a range of critical factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management.
* Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions.
* Ability to make sound decisions with a well-reasoned rationale and to stand by these as appropriate.

**Team working** * Demonstrate an ability to work as part of the team in establishing a shared sense of purpose and unity.
* The ability to work with the team to facilitate high performance, developing clear and realistic objectives.
* Demonstrates leadership; creating a team spirit, leading by example, coaching and supporting individuals to facilitate high performance and staff development.
* Demonstrate a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others.
* The ability to address performance issues as they arise.
* Flexibility and willingness to adapt, positively contributing to the implementation of change.

**Communications & Interpersonal Skills*** Demonstrate excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.
* Demonstrate the ability to present information (verbally and written) in a clear, concise and confidential manner whilst ensuring the message is understood.
* The ability to build and maintain relationships with colleagues and a variety of stakeholders to assist in performing the role.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



**Grade VI, Human Resources Officer**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **permanent** and **whole time.** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post is: (as at 01/03/2025)€56,757, €58,110, €59,761, €62,862, €64,716, **€67,025, €69,341 LSIs**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)