



## Clerical Officer, Grade III – Human Resources Job Specification & Terms and Conditions

<b>Job Title and Grade</b>	<b>Human Resources Administrator - Clerical Officer, Grade III</b>
<b>Campaign Reference</b>	SVHF/G3-26/05/22
<b>Closing Date</b>	<b>By 5:00 pm on Thursday 9th June, 2022</b>
<b>Proposed Interview Date (s)</b>	As soon as possible following closing date.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	St. Vincent's Hospital, Fairview.
<b>Organisational Area</b>	Community Health Care Organisation (CHO) Area 9, Dublin North, Dublin North Central, Dublin North West Mental Health Services.
<b>Details of Service</b>	St Vincent's Hospital Fairview provides progressive and comprehensive Multidisciplinary Team, Mental Health services. These include Adult and Child and Adolescent Inpatients services, Adolescent and Adult Day Hospital services, Community Clinics, Outpatient and Community Residential services for the catchment area of Dublin North City. It is essential that these services operate seamlessly from the service user's perspective.
<b>Reporting Relationship</b>	The post holder works under supervision of the HR Generalist, reports directly to the Human Resources Manager and his or her nominee, and is responsible to the CEO.
<b>Purpose of the Post</b>	To run the administrative support of the HR function at St. Vincent's Hospital Fairview. Reporting to the HR Manager and his or her nominee, working under direct supervision of the HR Generalist, the HR Admin is responsible for maintaining and filing of personnel files, preparing and maintaining HR records on WIZ and other HRM systems, and preparing reports on a weekly/monthly basis as required. In addition, the HR Admin is the first point of contact for all internal and external HR queries in support of the general HR function at the hospital. The successful candidate will require complete discretion and total confidentiality is an absolute requirement in the role. Excellent inter-personal skills are also required in dealing with internal and external interactions with candidates, staff, managers and all who come in contact with HR. Strong IT skills and attention to detail are also requirements of the role.



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<p><b>Principal Duties and Responsibilities</b></p>	<p>The position of Clerical Officer, Grade III – Human Resources, encompasses administrative responsibilities which include the following:</p> <ul style="list-style-type: none"> <li>• Work closely with payroll to provide all necessary statistics and reports required for HSE and hospital management.</li> <li>• Ensuring that all employees have the necessary documentation, such as Garda clearance, reference checks and otherwise on file.</li> <li>• Liaising with approved signatories in organising and scheduling vetting appointments for employees, volunteers and trainees.</li> <li>• Liaising with departments to maintain accurate records for all volunteers and trainees.</li> <li>• Ensuring that the policies surrounding the employment of staff are followed; files are reviewed and where anomalies are identified they are immediately escalated to the HRG/HRM/CEO.</li> <li>• Assist in development, review and implementation of HR policies and procedures in line with best practice.</li> <li>• Ensuring that agency worker agreements with a number of third parties are up to date, relevant and compliant with the needs of the hospital and legislative obligations.</li> <li>• Assist in design and development of job advertisements for current vacancies.</li> <li>• Assist management with all recruitment and selection processes.</li> <li>• Ensure that all paperwork is documented and filed as required.</li> <li>• Participate in interviews throughout the hospital as required.</li> <li>• Organise and schedule interviews.</li> <li>• Set up interview packs and circulate to the interview panel</li> <li>• Posting job descriptions to job boards and approved websites</li> <li>• Maintaining accurate records of sick leave and conducting return to work interviews for administrative staff.</li> <li>• Implement induction programme as set out by the Human Resources Manager.</li> <li>• Maintain and act on any changes in employment legislation and HSE guidelines or requirements.</li> <li>• Maintaining accurate personnel files and ensuring that any changes to personal details are updated.</li> <li>• Assistance and/or attendance with any disciplinary processes and hearings, grievances or other employee related matters.</li> <li>• Maintain close contact with department heads, managers and staff to maintain an awareness of changes, developments or otherwise in the hospital.</li> <li>• Ensure the continuous review of the HR administration processes to ensure a more streamlined and efficient service.</li> </ul> <p><b>The above Job Description 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 him/her from time to time and to contribute to the development of the post, while in office.</b></p>
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<b>Eligibility Criteria Qualifications and/ or experience</b>	<ul style="list-style-type: none"> <li>• Leaving Certificate or FETAC Level 5 or equivalent</li> <li>• HR qualification desirable but not essential</li> <li>• Excellent interpersonal, communication and teamwork skills</li> <li>• Highly motivated with strong work ethic</li> <li>• Absolute confidentiality is required for this role</li> <li>• Strong organisational skills with key attention to detail</li> <li>• Solid IT skills in an office environment – Microsoft Office Suite</li> <li>• Experience with a HRM system (e.g. WIZ, SW) would also be an advantage.</li> <li>• Previous experience in HR Administration role would be an advantage</li> <li>• Previous experience or some knowledge of Irish Employment Law would be an advantage.</li> </ul>
<b>Post Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent IT Skills, Microsoft Word, Excel and Access in particular.</li> <li>• Organisational skills.</li> </ul>
<b>Skills, competencies and/or knowledge</b>	<p><b><u>Professional Knowledge &amp; Experience</u></b> <b><u>Demonstrate:</u></b></p> <ul style="list-style-type: none"> <li>• The ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy office.</li> <li>• Excellent MS Office skills to include Word, Excel, Access.</li> <li>• Knowledge and experience of using an e-mail system effectively.</li> <li>• Ability to compile reports.</li> </ul> <p><b><u>Communications &amp; Interpersonal Skills</u></b> <b><u>Demonstrate:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills including the ability to present information in a clear and concise manner and to communicate successfully and sensitively with patients, the public, staff, management and outside agencies.</li> <li>• Strong written communication skills.</li> <li>• High degree of confidentiality.</li> </ul> <p><b><u>Planning &amp; Managing Resources</u></b> <b><u>Demonstrate:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent planning and organisational skills including using computer technology effectively.</li> <li>• The ability to manage deadlines and effectively handle multiple tasks.</li> <li>• The ability to manage within allocated resources and a capacity to respond to changes in a plan.</li> </ul> <p><b><u>Evaluating Information, Problem Solving &amp; Decision Making</u></b> <b><u>Demonstrate:</u></b></p> <ul style="list-style-type: none"> <li>• Flexibility, problem solving and initiative skills including the ability to adapt to</li> </ul>



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	<p>change</p> <ul style="list-style-type: none"> <li>• The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.</li> <li>• The ability to recognise when it is appropriate to refer decisions to a higher level of management.</li> </ul> <p><i>Continued over....</i></p> <p><b><u>Team Working</u></b> Demonstrate:</p> <ul style="list-style-type: none"> <li>• The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.</li> <li>• The ability to work independently on own initiative.</li> <li>• Strong team skills.</li> </ul> <p><b><u>Commitment to a Quality Service</u></b> Demonstrate:</p> <ul style="list-style-type: none"> <li>• Great attention to detail and high levels of accuracy.</li> <li>• Awareness and appreciation of the customer both internal and external.</li> <li>• A commitment to maintaining high work standards.</li> <li>• A commitment to providing a quality service and customer service skills.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting /Interview/Panel</b></p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied within your application for the post. 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p><b>Recruitment and Selection Policy</b></p>	<p>St. Vincent’s Hospital Fairview will run this campaign in accordance with the Recruitment and Selection Policy Code of St. Vincent’s Hospital Fairview.</p> <p>Candidates should note that canvassing will disqualify and will result in their exclusion from the competition. Candidates may be required to produce documentary evidence to support any statements made by them in their application or any supporting documentation. Candidates should note that inaccurate information will invalidate their application.</p>



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As the service needs of SVHF evolve and develop over time, there may be an impact on this role and therefore the job description may be reviewed according to the service needs of the Hospital  
This job description 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.

<b>Tenure</b>	This appointment will be on the basis of a Fixed Term Contract for a period of 6 months.
<b>Remuneration</b>	The salary scale for the post (as at 01.10.2021) is: 25,101 26,718 27,115 27,924 29,103 30,285 31,468 32,326 33,299 34,428 35,226 36,344 37,471 39,587 <b>41,092 LSI</b>
<b>Working Week</b>	The standard working week is 37 hours per week.
<b>Annual Leave</b>	The annual leave associated with the post will be confirmed at appointment stage.
<b>Superannuation</b>	This is a pensionable position with St. Vincent's Hospital Fairview. 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 St. Vincent's Hospital Fairview on the 01 <sup>st</sup> January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the SVHF Scheme which are no less favourable to those which they were entitled to at 31 <sup>st</sup> December 2004.
<b>Probation</b>	Every appointment at St. Vincent's Hospital Fairview shall be subject to a minimum probationary period of at six months.
<b>Pre-Employment Health Assessment</b>	Prior to commencing in this role a person will be required to attend a GP for a pre-employment medical check. Any person employed by the hospital 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.
<b>Garda Vetting</b>	The hospital will carry out Garda Vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.
<b>Work Permits/Visas</b>	Where relevant, offers of employment are made on a conditional basis - that where a work permit or visa is required, the candidate will produce satisfactory evidence of the relevant documents and it is the candidate's responsibility to ensure that such documents remain valid for the duration of the contract of employment.  <b>St. Vincent's Hospital, Fairview is an equal opportunity employer.</b>