

## **Job Description and Person Specification**

### **HR Business Partner (Grade VII Officer)**

### **Permanent Vacancy**

**Reference: HR25E139**

**Closing Date for Applications: Thursday, 3<sup>rd</sup> July 2025**  
**Interview Date: TBC**

**Job title / Grade:** HR Business Partner (Grade VII Officer)

**Reports to:** Head of HR Service Engagement or nominee

**Overview:**

The post holder is responsible for the delivery and implementation of a range of professional HR services within the Hospital and the provision of advice and guidance on a range of HR and organisational change initiatives in order to support the Hospital in the achievement of its objectives.

Working with the HR Management Team and Service Managers, the post holder will provide guidance on the broad HR policy direction and governance on people related matters with a focus on change management, leadership and development support.

The successful candidate will provide HR support and guidance to Heads of Service & Managers in the delivery of the organisational strategy in line with the Hospitals HR strategy.

As a key member of the HR team the HR Business Partner will lead and facilitate organisational change and development, build management capabilities and effectiveness in managing the HR agenda in line with hospital policies.

**Key Duties and Responsibilities:**

- Work closely with the HR Management Team in translating as required, the St. Vincent's University Hospital HR strategy into practical applications which support the hospital's service plan and directly assists the achievement of the organisation's direction.
- Work in close cooperation with the HR team in collating, analysing and interpreting HR performance management data, (e.g. staffing numbers, absences, staffing profiles etc.), as required to assist Directorates / Departments in achieving their service objectives, corporate milestones and supporting managerial decision making.
- Contribute effectively to the workforce planning process within the specified Directorates / Departments, ensuring the Hospital is equipped to meet changing service needs through challenging professional boundaries and traditional ways of working.
- Monitor resource trends within assigned Directorates / Departments, advising on recruitment and retention practice and encouraging the effective utilisation of staffing resources through the proactive use of workforce information.

- Assist in the roll out of an operating HR model which ensures a collaborative culture and creates an environment which supports delivery of customers' expectations, change and transformation.
- Assist and support the roll out of a performance management culture and systems which enable Staff to delivery better patient care.
- Provide support and advice on all staffing issues and relevant legislation in order to achieve successful organisational change and development.
- Work closely with Operational HR and the specialist areas in providing professional advice and innovative solutions which create positive and sustainable outcomes.
- Contribute to the development and implementation of modern HR policies, procedures and processes which are 'fit for purpose' and reflect legislation and modern employment practice.
- Interpret national HR policy, National Agreements, employment legislation and case law, and implement as appropriate within the hospital.
- Engage in consultations and negotiations with union representatives (both local and external) on the full range of Employee Relations issues.
- Prepare, manage and present submissions/cases for third party Industrial Relations proceedings.
- To manage and participate in workplace investigations ensuring that these are carried out in an independent and unbiased manner and with the utmost integrity, fairness, impartiality, and respect.
- Conduct research on HR issues and provide recommendations on how best to apply best practice.
- Proactively engage with Operational Managers in the provision of HR support which facilitates early assessment and intervention.
- Provide support and advice to Operational Managers, including engaging with trade unions in relation to the full range of issues connected to terms and conditions of employment.
- Provide high level "expert" advice and support to Operational Managers in dealing with the application of HR policies including the Grievance and Disciplinary Procedure, Dignity at Work and Trust in Care and other HR Policies and Procedures.
- Identify & implement sets of initiatives relating to specific Employee Engagement issues that may create positive outcomes for the Hospital and its employees and assist in delivering the necessary interventions.

- Develop and promote a comprehensive internal and external communications process in order to promote the service provision of the HR function and assist in the successful management of organisational change.
- Take a lead role in the co-ordination of quality improvement programmes for the HR function which will include external accreditation.
- Lead and manage organisational change projects as required, consistent with the strategic HR direction for the hospital and the Healthcare Group.
- Promote and maintain a safe working environment for Staff, in compliance with Health & Safety requirements and 'Best Practice'.
- Keep abreast of 'Best Practice' in Human Resources Management and introduce innovations as appropriate.

### **Quality and HR Best Practices**

- Keep up-to-date of "best practice" in Human Resources Management and Employee Relations introduce innovations as appropriate.
- Promote and maintain a safe working environment for Staff, in compliance with Health & Safety requirements and best practice.
- Regularly audit the activities of the function and initiate changes and improvements designed to strengthen controls and systems.
- Actively participate in the development and implementation of HR policies, procedures and practices.
- Actively participate in the hospital accreditation, JCI, HIQA and quality improvement processes as required.
- As part of the HR team, contribute to strategic and operational HR projects and initiatives.

## Training and Education

- Ensure that you are in compliance with mandatory training requirements.
- To participate in and sign off on your annual continuous professional development plan.
- Keep abreast of changes in employment legislation and current HR/IR issues together with actively enhancing your professional development.
- Be responsible for people management and support the use of management tools and initiatives such as Team Based Performance Management, Key Performance Indicators, Continuous Professional Development, Legal Framework and Learning Needs analysis.

**Note:** 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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

**Informal Enquiries or Role Specific Enquiries:** Ms Mary Bracken, Head of HR Service Engagement, Phone – 01 221 6050, email – [marybracken@svhg.ie](mailto:marybracken@svhg.ie)

## Person Specification

Factors	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	Passed Leaving Certificate or Passed examination of comparable standard at level or Satisfactory relevant experience to the role	Hold an appropriate HR qualification  CIPD

<b>Experience</b>	<p>Minimum 5 years HR Related Experience in a Business Partner or Generalist role</p> <p>Use of MS Packages.</p>	<p>Experience of working in a HR environment.</p> <p>Experience of HR Management in a healthcare / public sector setting.</p> <p>Working with HR / Payroll Management Information Systems.</p> <p>Experience with complex ER/IR Cases</p> <p>Experience in third party hearings and trade union negotiations</p>
<b>Skills</b>	<p>Understanding of employment law, legislation and HR “best practice”.</p> <p>Understand organisation structures and systems.</p> <p>Demonstrates proven performance in providing excellence in customer care on a continuous basis.</p> <p>Pays close and accurate attention to detail in personal work.</p> <p>Demonstrates ability to manage multiple demands and competing priorities in a proactive and flexible manner.</p> <p>Demonstrates experience of using appropriate systems to manage and co-ordinate workload.</p> <p>Excellent planning and co-ordinating skills.</p>	

	<p>Excellent organisational and time management skills.</p> <p>Demonstrates empathy and understanding with service users in delivering a quality service.</p> <p>Ability to work as part of a team or on their own initiative.</p> <p>Demonstrates experience in problem solving and decision-making.</p> <p>Demonstrates diplomacy and tact when influencing others.</p> <p>Excellent influencing and negotiation skills.</p> <p>Excellent interpersonal and communication skills. Confident and assertive.</p> <p>Presentation Skills.</p> <p>Excellent IT skills with intermediate proficiency in MS Office applications.</p>	
Core Competencies	<p><u>Managing the service</u></p> <p>Knowing the health service and how it works</p> <p>Planning and managing resources</p> <p>Evaluating information and judging situations</p> <p>Setting standards to be proud of</p>	

	<p>Delivering quality and fairness for service-users</p> <p><u>Managing people</u>  Influencing people and events  Managing individual performance  Being the communication channel  Creating team spirit  Supporting personal development</p> <p><u>Managing yourself</u>  Being a role model  Maintaining composure and quality of working life</p> <p><u>Managing change</u>  Integrating the service  Embracing the change agenda</p>	
<b>Health</b>	<p>Candidates 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.</p>	
<b>Character</b>	<p>Candidates for and any person holding the office must be of good character.</p>	



### Particulars of Office:

**The appointment is:** Whole-time, Permanent, and Pensionable

**Panel:** A panel may be formed to fill upcoming permanent, whole time vacancies over the next 6 months

**Annual Salary:** (01/03/2025) pro rata, dependent on previous Public Health Sector experience.

1	2	3	4	5	6	7	8	9	10	11
59,419	60,870	62,566	64,268	65,976	67,501	69,054	70,566	72,067	<b>74,650</b>	<b>77,243</b>

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

**Annual leave** entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

### Additional Information

#### Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required

**Hygiene:**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

**Policies / Legislation:**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

**Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Protected Disclosure Policy:**

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

*\* If you lived in any country for 6 months or more from the date of your 16<sup>th</sup> birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

**This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**Date:** June 2025