

Job Description and Person Specification

HR Advisor (Grade IV Officer)

Permanent Vacancy

Reference: HR25E269

Closing Date for Applications: Wednesday, 26th November 2025
Interview Date: TBC

HR Directors Office
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: 01 221 6014 or klaudiachudzia@svhg.ie

Summary

St. Vincent's University Hospital is proud to bring together a tradition of excellence in clinical care, research and education and a commitment to innovation so we can deliver the highest standard of care to our patients. We are always on the lookout for talented individuals with the ambition to make a real impact on our future – as we continue to drive major change in the health service.

SVUH is a multidisciplinary, inclusive and friendly environment, offering employment in a wide range of clinical and non-clinical roles. Our HR department is the first point of contact for all employees.

Working within the HR department of SVUH provides exposure across all fields including resourcing and retention, employee on-boarding, administration, leave management and employee relations. The objective of this role is to deliver all aspects of an efficient and effective HR operational service to both Heads of Department and Hospital Staff.

Job title / Grade: HR Advisor (Grade IV Officer)

Reports to: Human Resources Executive
Senior Human Resources Executive

Please note that a panel will be formed to fill any vacancies that may arise within the HR Directorate over the next six months. The HR Directorate consists of the following functions: Recruitment, HR Services, Workforce Planning, Medical HR (NCHDs unit, Consultants unit, Finance), and Learning and Organisational Development.

Key Duties and Responsibilities: The HR Advisor may be assigned to any part of the HR Directorate. The HR Advisor may be required to discharge the duties related to the functions in the assigned areas. A brief outline of the responsibilities for each area is outlined below.

Resourcing & Retention

- Ensuring a high quality, professional, efficient and friendly service is provided to all recruitment candidates promoting St. Vincent's University Hospital as a top employer within Ireland.
- Responsible for all stages of the recruitment process (Job Description, Job Posting, Short Listing, Arranging interview panels, Interviewing, On-Boarding, Entering New Hires on HRIS and making HRIS changes for existing employees on payroll following a recruitment competition) for their designated areas.
- Participate and lead on interview panels.
- Assist in the administration of correspondence associated with the recruitment process.
- Posting of job vacancies through the recruitment system and external job boards.
- Responsible for the provision of 'best practice' HR advice, guidance and administrative support and the provision of enhanced customer service.
- To assist in all aspects of the delivery of an efficient and effective HR service.

- Ensure that all relevant HR pre-screen and new hire documentation (e.g. employment medical reports, written references, original qualifications, verification of previous service, employment contracts etc.) are in place prior to the commencement date in accordance with legislation or regulation where applicable.
- Prepare contracts of employment in accordance with Department of Health & HSE regulations and employment legislation.
- Ensure details of new appointments are fully prepared for integration into all HR information systems, employee HR file etc.
- Entering new hires in the HR Information Systems (HRISs) for payroll ensuring that fortnightly and monthly payroll deadlines are met.
- Supporting the HR Executive, Senior HR Executive and Senior HR Management as required.
- Training and development of HR Assistants.
- Assist in the administration of the Voluntary Hospitals Superannuation Scheme and Single Public Service Pension Scheme.
- Assist with the development, maintenance and review of Standard Operating Procedures, which will assist in the efficient and effective delivery of HR services.
- Maintaining strict confidentiality as part of their role.
- Develop and maintain administrative systems and processes to support the HR functions.
- Develop and maintain appropriate management information systems to support operational effectiveness and to facilitate decision-making through the provision of timely and relevant information and the production of relevant reports.
- Participate fully in utilisation and maintenance of the Management Information Systems/HRIS Report on developments and activity within your specified areas of responsibility as required Maintain the integrity of information in all HRISs on an on-going basis.
- Contribute to the ongoing development of the Human Resources systems and processes.
- Co-ordinate the provision of statistical information in relation to HR data as required.
- Reception cover when required.

Services and Quality

- Administration of the various types of leave and relevant correspondence.
- Managing the change of hours process for all employees and point of contact for managers.
- Working closely with the HR Business Partners and Head of Department to ensure the management of contract and temporary appointment renewals.

- Managing the Student Nurse Intern process; including change of hours, transfers, resignations and processing NMBI pins.
- Preparing reports/statistical information for Senior Management on activity within specified area as required.
- Providing administrative assistant to the HR Business Partners for IR/ER issues which arise as required.
- Participating on interview panels when required.
- Assisting with the implementation of HSE Circulars / changes in legislation as required.
- Maintaining and ensuring efficient data entry of relevant absence record onto the HR MIS.
- Processing allowances (location and qualification) for Nursing staff.
- Administering overtime posts ensuring previous service is verified.
- Ensuring professional registration compliance for all grade across the Hospital – close link with relevant service managers.
- Administering leave and relevant correspondence for the Shorter Working Year process and point of contact for Managers.
- Administering the probationary process for all new starts including weekly follow up with relevant managers.
- Administering the CPD process for all temporary and permanent staff.
- Preparing reports/statistical information for Senior Management on activity within specified area as required.

Key Duties and Responsibilities (Applicable to all parts of the HR Directorate):

Quality and HR Best Practices:

- Keep up-to-date with “best practice” in Human Resources Management and introduce innovations as appropriate.
- To keep up to date with all conditions of employment and related matters.
- Promote and maintain a safe working environment for staff, in compliance with Health & Safety requirements and best practice.
- Assist and participate in the hospital accreditation process, internal audits and other quality initiatives as required.

General:

- Act for senior staff during absence on leave as required.
- Represent the Division in relevant in-house and external fora as required.
- As part of the HR team, contribute where required to strategic and operational HR projects and initiatives.
- Participate fully in the integration programme for the wider HR Directorate. Foster and develop close working relationships between all parts of the HR Directorate.
- Participate as required in HR projects associated with the change management process.
- Assist where appropriate in the management of ongoing change in line with the hospital's corporate strategy and HR strategy.
- Ensure that all duties are conducted in a professional and confidential manner.
- Keep abreast of changes in employment legislation and current HR issues together with actively enhancing your professional development.

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: Edwin Kelly, Head of HR Operations e-mail: edwinkelly@svhg.ie.

Person Specification

Factors	Essential	Desirable
Qualifications	<i>Eligible applicants will be those who on the closing date for the competition:</i> (i) 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 (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of	• Hold an appropriate HR qualification • CIPD

	subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination. Or (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction. Or (iv) 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).	
Experience (length and type)	Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.	• 6 Months Relevant HR Experience in the last 2 years • Recent, relevant experience in a Hospital setting
Core Competencies	• Knowing the Health Service & How it works • Delivering Quality & Fairness for Service Users • Planning & Managing Resources • Creating Team Spirit • Being the Communication Channel • Influencing People and Events • Managing Individual Performance • Embracing the Change Agenda • Being a Role Model	
Health	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	
Character	Candidates for and any person holding the office must be of good character.	

Particulars of Office:

The appointment is: Whole time, Permanent and Pensionable.

Panel: A panel will be formed to fill upcoming permanent, temporary, whole and part-time vacancies over the next 6 months across the HR Directorate.

Annual Salary: (01/08/2025) pro rata, dependent on previous Public Health Sector experience.

1	2	3	4	5	6	7	8	9	10	11	12
35,609	37,741	38,597	40,760	42,740	44,473	46,151	48,414	50,059	51,718	53,296	54,914

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: 27 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 \(stvincents.ie\)](http://stvincents.ie/Protected%20Disclosures)

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), 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.

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, no subsequent or alternative dates to dates given will be offered to candidates.. 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 16th 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: November 2025