

Job Description and Person Specification

Senior HR Executive – Learning and Organisational Development (Grade VI Officer)

Permanent

Reference: HR26E013

Closing Date for Applications: Monday 2nd February 2026

Interview Date: TBC

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6014 or klaudiachudzia@svhg.ie

Job title / Grade: Senior HR Executive – Learning and Organisation Development (L&OD) / Grade VI Officer

Reports to: Head of Learning and Organisational Development

Overview:

The provision of high quality education and training is a key priority for St. Vincent’s University Hospital.

The Senior HR Executive will operationally manage the various work streams and services provided by the Learning and Organisation Development team and link in closely with the Learning Technologies Manager and the Head of L&OD. The use of online and blended learning supports this priority by providing the ability to deliver education and training in a flexible manner meeting both the needs of the Hospital and its staff.

The Senior HR Executive role will undertake responsibility for the management of a particular work stream in L&OD. The work streams will include supporting Mandatory Training and also supporting the Learning Technologies Manager within the Hospital.

Roles and Responsibilities

- Responsible for the day-to-day prioritising, co-ordination and supervision of the appropriate work streams of the Learning and Development Division (L&OD) to ensure the most efficient use of team resources in order to meet HR requirements.
- People Management responsibilities – adequately conducting and documenting probation meetings and performance appraisals/1:1 Feedback meetings within the required timeframes, and main point of contact for all team issues, as required.
- Work with and co-ordinate key stakeholders in relation to emerging education and training challenges facing the Hospital, including the areas of Mandatory Training and Learning Technologies.
- Engage in continuous quality improvement for the benefit of patients cared for within the Healthcare group and ensuring that quality standards and requirements are met for outside bodies eg HIQA and JCI.
- Identify areas for continuous quality improvement and work with various stakeholders to improve processes, systems and practice

Learning Technologies

- To assist in all aspects of the delivery of an efficient, effective Learning and Development Service to the Executive Management Team and the Heads of Department and the wider Hospital.
- Assist the continued roll-out and development of the Learning Management System (Moodle) to include the further development of management reporting capability to support organisational decision making processes.
- Assist and support the Learning Technologies Manager to design and develop online learning programmes and resources, in line with agreed priorities to be hosted on the Hospital's Learning Management System
- Assist with the project management of the lifecycle of each online learning programme to include, need identification, design of solution, implementation, evaluation, review of periodic updating of the programme.
- Liaise with various stakeholders and subject matter experts, as necessary to assist in the development of the required online learning/blended learning programmes and resources.
- Support the Learning Technologies Manager in the development of any training needs analysis in relation to organisational learning, with specific reference to E Learning.
- Assist with queries from staff across the SVHG Group and provide customer service regarding the LMS to include, trouble shooting and resolving system issues. Provide customer service and technical / functional support to all users of the LMS
- Assist with the management and maintenance of the LMS, for example trouble shooting and resolving system issues and management of the vendor relationship. Perform LMS assignment creation and maintenance tasks.
- Work with the LMS supplier and the HR MIS team as required, to ensure effective operation of the integrated LMS.
- Liaise and work collaboratively with the HR MIS team in relation to management reporting for all training activity and also with all staff within the HR Directorate
- Effectively manage all administration, data systems and record keeping within L&OD.
- Support with any further tasks as assigned by the Learning Technologies Manager

Mandatory Training

- Continuously engage with the Executive Management Team and Heads of Department regarding Mandatory Training within the Hospital.
- Manage all aspects of Mandatory Training within the Hospital including the maintenance of KPI metrics, reporting and continuous liaison with HR MIS to ensure accurate reporting.
- Act as the Subject Matter Expert (SME) regarding Mandatory Training within the Hospital.
- Actively engage as a member of the Mandatory Training Governance Committee in all areas of Mandatory Training proposed for staff within the Hospital.
- Project manage various Mandatory Training initiatives and introduce across the Hospital.
- Ensure the Mandatory Training strategy is proactive and responsive to forecasting needs as determined by service development.
- Assist in the development and implementation of Mandatory Training initiatives for the Hospital and lead on various initiatives which support this strategy.
- Undertake a lead role in the consolidation of the recording and management of all organisational training records on the HR MIS in line with best practice, having one Central Management System (which can be administered locally within Departments in SVUH and other sites) which records and manages all relevant organisational training and development. (KPI dashboards and MyView dashboards).
- Be fully conversant with Department of Health & Children/HSE regulations and guidelines impacting Mandatory Training.
- Operate “best practice” in relation to all areas of Learning and Development within the Hospital.
- Review, audit and continuously improve all areas of Mandatory Training, which will contribute to enhanced efficiency and effectiveness.
- Assist in the provision of training and support for Heads of Service to assist them in participating in the Mandatory Training.
- Prepare reports as necessary with the required management information needed to manage Mandatory Training effectively.
- Provide guidance and interpretation on developments from the Mandatory Training Governance Committee on regulations and directives impacting on the Hospital to staff and managers.

- To ensure effective processes are in place in relation to Mandatory Training and related matters to ensure compliance with legislative requirements and HR best practice.
- Assist in the implementation of processes and procedures which ensure that SVUH implements the national requirements in relation to Performance Management as required and the Hospitals objective for annual Continuous Professional Development reviews with all staff.

People Management / General

- Coordinate the workload of the team, planning, organising and prioritising, ensuring quality is consistent and deadlines are met.
- Responsible for the motivation, supervision and performance management of HR staff assigned to Learning and Organisation Development
- Identifying personal development opportunities required for the team on an on-going basis.
- Foster an open, positive, proactive quality environment to underpin good staff and public relations.
- Work closely with other members of the HR Directorate in the overall development of the function.
- 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.
- Assist where appropriate in the management of ongoing change in line with the hospital's corporate strategy and HR strategy.
- 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: Ms Pauline Courtney, Head of Learning and Organisation Development E-mail: p.courtney@svuh.ie Phone 01 221 6025

Person Specification

Factors	Essential	Desirable
Qualifications	<p>(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.</p> <p>Or</p> <p>(ii) 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 Irish (note 1 per HSE). Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p>Or</p> <p>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.</p> <p>Or</p> <p>(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).</p>	<ul style="list-style-type: none"> • Hold an appropriate third level qualification. • Member of CIPD/L&DI. • Experienced and proficient in the use of MS Packages (Access, Excel, PowerPoint, Word, Project & Learning Management System LMS).
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.	<ul style="list-style-type: none"> • Experience of HR Management in a healthcare / public sector setting.

		<ul style="list-style-type: none"> • Supervising, managing and developing staff / teams. • Experience auditing and producing reports on HR data. • Experience of design and delivery of digital learning programmes. • Recent Administrative Experience • Proven recent and relevant experience working in an L&OD/HR environment. • Working with HR, LMS and Management Information Systems.
<p>Core Competencies</p>	<p><u>Managing the service</u> 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</p> <p>Managing individual performance</p> <p>Being the communication channel</p> <p>Creating team spirit</p>	

	<p>Supporting personal development</p> <p><u>Managing yourself</u> Being a role model</p> <p>Maintaining composure and quality of working life</p> <p><u>Managing change</u> Integrating the service</p> <p>Embracing the change agenda</p>	
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 may be formed to fill upcoming permanent or temporary, whole time or part-time vacancies over the next 6 months

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

1	2	3	4	5	6	7	
57,325	58,691	60,359	63,491	65,363	67,695	70,034	LSIs

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: 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 \(stvincents.ie\)](http://www.stvincents.ie)

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.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

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.

Persons in receipt of a pension from specified Superannuation Schemes: Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012): Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

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. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. 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, overseas police clearance (if applicable) *, 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.

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January 2026