

Job Specification and Terms & Conditions

Job Title & Grade	Grade IV HR Administrator
Campaign Reference	RQ1156
Closing Date	Tuesday September 8 th 2026
Proposed Interview Date	Friday September 18 th onsite in Peamount Healthcare
Taking Up Appointment	As soon as possible. Successful applicant(s) must be available to take up the role within a reasonable timeframe
Informal enquires	For queries specifically related to the position outlined, please contact Dominika Omiko, HR Operations Manager domiko@peamount.ie For further information regarding the terms and conditions of employment and the recruitment process, please contact recruitment@peamount.ie.
Location of Post	Peamount Healthcare, Newcastle, Co. Dublin
Details of Service	<u>Who We Are</u> Peamount Healthcare is an independent voluntary organisation that operates in partnership with the HSE Health Region, Dublin and Midlands to provide a range of health and social care services. Peamount Healthcare is a registered charity and is directly funded by the HSE under Section 38 of the Health Act 2004. The hospital provides consultant led, multidisciplinary, specialist rehabilitation services to patients at the right time and in the right place, which improve patient outcomes. Peamount Healthcare provides specialist rehabilitation in Neurology, Age-Related, Respiratory and Rheumatology. The services provided also include continuing care services for the older person, adults with neurological disabilities and individuals with intellectual disabilities. <u>Diversity, Equity and Inclusion Statement</u> In Peamount Healthcare, we are committed to diversity, equity and inclusion. We welcome applications from all sections of society and different backgrounds as we are committed to creating an inclusive and supportive environment where every colleague is valued and empowered to thrive. Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking. Peamount Healthcare is committed to being an equal opportunities employer. Peamount Healthcare is committed to the following values:

	• Person centred – seeing each person as unique, giving them a voice and focusing on ability. • Respect – creating a supportive environment where everyone is given courteous and respectful care and support. • Excellence – enabling interdisciplinary teams to deliver high-quality integrated care, meaningful outcomes with a focus on continuous improvement. • Team working – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements. • Quality improvement – supporting teams to embed continuous improvement methodology as part of everything we do. • Education & Research – partnering with academia to support education, learning, research and evidence-based care. The HR department manages the entire employee lifecycle, from recruitment and onboarding to training, performance management, employee relations/compliance and strategic workforce planning, ensuring both employee well-being and organizational success. HR department contributes to organizational growth by shaping culture, driving employee engagement, and supporting leadership in achieving business objectives. By managing people, processes, and policies effectively, HR ensures that the organization remains competitive, adaptable, and future-ready. HR department is also responsible for fostering a productive, compliant, and strategically aligned workforce that supports both short-term operations and long-term organizational success.
Reporting Relationship	HR Operations Manager
Purpose of Post	The purpose of this post is to provide a comprehensive administrative support to HR Department and to play a vital role in the day-to day running of the operational requirements as a key point of contact. The successful candidate will have the knowledge and experience to deal with queries as they arise and will be expected to problem solve in areas of work and develop solutions in a timely manner. Exceptional written and oral skills are required as well as the ability to multi-task. Good organisational and time management skills are also required

Eligibility Criteria Qualifications & Experience	The 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 him / her from time to time and to contribute to the development of the post while in office.	
Eligibility Criteria		
Criteria	Essential	Desirable
Qualification	Have been educated to Leaving Certificate Standard	- QQI 5 or above in any HR /clerical/admin studies relevant to the role. - CIPD Accredited
Experience	- Minimum 3 years' HR experience with the last 1year working in a fast-paced Recruitment or HR Department - Excellent office-based communications skills including phone, email, letter writing and note-taking, and be able to communicate effectively in a clear and concise manner. - Microsoft Packages. - Excellent Customer Services skills. - A flexible approach to carrying out the duties of the post including providing efficient general administrative support to the designated area. - Fluent in English language	- Experience within HSE or / and a Section 38 / 39 Agency - Recruitment experience - Employee relations experience - Experience Managing Time & Attendance System - Have excellent secretarial and organisational skills

	• A strong knowledge in HR and/or relevant experience in dealing with HR policies and procedures • Have excellent secretarial and organisational skills	
Skills, Competencies and Knowledge	Professional Knowledge/ Experience • Demonstrate an appropriate level of understanding of the role of HR Administrator. • Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area(s) of responsibility. • Demonstrate knowledge of legislative requirements relating to the healthcare services and the workplace. • Demonstrate a commitment to continuous professional development and knowledge sharing. • Demonstrate a willingness to engage with and develop IT skills relevant to the role. • Work closely with HR team members • A high degree of flexibility and customer service will be expected as well as strong organisational and administrative skills • Minute taking of senior meetings where required as directed by HRBP's and HR Operational Manager. Maintain confidentiality regarding the discussions within these meetings. • Prioritise workload in conjunction with HR Operations Manager and HR Business Partners • Demonstrates enthusiasm and commitment to one's work • Demonstrates an ability to apply knowledge to best practice Leadership and Interpersonal Skills • Able to communicate, interact and work well with others. • Open to others' ideas and inputs works with others to find a mutually agreeable outcome. • The ability to present information clearly, concisely and confidentiality when speaking and in writing tailoring to meet the needs of the audience. • Embraces organizational change initiatives • Ability to bring new ideas and initiatives to fruition • Ability to lead by example and advocate for HR best practice.	

Communication

- Strong oral and written communication skills:
- Able to adapt your communication style to different situations and audiences.
- Approachable using open body language
- Respects confidentiality
- Actively listens
- Patiently explains things to others and uses questions to check for understanding and to avoid misinterpretation

Team Working:

- The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working. Ability to work with a multi-disciplinary team members and other stakeholders to facilitate high performance.
- Is a supportive team member
- Fosters a collaborative team working environment
- Utilises teamwork to share best practice ideas and breakdown departmental barriers

Planning:

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person-centred care
- Adopts a systematic approach to planning, organising and managing caseload effectively
- Ability to multi-task without losing focus
- Manage competing and changing priorities effectively
- Demonstrates a flexible and adaptable approach in a changing environment
- Deal with issues in a prompt and timely manner
- Utilise established processes and systems for prioritising and delivering on tasks
- Demonstrates a high level of attention to detail to ensure accuracy and adherence to policies and procedures
- The ability to successfully manage a range of different projects and work activities concurrently and utilising computer technology effectively. The ability to use resources effectively, challenging processes to improve efficiencies where appropriate.
- The successful candidate will have the ability to multitask in a fast paced and changing environment.

Principal Duties & Responsibilities

- First point of contact for all queries to the HR department
- Answer queries in a timely and professional manner or allocate to appropriate member of the HR team in a timely manner.
- To record, maintain and monitor all Occupational Health referrals and reports. Support and managing the Occupational Health process.
- Compile HR related data and reports as required.
- To organise and schedule the department's appointments / diary.
- To ensure that HR filing and records are accurately maintained and stored in a safe and confidential manner.
- Provide support to the No Paper project associated with employee files and upload to Strandum
- Receipt of medical certificates, recording of information and notification to relevant Managers,
- Assist with leave queries such as maternity, parental, paternity, carers leave etc
- Develop/maintain leave related HR policies
- To conduct all communications in a professional, efficient and courteous manner.
- To liaise with Managers and external agencies on behalf of the HR department, as appropriate.
- To facilitate meetings by arranging venues, circulating information to appropriate personnel, provision of refreshments etc. and to attend meetings and take minutes of meetings in the HR Department as requested.
- Administrative support to the HR Operations Manager / HR Business Partners and to the HR Department
- Any ad hoc duties associated with the role and other duties as may be assigned to the post holder from time to time and shall include deputising for other administration staff, when required, and such duties as may be assigned to him/her in relation to any other area of the Peamount Campus.

General | role specific

- Work closely with other members of the HR team in the overall development of the HR Function.
- Ensure that all duties are conducted in a professional and confidential manner.
- Lead and contribute to strategic and operational organisation projects and initiatives.

	Self-Development • To be aware of current developments and issues in Human Resources by reading current literature and keeping abreast of new developments, attending seminars, lectures and courses when possible and as appropriate in consultation with your Line Manager. • To assume responsibility for your own professional development and safe work practice. • To ensure a safe environment for himself/herself, colleagues and visitors. Professional • To present and act in a professional manner at all times and ensure colleagues do likewise. General • Have an excellent knowledge of and adhere to Peamount policies, practices and procedures at all times. • Ensure confidentiality in all matters of information obtained during the course of employment. • Keep up-to-date with developments of professional practices and all other relevant matters to ensure maintenance of knowledge and skill base. • To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace. • Maintain a safe work environment in co-operation with the Peamount Executive Management Team and with reference to the Safety, Health and Welfare at Work Act, 2005: in that respect report any accidents / near misses and document according to policy. • Provide cross cover for other areas when required and such duties as required. • To effectively and efficiently use information technology for the role in a manner which integrates well with systems throughout the Peamount This job description will be subject to review in the light of changing circumstances. This job description is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.
Campaign Specific Selection Post	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing 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 being called forward 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 depending on the service needs of the organisation.
The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed. The job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned.	

Terms & Conditions of Employment
Peamount Healthcare, Newcastle, Co. Dublin.

Tenure	The current vacancy available is Part Time on a Specified Purpose Contract basis 3 years Specified Purpose Contract. Hours – 21hrs a week, 0.6WTE The post is pensionable. Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Grade IV Administrator (0558) Current salary scale with effect from 1st June 2026 €36,470 (point 1) to €56,018 (point 12) LSI.
Working Week	The hours allocated to this post are 21 hours per week. The allocation of these hours will be at the discretion of the HR Operations Manager and in accordance with the needs of the service. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day/Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008, will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016
Annual Leave	27 days pro rata
Probation	All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served: • On commencement of employment. • Fixed term to permanent contract. • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.

Pension	Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Maternity	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Sick Leave	Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Peamount Healthcare 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.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Peamount Healthcare will seek up to two written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Peamount Healthcare will carry out Garda vetting on all employees in relevant roles. 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. Please note that, in the event of a provisional job offer for a relevant role that requires Garda Vetting, successful candidates will be required to attend in person to verify their identity. This step is mandatory in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
Character	Candidates for and any person holding the office must be of good character.

Health & Safety	These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood. Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations and standards. Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to Peamount. Protection and Care and comply with associated Peamount protocols for implementing and maintaining these standards as appropriate to the role. To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
Quality, Risk & Safety Responsibilities	<i>It is the responsibility of all staff to:</i> • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety. • Participate and cooperate with external agencies on safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: ➢ National Standards for Safer Better Healthcare. ➢ National Standards for the Prevention and Control of Healthcare Associated Infections. ➢ HSE Standards and Recommended Practices for Healthcare Records Management ➢ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme. <i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.</i>
Education and Training	Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.

**Specific
Responsibility
for Best
Practice in
Hygiene**

Hygiene in healthcare is defined as *“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”*

- It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.
- Department heads/ managers have overall responsibility for best practice in hygiene in their area.
- It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.