



**Grade IV, PA to the General Manager
Recruitment Reform & Resourcing Programme, National HR
Job Specification**

Job title, grade code	Grade IV, PA to the General Manager, Recruitment Reform (Grade Code 0558)
Campaign reference	RR103169
Closing date	Friday 11 th September 2026 @ 12 noon
Proposed interview date (s)	Interviews will be held as soon as possible after the closing date
Location of post	Recruitment Reform and Resourcing Programme, National Human Resources There is currently one permanent whole-time vacancy available, based in The Conaty Centre, Cullies, Cavan Town, H12 E5C7
Informal enquiries	Name: Sheena Craig, Recruitment Reform, Recruitment Reform & Resourcing Programme, National HR E-Mail: sheena.craig@hse.ie Tel: 087-4545488
Reporting relationship	The post holder will report directly to the General Manager, Recruitment Reform
Principal duties and responsibilities	The position of Grade IV encompasses both managerial and administrative responsibilities, which include the following: Principal Duties and Responsibilities • Provide high-level administrative and executive support to the General Manager, managing competing priorities and ensuring the efficient operation of the office. • Manage the General Manager's diary, email correspondence and meeting schedule, ensuring timely responses and effective prioritisation of key activities. • Coordinate programme meetings, governance groups, stakeholder forums and workshops, including preparation of agendas, reports, presentations, minutes and action logs. • Act as the first point of contact for internal and external stakeholders, ensuring professional, timely and confidential communication. • Coordinate information requests and briefing materials for senior management, National HR, Health Regions and external stakeholders. • Prepare and format reports, briefing papers, business cases, presentations and programme documentation to a high professional standard. • Maintain accurate records, document control systems and filing structures in compliance with HSE governance, GDPR and records management requirements. • Monitor and track programme actions, risks, decisions and deliverables, ensuring follow-up actions are completed within agreed timelines. • Support the coordination of Recruitment Reform projects, including training, communications, stakeholder engagement and implementation activities. • Support the preparation of governance documentation including Terms of Reference, standard operating procedures, guidance documents and programme communications.

- Carry out additional duties appropriate to the role as assigned by the General Manager.

Administration

- Ensure the efficient day-to-day administration of the Recruitment Reform office.
- Coordinate correspondence, reports, presentations and official documentation to a consistently high standard.
- Maintain programme records, meeting documentation and electronic filing systems.
- Monitor deadlines, priorities and programme milestones, ensuring timely completion of actions.
- Maximise the use of Microsoft 365, SharePoint, MS Teams, Power BI and other digital platforms to improve efficiency.
- Coordinate meetings, workshops and training sessions, including venue arrangements, technology and stakeholder communications.
- Ensure confidentiality is maintained in relation to sensitive programme, workforce and organisational information.
- Keep the General Manager informed of emerging issues requiring attention.

Customer Service

- Deliver a professional, responsive and customer-focused administrative service to internal and external stakeholders.
- Develop and maintain positive working relationships with Health Regions, National Functions, HR Digital, programme teams and external partners.
- Respond to enquiries efficiently and redirect requests to the appropriate team where required.
- Ensure stakeholders receive accurate, timely and consistent information.
- Promote a culture of professionalism, collaboration and continuous improvement.

Human Resources / Supervision of Staff

- Provide guidance and support to administrative staff where required.
- Coordinate workloads and assist in prioritising competing demands across the office.
- Promote effective communication and collaborative working across Recruitment Reform workstreams.
- Support the implementation of HSE performance management and staff development processes where appropriate.
- Contribute to a positive working environment that promotes teamwork, wellbeing and continuous learning.
- Monitor and Record compliance across the team including HSE Land courses, DSE assessments etc

Service Delivery and Service Improvement

- Support the delivery of national Recruitment Reform priorities and strategic objectives.
- Contribute to the planning, coordination and implementation of programme initiatives and service improvements.
- Identify opportunities to streamline administrative processes and improve efficiencies.
- Support change management activities through effective planning, communication and stakeholder engagement.

	• Assist with the monitoring and reporting of programme performance indicators and project progress. • Promote innovation and the effective use of digital systems to enhance service delivery. Standards, Policies, Procedures and Legislation • Maintain own knowledge of employer policies, procedures, guidelines and practices, to perform the role effectively and to ensure current work standards are met by own team • Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts, GDPR • Ensure consistent adherence to procedures within area of responsibility • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service The above 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 them from time to time and to contribute to the development of the post while in office.
Post specific requirements	Each candidate must, at the latest date for receipt of completed application form for the post possess the following as relevant to the role: • Experience in using Microsoft Office applications (e.g. Excel, Word, Outlook) to manage, analyse and communicate information. • Have satisfactory experience of working within a multidisciplinary team and experience of working with internal and external stakeholders as relevant to the role. • Experience handling confidential information and managing competing priorities in fast-paced setting.
Other requirements specific to the post	Access to appropriate transport to fulfil the requirement of the role as post may involve travel