

Job Title & Grade	Talent Acquisition Specialist – Medical Division (HR) Grade VI
Campaign Reference	105193
Closing Date	Monday 26 th October 2026 at 4pm
Duration of Post	Permanent Contract
Advertisement Type	Internal/External
Specific T&C's of post	This role is 5 over 5. 35-hour standard working week Annual Leave: 30 days per annum Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st June 2026: Grade, Code 0574, starting at Point 1 €58,477 and rising annually in increments: €71,442 LSIS.
Location of post	Base site is CHI Corporate Offices, 700 South Circular Road, Dublin 8. Please note that cross site working is mandatory, across all CHI sites/offices. This is a hybrid working role and aligned to CHI's Blended Working Policy. This requires you to work on-site minimum of 3 x days per week. In high periods of recruitment as business needs dictate, you may be required to go on-site 5 days per week.
Reporting Arrangements	This post will report to the Medical HR Business Partner with overall accountability to the Grade VIII Medical Manpower Manager. This role will also have a dotted line of responsibility into CHI's Talent Acquisition Manager.

Key Working Relationships	The post holder will work closely with: Internal • Medical HR Business Partners • Clinical Directors • Consultants • Directorate Managers • Talent Acquisition Team • Director of HR and HR Senior Management Team • Medical HR Team • Human Resources Team • Occupational Health Department • Learning and Development Department • Payroll & Finance Team External • Medical Council of Ireland • HSE National Doctors Training and Planning (NDTP) • Postgraduate Medical Training Bodies • Department of Health/ Justice/DETE • Recruitment Agencies • Employment Permit Section • Garda National Vetting Bureau • Regulatory and Professional Bodies • External Candidates
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	<i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Role	The Talent Acquisition Specialist – Medical Division will be responsible for identifying, attracting and hiring the best qualified medical workforce, for Children's Health Ireland. The post holder will be responsible for coordinating and delivering the full lifecycle of recruitment activities associated with Consultant, Non-Consultant Hospital Doctor (NCHD) and other medical appointments as deemed appropriate. The role will work closely with the Medical HR Team, Clinical Directors, Consultants, Directorate Management Teams to ensure the timely and effective recruitment of medical staff while maintaining compliance with all regulatory, statutory and organisational requirements. The post holder will contribute to workforce planning initiatives, support service improvement projects and provide specialist expertise in medical recruitment processes to support the delivery of CHI's strategic workforce objectives. <i>The successful candidate may be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.</i>
Principal Duties and Responsibilities	Professional Duties and Responsibilities: - The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. Medical Recruitment - Lead and coordinate recruitment campaigns for Consultants, NCHDs and other designated medical grades. - Manage end-to-end recruitment processes from vacancy approval through to appointment.

	• Partner with Clinical Directors, Consultants and Hiring Managers to identify workforce requirements and recruitment priorities. • Coordinate advertising campaigns using internal and external recruitment platforms. • Manage candidate communications throughout the recruitment process. • Coordinate shortlisting, interview scheduling and selection processes. • Participate on interview boards where appropriate. • Support bi-annual NCHD intake and rotation processes along with Medical HR colleagues. • Ensure recruitment activity is completed within agreed timelines and service standards. • Develop and maintain talent pipelines for difficult-to-fill and specialist medical posts. • Be the Data centre for all Consultant & NCHD recruitment, ensuring that recruitment trackers in both medical portfolio are 100% accurate and always up to date • Liaise with recruitment agencies and other external providers where required. • Maintain accurate recruitment records and documentation. • Produce recruitment metrics and activity reports. Contribute to continuous service improvement initiatives across the Medical Manpower function. • Must have strong organisational and administrative skills. • Must have excellent communication and interpersonal skills. • Demonstrate strong user experience with the Microsoft Office suite and HR systems. • Strong capability to manage competing priorities and meet deadlines. Medical Workforce Planning • Support workforce planning activities across Clinical Directorates. • Monitor medical vacancies, establishment levels and workforce requirements. • Assist Medical HR Business Partners with workforce forecasting and succession planning initiatives. • Analyse workforce information and provide recommendations to management. • Prepare regular workforce reports for Medical HR and senior management. • Support strategic workforce initiatives aimed at improving recruitment and retention outcomes.
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- Identify workforce risks and support the development of mitigation plans.

Onboarding and Compliance

- Coordinate all pre-employment requirements associated with medical appointments with the onboarding team
- Ensure full compliance with all onboarding requirements before employment commences.
- Manage verification processes including:
 - Medical Council registration.
 - Professional qualifications.
 - Employment references.
 - Occupational health clearance.
 - Garda vetting.
 - Identity verification.
 - Employment permits and immigration documentation where required.
- Coordinate contracts of employment and appointment documentation.
- Facilitate onboarding and induction processes.
- Liaise with Payroll and relevant departments to ensure smooth commencement arrangements.
- Support bi-annual NCHD intake and rotation processes.
- Maintain accurate compliance records and databases.

Stakeholder Management

- Develop and maintain effective working relationships across CHI.
- Provide specialist advice and guidance regarding medical recruitment processes.
- Support Clinical Directors and Managers in workforce planning discussions.
- Act as a key point of contact for recruitment-related queries.
- Collaborate with internal and external stakeholders to support recruitment objectives.
- Ensure a high-quality customer-focused service is provided to candidates and hiring managers.

Leadership and Supervisory Responsibilities

- Provide guidance, support and direction to Medical Administration and the Onboarding team.
- Provide all data and requests for Medical recruitment information both internally and externally, understanding the stakeholder level.
- Design and deliver reports on behalf of Medical recruitment, at a high level.
- Coordinate workloads and support achievement of service objectives.
- Assist with staff induction, training and development within the Medical HR team.
- Promote high standards of performance and customer service.
- Support a culture of continuous improvement and accountability.
- Contribute to the implementation of best practice recruitment processes across the Medical Workforce function.

Governance, Quality and Service Improvement

- Ensure compliance with CHI policies, procedures and governance requirements.
- Ensure recruitment activities comply with employment legislation, equality legislation and data protection requirements.
- Participate in recruitment audits and quality assurance reviews.
- Contribute to the development and implementation of recruitment policies, procedures and standard operating procedures.
- Identify opportunities to improve service delivery and operational efficiency.
- Participate in HR and organisational change projects as required.
- Support the implementation of continuous improvement initiatives.

The above 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.

Specific Requirements / Exposures for this post:	Includes (tick all that apply): ☐ Driving ☐ Working at height ☐ Regular VDU work ☐ Night working ☐ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☒ None Applicable:	Exposure to (tick all that apply): ☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers ☐ Vibrating equipment ☐ Other (please specify): ☒ None Applicable:	Consists of (tick all that apply): ☐ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling ☐ Exposure Prone Procedures (EPP) ☐ Work in Haemodialysis ☐ Work in confined spaces ☐ Other (please specify): ☒ None Applicable:
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> Candidates must possess: • A relevant third-level qualification in Human Resources, Business, Management, Organizational Development or a related discipline. • A minimum of 3 years continuous and full-time experience in a Talent Acquisition or Recruitment role. OR • A minimum of 3 years' experience in a human resources role, demonstrating the equivalent knowledge and role relating to recruitment AND • A minimum of 1 years' experience in medical recruitment. • The ability to produce recruitment metrics and activity reports. Contribute to continuous service improvement initiatives • Experience coordinating recruitment campaigns and selection processes.		

	• Experience working with multiple stakeholders in a complex environment. • Experience preparing reports and analysing information. <u>Desirable Criteria:</u> • Experience in the healthcare sector. • Experience recruiting Consultants and NCHDs. • Knowledge of medical workforce planning. • Knowledge of Medical Council registration requirements. • Experience of employment permit processes. • Experience supervising staff. • Experience using recruitment systems and HR information systems.
Core Behaviours and our Chosen Culture in CHI	Core Behaviours of our Chosen Culture

Organisational culture is not a static concept. It is dynamic and lived—reflected in how we interact with each other, how we care for patients, how we respond to challenges, and how we lead. It influences the quality of care, the wellbeing of our workforce, and the public's confidence in our services. Creating and maintaining a positive culture is the responsibility of every one of us.

The behaviours detailed within the pillars in the image below, are how we reflect four key aspects of our chosen culture: How we partner with patients, service users and public, how we pause to self-reflect, how we interact with our colleagues and how we compassionately lead. A consensus on our core behaviours is the starting point for establishing and implementing our shared values.

Values and Behaviours are the foundation of how we deliver health and social care. A consistent, practical framework helps everyone in the health service act in ways that reflect our shared culture and mission.

Living these Behaviours is how we express our desired culture to those we serve. When applying these behaviours, we consider these statements and how they translate for CHI employees, in their day-to-day work.



Competition Specific Selection Process

Applications for this post must be accompanied by a cover letter, setting out relevant experience that illustrates how the essential criteria listed above are met.

The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.

How to Apply & Informal Enquiries	* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter. The closing date for submissions of CVs and cover letter is Monday 26th October 2026 by 4pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'. Applications will not be accepted through direct email or any other method. For informal enquiries for this specialty/department, please contact Olivia Adams – Talent Acquisition Manager at olivia.adams@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Taurai Machuwe at Taurai.machuwe@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date. Below, you'll find the list of commencement dates for 2026 & 2027 for your information. • 7th December 2026 • 18th January 2027 • 8th February 2027
Information on “Non-European Economic Area Applicants” is available from https://dbei.gov.ie/en/	

Children's Health Ireland is legally required to verify that all staff **have the right to work in Ireland before they begin employment**, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the [General Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.

Does the post above identified for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)	
YES	☐
NO	☒
Exposure Prone Procedure (EPP) Post Assessment of Post in line with the 'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses (Hepatitis B, Hepatitis C and HIV, 2025)'	

Exposure Prone Procedures (EPPs) are defined in the national guidance as: 'invasive procedures where there is potential for direct contact between the skin, usually finger or thumb of the healthcare worker and sharp objects or surgical instruments – such as needles, sharp body parts (for example fractured bones) spicules of bone or teeth – in body cavities or in poorly visualised or confined body sites, including the mouth of the patient'.

All staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with this national guidance. No appointment will be made in the absence of such evidence. EPP workers with previous EPP clearance prior to November 2025, may require further clearance in line with this updated guidance, so should submit details of previous clearance in line with section 9 of this form. The guidance is available here <https://www.hpsc.ie/a-z/bloodbornevirus/>

Detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit. If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service.