

Job Title & Grade	Clerical Officer Grade III Panel Positions available in the following areas: <ul style="list-style-type: none"> • Human Resources • Corporate Affairs • General Operations • Finance • Admissions • Outpatients • ICT Department • ED Department • Scheduled Care
Campaign Reference	105770
Closing Date	November 10, 2026 11:45 PM
Duration of Post	Temporary, Part-time and full-time basis across all of CHI sites.
Advertisement Type	Internal/External
Specific T&C's of post	35 standard working week/ shift work required 26 days Annual Leave Grade III salary: 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 0609] and rising annually in increments: €31,934 €33,702 €34,137 €35,020 €36,311 €37,602 €38,895 €39,835 €40,897 €42,130 €43,004 €44,225 €45,458 €47,771 €49,416 LIS
Location of post	All CHI Sites – Temple Street, Crumlin, Tallaght, 700 SCR, Herberton, NCHI

Reporting Arrangements	This post will report to the Line Manager of their designated area.
Key Working Relationships	<p><i>The post holder will work closely with:</i></p> <ul style="list-style-type: none"> • <i>Administration Staff.</i> • <i>Nominated Department Head.</i> • <i>Multi-disciplinary Teams.</i> <p><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></p>
Purpose of the Role	<p>The purpose of this post is to provide administrative assistance to the designated area of work.</p> <p><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></p>
Principal Duties and Responsibilities	<p>Professional Duties and Responsibilities:</p> <ul style="list-style-type: none"> • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. • Professional Duties and Responsibilities: • General administrative duties i.e. filing, typing, photocopying, scanning, answering / making telephone calls, answering e-mails and other administrative tasks as required. • Reception desk duties. • Communicating with staff members and the public i.e. responding to queries and providing information. • Use of Information Technology i.e. word processing, spreadsheets, database, e

	<p>mail, outlook calendar, power point, graphs and internet research.</p> <ul style="list-style-type: none"> • Conduct data entry/accounts work. • Organise and schedule appointments and meetings as required. • Take accurate minutes of meetings. • Take dictation. • Maintain contact lists for the relevant area. • Produce and distribute correspondence including memos, letters, faxes, and forms. • Assist in the preparation of regularly scheduled reports. • Maintain computer and manual filing systems. • Prepare and monitor invoices if required. • Book conference calls, rooms, taxis, couriers, hotels, etc. • Handle sensitive information in a confidential manner. • Coordinate office procedures. • Receive, sort, and distribute the mail. • Greet and assist visitors to your area of work. • Coordinate repairs to office equipment. • Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. • Working as part of a team in meeting goals and objectives and delivering an important service to the public. • Work as part of a team by supporting each other, sharing work load and covering each other during periods of absence. • To perform such other duties appropriate to the post as may be assigned from time to time by the department manager or nominee. <p>Specific Job description would depend on the area you would have been offered the role when available.</p> <p><i>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.</i></p>
--	---

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> <ul style="list-style-type: none"> • Leaving Certificate or its equivalent • Experience of general office procedures is essential. • Have a minimum of 6 months administration/secretarial experience. <u>Desirable Criteria:</u> <ul style="list-style-type: none"> • Relevant experience working in an acute Hospital setting. • Experience with iPMS patient 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.

Core Behaviours of our Culture
 Shaping professional, respectful interactions with children, young people, families, colleagues, and teams



CHILDREN AND FAMILIES	MYSELF	MY COLLEAGUES	LEADERS AND MANAGERS
Do I use my name and your name?	Am I putting myself in other people's shoes?	Do I acknowledge the work of my colleagues?	Do I value and acknowledge the good work of my team?
Do I take time with people – explain the now and the next?	Am I aware of my own wellness and stress and how it may impact others?	Do I ask colleagues how I can help them and do I listen to understand?	Do I support team members in managing their stress?
Do I regularly do an extra kind thing for the people I meet?	Am I aware that my actions can impact how other people feel?	Do I challenge toxic attitudes and behaviours in the workplace?	Do I address toxic attitudes and behaviours in the workplace?
Have I truly listened to, heard, and responded to the person in front of me in all interactions - digital, in person or otherwise?	Am I working to the best of my training and ability?	Do I lead by example with my peers?	Do I appraise and address under-performance in a fair and compassionate way?
Am I engaging with people in a compassionate and professional way?	Do I use health service resources in a way that reduces waste and improves sustainability?	Do I work as part of a team to improve our service?	Do I support my team to innovate and improve our service?



- 8th March 2027
- 5th April 2027
- 10th May 2027
- 14th June 2027
- 5th July 2027
- 9th August 2027
- 6th September 2027
- 4th October 2027
- 1st November 2027
- 6th December 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.

<p align="center">Does the post above identified for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)</p>	
<p>YES ☐</p>	<p>NO ☐</p>
<p align="center">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)'</p>	
<p>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'.</p> <p>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/</p> <p>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.</p>	