Job Title & Grade	Medical Manpower Business Partner - Grade VII
Campaign Reference	106062
Closing Date	Wednesday 18th November 2026 at 10am
Duration of Post	Permanent Contract
Advertisement Type	Internal/External
Specific T&C's of post	This **role is 5/5** 35 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 0582, starting at Point 1 €61,219 and rising annually in increments: €79,583 LSIS.
Location of post	This post is a cross-city role and will require travel to all CHI sites, with a minimum of 3 working days to be on-site in CHI's Corporate office, CHI at Temple Street, Crumlin and Tallaght.
Reporting Arrangements	This post will report to the Head of Medical HR with overall accountability to the Director of HR.

Key Working Relationships	The post holder will work closely with: • Director of HR and Head of Medical HR/Medical Manpower Manager • Clinical Directors and CMO • Medical HR Team • The Executive Leadership team; Clinical Directorate teams in Nursing & Operations. • Union representatives across CHI • HR Business Partners (non-medical) • Partners in HR, Office of the CEO, Payroll, Finance, Digital Health, QPS and other enabling functions. • Key stakeholders within the HSE and Department of Health including National HR, the REO office, Acute Hospitals Division and others as required. *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.*
Purpose of the Role	The purpose of this post is critical in the delivery of HR to medical staff across CHI. You will be required to manage the day-to-day function of your clinical directorate, with the Medical HR team and to be the escalation point to resolve issues raised. You will have the ability to prioritise tasks to ensure compliance of Medical HR reporting in EWTD, OWTD, Audits etc. The post holder is responsible for the delivery and implementation of a range of professional HR services within Children's Health Ireland and the provision of advice and guidance on a range of HR and organisational change initiatives within order to support The successful candidate will provide HR support and guidance in the delivery of the organisational strategy in line with the Hospitals HR strategy. As a key member of the HR team the HR Business Partner will lead and facilitate organisational change and development, build management capabilities and effectiveness in managing the HR agenda in line with hospital policies. This role is at the heart of the CHI Medical HR team. You will be a trusted partner to the leaders, managers and employees you support. You will be an expert in HR policies and processes, HSE Circulars, Medical contracts.

	You will be able to advise your key stakeholders how to follow key processes, including mandatory training requirements, recruitment, performance and employee lifecycle, touch points. You will be self-motivated and will pro-actively help your stakeholders to solve both immediate and complex problems. You will liaise with your HR colleagues to facilitate solutions. You will be accountable for outputs. You will be part of a team that designs, implements, measures and reviews HR projects to bring a more efficient HR service across CHI. You will be a champion for change and transformation across CHI. *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.*
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. • Oversee medical staffing structures, NCHD (Non-Consultant Hospital Doctor) and Consultant contracts, and workforce planning in line with national policies. • Coordinate all data for employment control and Consultant approval processes (e.g., ECMG/CAAC submissions and system updates). • Monitor, control, and record arrangements to ensure statutory and contractual employment obligations are met. • Escalation point of contact for all CD's, CSL's, Consultants and NCHD Leads. • Work effectively with trade unions and other employee representatives, ensuring effective communication. • Proactively manage all medical, Industrial and Employee Relations cases within your assigned directorate. • Ensure that EWTD reports are submitted quarterly, in line with legislation on same. • Ensure that information from the quarterly EWTD reports (24hr breaks etc.) are a recurring item on weekly meeting with the Clinical Director and follow up on actions that require compliance. • Maintain and quality-assure medical workforce datasets, track activity metrics, and produce management reports for executive leadership and bodies like the NDTP, REO. • Ensure deadlines are met for weekly/quarterly reports to the REO/HSE especially around the DIME WWP and POCC compliance. • Maintain the Consultant and NCHD master trackers for your clinical directorate, ensuring that SAP/DIME are always aligned.

	• Oversee the Medical HR Invoice process, supporting finance, procurement and operations colleagues with information sharing. • Ensure compliance with relevant standards (such as HIQA, EWTD, OWTA guidelines) and HSE safety and governance frameworks – delivering on all reports on compliance, per directorate. • Deliver on all requests for medical data, in a professional reporting manner, using graphs, tables and PowerPoint. • Lead out on and manage the biannual Induction of NCHD's. • Own, manage and report on HR projects; designing and implementing end to end solutions. • Support and drive the delivery of organisational change. • Drive cultural change across the medical portfolio. **Leadership:** • Provide leadership support for the medical HR business whilst you assist in the roll out of our single structure Future Operating Model (FOM). • You will work closely with the non-medical HR Business Partners and Talent Learning & Development Teams to develop and roll out education and training programmes. • Be a trusted Medical BP leader, who can advise on governance and HR best practice and standards • Lead out on the Bi-annual NCHD inductions for January and July. • Work with HRIS to ensure continued development in R2R and approvals process. • Lead out on the development of Policy, SOP and guideline documents for Medical HR colleagues. • Be a problem solver and critical thinker – ensuring that the medical business services team are supported in all areas. **Workforce Reporting and spend** • Guide decision making through analytical reporting on areas such as talent management, performance management, recruitment & onboarding. • In conjunction with the HRIS Lead, develop and implement systems and processes for receiving, collating and following up on HR data relating to your portfolio (e.g. employment control, absence figures, CID's, retirements, vacancies etc.). • Monitor resource trends and ensure effective utilisation of staffing resources.

	• Make informed decisions based on the ability to interpret data and share valuable insights with your stakeholders. • For your directorate, lead out in the efficient discharge of the Medical ECMG process. • Ensure that payroll related SAP actions are operated effectively with regard to the funding status of employee positions. • Review the financial performance of business units monthly and provide supporting • value-added information to promote effective decision making at budget holder level. • Recommend and promote cost control initiatives when deemed necessary. **Professional HR Duties and Responsibilities:** • Provide expert Medical Business Services advice supporting cross HR services functions (e.g. Talent Acquisition, HRIS, Business Partnering, Organisational Design, Talent, Learning & Development, and Managers Etc.). • Provide operational leadership, line management and support to designated HR team members in all roles. • Work across CHI HR teams to provide an effective and best practice HR service. *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.*
Eligibility criteria, qualifications and experience	**Essential Criteria:** • 3rd level qualification in Human Resource Management or relevant area. **OR** • 5 years' senior HR / HRBP experience and have completed a qualification in HR. **AND** • A minimum of 5 years relevant postgraduate experience. • Minimum of 2 years working in a lead human resources position, managing a team.

	<u>Desirable Criteria:</u> • Experience of working within HR, in a healthcare environment • Proficiency in Medical HR processes and systems such as CAAC, WWP & DIME • Experience leading out on and resolution of IR/ER matters. • Extensive experience working in a complex change environment. • Experience of providing HR Business Partner services within a public sector environment, ideally within healthcare. • Extensive experience and a demonstratable track record of policy and procedure development and process improvement. • Experience in creating the system and process enablers for compliance on EWTD, OWTA, HIQA standards, HR Circulars, GDPR, employment law • Experience on Medical workforce redesign, succession planning, consultant workforce modelling, NDTP engagement • Experience in managing, advising and coaching key stakeholder groups (internal and external) pertaining to medical and consultant workforce • Experience in delivery of HR Data & Reporting for Medical portfolios
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 **Wednesday 18th November 2026 by 10am.** 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 Jenny Campbell – Head of Talent, L&D / OD at Jenny.Campbell@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.

	2nd November 2026 7th December 2026 4th January 2027 8th February 2027 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.

Sláinte Leanaí Éireann
Children's Health Ireland

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.