Job Title & Grade	HRIS and Data Analytics Manager, Grade VIII
Campaign Reference	106108
Closing Date	Wednesday 18th November 2026 at 23.45pm
Duration of Post	Permanent
Advertisement Type	External
Specific T&C's of post	**5/5** 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 0655, starting at Point 1 €83,912 and rising annually in increments: €84,665; €87,976; €91,301; €94,600; €97,912; €101,207.
Location of post	Cross-City
Reporting Arrangements	This post will report to the Martina Dolan, Head of HR Business Services

Key Working Relationships	The post holder will work closely with: • Director of Human Resources • HR Leadership Team • HR Teams including Business Partnering, HR Business Services Medical and Non-Medical, Talent and other teams as required • HR System users • CHI Executive Team • CHI Finance where there is overlap between HR and Finance systems • CHI Commissioning Team • CHI Clinical & Non-Clinical Leads • HSE – SAP CoE • HSE – NiSRP • HSE – Strategic Workforce planning & integration *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 to oversee the HR Information Systems and HR Analytics function in CHI, to oversee the implementation of new systems and system enhancements, to manage the system support and data analytics team, to support the wider HR Leadership team in particular in relation to how systems can be utilized to achieve departmental and organizational goals and to ensure compliance in system processes with legal, contractual and organizational requirements. The role-holder will partner with key stakeholders and HR partners to support the HR teams as they work towards greater efficiency and a fully unified cross site HR support function as well as supporting HR activities to ensure readiness for the new hospital opening. *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. • This role will require the role holder to be the HR systems and data knowledge centre for all of CHI and be an integral advisor to the HR Leadership team. • As a member of the HR leadership team, the role holder will be required to actively contribute to the design of HR strategies and plans, to act as coach and mentor to the wider HR team members and to ensure a collaborative and inclusive team environment • Work with the organisation's leadership teams to design and implement a strategic, impactful HR partner function across CHI • Strong partnership with and support of, the group's leadership team. Working in close collaboration with senior leaders on the effective and timely execution of all people programs • Assist in shaping the design and implementation plans for future strategies, to consistently and sustainably build organisational effectiveness right across the Children's Hospital • Partner with the local HR teams and line managers to provide support and expertise across all HR system related areas • Lead, coach and enable the CHI HRIS and Analytics team guiding them to deliver an excellent HR service and become trusted advisors to their stakeholders in supporting HR system users • Ensure that system support is delivered in an accurate and timely manner - provide guidance and direction if an issue arises around delivery of support • Oversee provision of timely and accurate data to CHI Executive, HSE and other stakeholders – includes census, tracking against PNS/WTE ceiling, starters & leaver trends – ensuring that data is tracked across the HR teams in a way that enables accurate, meaningful reporting • Ensure system usage and data is of a high standard through audit and training • Drive HR systems integration across CHI hospital and satellite sites, and initiate projects to migrate, integrate and initiate new systems including SAP, SAP ESS, ServiceNow, eRostering and other new systems coming onstream. • Ensure projects are progressed and completed in a timely and accurate manner • Provide leadership on implementation of new HR systems and HR System related projects • Support other related projects to help facilitate decision-making and strategy development • Support Finance efforts to work within HSE pay and numbers guidelines • Work closely with CHI Payroll to ensure HR & Payroll system processes are aligned • Ensure ongoing training is provided to system users

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- Seek solutions to enhance the HR system user role and reduce error
- Support the ongoing tracking and analysis of the workforce plan for the new hospital – supporting the org design function, and exploring solutions to tracking future workforce structures
- Explore improved ways of working using system resources
- Ensure the HRIS team complete any testing and implementation of national changes to pay and conditions
- Representing HR on relevant boards and committees including Corporate Systems Programme Board, Commissioning Work Package D, HCRL (Commissioning)

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.
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<tr><td>Specific Requirements / Exposures for this post:</td><td>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:</td><td>Exposure to (tick all that apply):
☐ Noise (>80dBA)
☐ Cytotoxic drugs
☐ Respiratory sensitisers
☐ Vibrating equipment
☐ Other (please specify):
☒ None Applicable:</td><td>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:</td></tr>
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Eligibility criteria, qualifications and experience	**<u>Essential Criteria:</u>** • Minimum 5 years management experience with a minimum of 3 years in a healthcare environment • Minimum of 5 years' experience of HR Systems (ideally SAP) • Experience working in a complex change environment. • Proven track record of in developing a highly motivated team • Excellent IT /HRIS tool and HRIS reporting skills **<u>Desirable Criteria:</u>** • Experience of providing Senior HR services within a public sector environment, ideally within healthcare. • Experience and a demonstrable track record of rolling out policy, procedure, or education sessions. • Proven ability to work well in a team environment • Open and honest communication with a strong sense of accountability and role ownership • Ability to manage staff and deal with issues as they arise • Exceptional internal customer service and change management skills • Experience managing contractors in line with contract SLA's • Excellent interpersonal and communication skills essential • Excellent IT and MS Office skills

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 **18th November 2026 at 11.45pm.** 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 Martina Dolan at martina.dolan@childrenshealthireland.ie. For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Rachel.sheridan@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 2027** for your information. • 18th 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.

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.