Job Title and Grade	HR Officer- HSE Grade VII Equivalent
Contract	6 Month FTC, Full time
Location of Post	Clontarf
Reporting Responsibility	Head of People & Engagement
Job Purpose	We are seeking an experienced HR professional to join the People & Engagement team on a temporary basis, providing additional operational leadership and support during a significant period of organisational change and development. To provide operational HR leadership and support during a period of organisational change and development, ensuring the effective delivery of core people services across the organisation. Reporting to the Head of People & Engagement, the role will oversee day-to-day HR operations, support workforce initiatives, drive continuous improvement, and ensure high-quality employee support while contributing to strategic people and organisational development objectives.

Why join CRC?

Join CRC and be part of a dedicated team committed to empowering people with disabilities to live life to the fullest. We offer the opportunity to do rewarding work, collaborate with passionate colleagues, and contribute to a culture built on respect, inclusion, and excellence.

What you'll be doing:

HR Operations & Service Delivery



- Lead and coordinate the day-to-day delivery of HR operations, ensuring a high-quality, responsive HR service.
- Provide expert advice and support to managers across the employee lifecycle, including recruitment, onboarding, performance management and employee wellbeing.
- Ensure HR policies, procedures and practices are applied consistently and in line with organisational and legislative requirements.
- Identify and implement improvements to enhance HR processes, service delivery and employee experience.

Payroll Governance & Compliance

- Support payroll administration, ensuring the accurate and timely processing of employee-related changes.
- Maintain effective HR-to-payroll controls and governance arrangements.
- Support payroll reconciliations, audits and compliance reporting as required.

Attendance Management

- Lead attendance management processes in accordance with organisational policy.
- Advise and support managers in managing short-term and long-term absence cases.
- Monitor absence trends, prepare management reports and recommend appropriate interventions.
- Support return-to-work and case management processes.

HR Metrics, Workforce Analytics & Reporting

- Produce and maintain workforce reports, dashboards and management information.
- Analyse workforce data, including turnover, absence, recruitment activity, vacancies and workforce demographics.
- Present insights and recommendations to support workforce planning and operational decision-making.
- Ensure the accuracy and integrity of HR data and records.

Employee Relations

- Advise and support managers on employee relations matters, including disciplinary, grievance, capability and performance management processes.
- Ensure compliance with employment legislation, organisational policies and HR best practice.



- Prepare and review documentation relating to employee relations casework.

Continuous Improvement & Transformation

- Provide operational HR leadership and capacity during a period of organisational change and transformation.
- Support the delivery of strategic workforce and organisational development initiatives.
- Develop and maintain HR process documentation and standard operating procedures.
- Contribute to the optimisation and digitalisation of HR systems, processes and workflows.
- Undertake additional HR projects and initiatives as required by the Head of People & Engagement.

What you'll need to succeed:

Essential Requirements

Qualifications

- Degree in Human Resources, Business, or a related discipline.
- CIPD qualification (Level 7 desirable) or equivalent professional HR qualification.

Experience

- Minimum 5 years' relevant HR experience in a senior HR Generalist, HR Operations or HR Business Partner role.
- Proven experience managing employee relations casework and delivering operational HR services.
- Experience supporting payroll processes, workforce reporting and HR compliance.
- Strong track record of advising managers across the employee lifecycle, including recruitment, attendance management and performance management.
- Experience identifying and implementing process improvements.
- Experience operating within a regulated or governance-driven environment.

Knowledge & Skills

- Strong knowledge of Irish employment legislation and HR best practice.
- Excellent stakeholder management, communication and influencing skills.
- Strong analytical skills with experience producing HR metrics and workforce reports.
- Ability to manage multiple priorities and deliver results in a fast-paced environment.
- Proficiency in HR systems and Microsoft Office applications, particularly Excel.

Desirable

- Experience within healthcare, disability services, Section 38, HSE or other publicly funded organisations.



- Knowledge of HSE HR policies, national agreements and public sector employment practices.
- Experience supporting organisational change, transformation or workforce planning initiatives.
- Experience developing HR dashboards and workforce analytics.

About the CRC

Who We Are

The Central Remedial Clinic (CRC) has a proud history of supporting people with disabilities across Ireland. Originally established to respond to the needs arising from the polio epidemic, CRC has continually evolved to meet the changing needs of society and the people we serve. Today, we support children and adults with complex disabilities, autism, and a wide range of additional support needs.

Our Purpose

We recognise that every person, regardless of ability, has the right to the right support, at the right time. Our purpose is to deliver services that make this a reality for people with complex disabilities.

Our Ambition

We want to change perceptions and experiences so that disability is recognised as a difference that enriches society. Together with the people we support, their families, our staff, and our partners, we are helping to create a world where everyone is valued, included, and empowered to live the life they choose.

What Makes CRC Different?

We Put People First

Being person-centred is more than a statement for us; it is the foundation of every decision we make. We listen to the voices of the people we support and their families. Their experiences guide how we design services, measure success, and shape our future

At CRC, we are committed to fostering an inclusive and accessible recruitment process. If you require any reasonable accommodation at any stage, please contact our team and we will be happy to assist.

