Job Title and Grade	HR Officer- HSE Grade V 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 Officer to provide operational support to the Human Resources Department during a period of significant organisational development and transformation. Reporting to the Head of People & Engagement (or delegate), the successful candidate will support the delivery of efficient and compliant HR services, with a particular focus on payroll administration, workforce reporting, HR data management, onboarding and employee lifecycle processes. This temporary role will provide additional operational capacity within the HR function, enabling HR leadership to focus on strategic workforce and organisational transformation initiatives while ensuring continuity of high-quality HR service delivery.

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:

Payroll Administration and HR Compliance



- Coordinate payroll-related HR transactions and employee changes.
- Prepare and validate payroll input, ensuring accuracy and timely submission.
- Maintain payroll records and supporting documentation.
- Reconcile HR and payroll information to ensure data integrity.
- Support payroll audits, compliance reviews and reporting activities.
- Ensure employee records are maintained in accordance with organisational policies and GDPR requirements.

HR Reporting and Workforce Analytics

- Produce regular workforce reports, dashboards and management information.
- Monitor and analyse workforce metrics including:
- Headcount
- Turnover
- Vacancy levels
- Sickness absence
- Time-to-hire
- Mandatory training compliance
- Employee demographics
- Identify trends and insights requiring management attention and support workforce planning activities.
- Develop and maintain reporting tools using Microsoft Excel, Power BI and HRIS platforms.
- Support the preparation of Board, SMT and workforce planning reports.

Attendance and Leave Administration

- Coordinate attendance, absence and leave management processes in collaboration with the HR Assistant.
- Monitor attendance data, prepare reports and support managers in addressing attendance-related matters.
- Identify trends and escalate issues requiring management or HR intervention.

Recruitment, Onboarding and Employee Lifecycle Administration

- Coordinate recruitment, onboarding and employee lifecycle administration processes in collaboration with the HR Assistant.
- Oversee pre-employment compliance requirements, contracts and employee documentation.
- Support induction activities and maintain accurate employee records throughout the employee lifecycle.



HR Systems and Process Improvement

- Maintain HR systems and workforce data, ensuring accuracy, integrity and compliance.
- Contribute to HR process improvements, procedural documentation and system enhancements.
- Monitor HR trackers and compliance activities, ensuring timely follow-up and accurate record management.
- Participate in HR projects and organisational initiatives that support service improvement and operational excellence.

General HR Support

- Support employee relations, probation, attendance management and policy administration activities as required.
- Provide administrative and operational support across the HR function.
- Undertake other duties appropriate to the role as assigned by the HR Manager.

What you'll need to succeed:

- Advanced Microsoft Excel skills with experience producing reports, analysing workforce data and creating dashboards.
- Strong analytical skills with the ability to translate data into meaningful insights and management information.
- Experience working with HR, payroll or workforce data in a fast-paced environment.
- Excellent attention to detail, accuracy and data management skills.
- Desirable
- Experience within healthcare, disability services, the HSE, Section 38/39 organisations or other publicly funded bodies.
- Familiarity with public sector HR and payroll practices.
- Experience supporting workforce planning, HR reporting and people analytics.
- Knowledge of HR and payroll systems such as CORE HR, Sage Payroll, Megapay, WizHR, TMS or similar platforms.

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.

