Job Title & Grade	HRIS & Data Analytics Specialist Grade VI
Campaign Reference	106966
Closing Date	8th December 2026 by 5 pm
Duration of Post	Permanent Fulltime
Advertisement Type	Internal/External
Specific T&C's of post	35 hours standard working week – 5/5 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 0574, starting at Point 1 € 58,477 and rising annually in increments: € 71,442 LSIS.
Location of post	Cross-site
Reporting Arrangements	This post will report to the Head of HRIS and Data Analytics
Key Working Relationships	The post holder will work closely with: • Human Resources teams • HSE • Finance, including Payroll • CHI Managers and Employees *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 take a leading role within the HRIS Systems Support team and progress the development of the service. He/she will be the first point of escalation for HR system related issues and queries, ensure prioritisation of work and support the transition to a single CHI HR & Payroll System The post holder may also provide analytical support in key functional areas, including but not limited to; Workforce Planning, HSE reporting and Organisational Management. The successful candidate/s will work closely with key business stakeholders to identify reporting needs and produce data to assist Leaders make informed decisions with accurate and real time data. *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. • Provide troubleshooting solutions when errors arise or a system issue occurs and act as point of escalation where issues cannot be resolved by the team • Working as part of the system support team, ensure system users are given the appropriate support and solutions in a timely manner. Where applicable, identify solutions that reduce the recurrence of user issues and problems • To identify training needs across the system user groups, develop an appropriate training response and ensure training is provided where required • Pro-actively monitor data integrity and promote the application of best practices in data processing, ensuring employee confidence in how their data is maintained • Identify and lead on projects that improve quality and address quality issues in the HR Systems • To regularly review processes and practices to ensure work is being carried out efficiently, identify areas for improvement or review and implement as appropriate • Work with SAP CoE to support CHI requirements in SAP • Participate in training/knowledge transfer updates provided by the SAP CoE. 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 • Ensure Master Data requests, new WSR and ESID requests are actioned in a timely manner • Support system testing for change requests and support the national pay agreements

	• Provide support to Payroll to ensure the smooth running of the Payroll function as it is impacted by Human Resources • Take ownership of new systems (ServiceNow/eRostering) through project work and ongoing support for all CHI users • Supporting systems including SAP, ServiceNow, eRostering in order to ensure data is available and appropriate for analytical reporting • Analysing HR data to create insights; producing reports, working with complex and sensitive information • Develop and maintain the new organisational structure for the new hospital including maintaining the funding sources • Be the point of contact for the Organisation Design and WF Planning team to provide data on current employee numbers, vacancies • Take ownership of the census reporting process as well as other HSE required data i.e. absence stats, starters/leavers and ensure compliance with internal and external reporting requirements, with required reports submitted accurately and in a timely manner • Providing HSE and other external and internal stakeholders with data and reports as required, including monthly reporting requirements and being the direct point of contact for HSE reporting in specific areas • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity *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.*		
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: N/A
Eligibility criteria, qualifications and experience	**<u>Essential Criteria:</u>** • Relevant 3rd level degree qualification or its equivalent. • 2 years' experience within Human Resources in a healthcare environment **OR** • 5 years demonstrated experience within Human Resources in a Healthcare environment AND • Minimum of 3 years' experience working with SAP HR or HR payroll related systems • Excellent Proficiency in the full Microsoft Office suite, in particular MS Excel **<u>Desirable Criteria:</u>** • An interest in systems and data collection/collating • Problem solving and project delivery • Data governance and compliance • Reporting and automation		

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 **8th December 2026 by 5 pm.** 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 – 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 2027** for your information. • 8th February 2027 • 8th March 2027 • 5th April 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.