



**Grade V Human Resource Officer  
SLRON/01-2026/789  
Job Specification & Terms and Conditions**

<b>Job Title and Grade</b>	Grade V Human Resources Officer
<b>Campaign Ref Number</b>	SLRON/01-2026/789
<b>Closing Date</b>	12:00pm on Wednesday 4 <sup>th</sup> February
<b>Proposed Interview Date (s)</b>	To be confirmed. Please note that candidates may be called to interview at short notice.
<b>Taking up Appointment</b>	Successful candidates will be informed of the date they will be required to take up appointment at job offer stage.
<b>Informal enquiries</b>	Barry Ward Human Resource Manager St Luke's Radiation Oncology Network Email: <a href="mailto:Barry.Ward@slh.ie">Barry.Ward@slh.ie</a>
<b>Informal Recruitment enquiries</b>	Ruairi Fortune Acting Deputy HR Manager St Luke's Radiation Oncology Network Email: <a href="mailto:ruairi.fortune@slh.ie">ruairi.fortune@slh.ie</a> / <a href="mailto:recruitment@slh.ie">recruitment@slh.ie</a>
<b>Organisational Area</b>	<b>HSE Dublin &amp; Midlands</b>
<b>Location of Post</b>	<p>St Luke's Radiation Oncology Network (SLRON), Dublin</p> <p>The delivery of radiation oncology services in SLRON is delivered by a network model at the following locations:</p> <ul style="list-style-type: none"> <li>○ St. Luke's Hospital, Dublin</li> <li>○ St Luke's Radiation Oncology Centre, Beaumont Hospital, Dublin</li> <li>○ St Luke's Radiation Oncology Centre , St James's Hospital, Dublin</li> </ul> <p>The incumbent will be expected to attend from time to time at locations other than his/her designated location.</p> <p>A panel may be formed as a result of this campaign for SLRON, Dublin from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
<b>Details of Service</b>	<p>Established in 2010, St Luke's Radiation Oncology Network operates from three Dublin locations – St Luke's Hospital and St Luke's Radiation Oncology Centres in St James's and Beaumont Hospitals and is part of the Dublin Midlands Hospital Group.</p> <p>SLRON's main role is delivery of radiotherapy treatment for patients with cancer. Multidisciplinary teams consist of medical, nursing, radiation therapists, physicists, health and social care professionals, management and general support staff providing a pivotal role in the development, delivery, monitoring and evaluation of these services within the hospital.</p> <p>SLRON is dedicated to being a world class leader in cancer treatment, patient care, research and education. In striving for this excellence, the holistic needs of our patients and their families are our greatest focus.</p>

	<p>The HSE Dublin &amp; Midlands comprises 7 clinical sites:</p> <ul style="list-style-type: none"> <li>▪ St. Luke's Radiation Oncology Network</li> <li>▪ St. James's Hospital</li> <li>▪ Tallaght University Hospital</li> <li>▪ Naas General Hospital</li> <li>▪ Coombe Women and Infants University Hospital</li> <li>▪ Midland Regional Hospital Portlaoise</li> <li>▪ Midland Regional Hospital Tullamore</li> </ul> <p>The Group serves a population of approximately 800,000 people, with over 10,000 staff. The Hospital Group annual gross spend is approximately €1bn.</p>
<p><b>Reporting Relationship</b></p>	<p>The reporting relationship will be to the Human Resources Manager in St Luke's Radiation Oncology Network or other nominated manager.</p>
<p><b>Purpose of Post</b></p>	<p>The primary purpose of this post is to support senior staff in delivering an effective Human Resources Service to staff through the development and implementation of best practice across St. Luke's Radiation Oncology Network.</p>
<p><b>Principal Duties and Responsibilities</b></p>	<p><b><u>General Duties</u></b></p> <ul style="list-style-type: none"> <li>➤ As part of the HR team, contribute to strategic and operational HR projects and initiatives.</li> <li>➤ Advise and provide support to Department Heads/Line Managers/staff on employment legislation and HR best practice as required.</li> <li>➤ Advise on, and where necessary apply HR processes such as discipline and grievance, absence management</li> <li>➤ Manage key HR systems (e.g. WizzWeb), run reports for the department and ensure quality of data shared with Network Executive Management Team (e.g. absence, agency numbers)</li> <li>➤ Manage processes for the department such as payroll, sick leave, bike to work, tax saver and commuter tickets</li> <li>➤ Resolve HR queries in a timely manner ensuring adherence to HR policies and using judgment as necessary</li> <li>➤ Support staff wellbeing and employee engagement across the network</li> <li>➤ Assist with regular monitoring of sick leave and management of sick leave issues under the direction of the HR Manager and in conjunction with the Occupational Health Department</li> <li>➤ Ensure that HR operational processes and procedures (e.g. data management, leave entitlements etc.) are operated in accordance with HR policy and legislative requirements</li> <li>➤ Support Line Managers in the operation and the development of HR systems (e.g. WizzHR)</li> </ul>

- Foster a good working relationship with HR software companies
- Support the rollout of new HRIT systems and processes.
- Liaise with Payroll Department to ensure accuracy within the HR (Wizweb)/Payroll(Megapay) Management Information Systems.
- Attend meetings and take minutes as required.
- Ensure that all personnel files are kept up to date and that accurate records are retained on all staff including staff leave records (sick leave, annual leave, other leave)
- Participate in committees and other activities within the hospital as may from time be requested e.g. work on in-services committees, project teams.
- Be fully familiar with the terms of the Safety Health and Welfare at Work Act, and all relevant policy documents of the Hospital i.e. Employee Handbook, Safety Statement.
- Ensure that all departmental reports and centre records are confidential to the service and to maintain confidentiality in respect of matters which come to your knowledge in the course of your official duties.

#### **Supervision of Staff/Leadership**

- Support the supervision of teams and promote the application of consistent standards.
- Provide cover when required to supervised staff, promoting good team working within own remit.
- Co-ordinate, monitor and review the work of assigned team.
- Attend regular staff meetings to keep staff informed and engaged and facilitate feedback.
- Identify and agree training and development needs of staff members.

#### **Recruitment**

- Be responsible for the Recruitment Database for St Luke's Radiation Oncology Network, ensuring the recruitment data is accurate and up to date
- Perform weekly collation of recruitment data from all required sources.
- Liaise with all relevant recruitment resources to ensure data is reflected correctly
- Maintain accurate status on the progress of all recruitment positions.
- Support the provision of information on outcomes and key performance indicators upon which recruitment strategies can be evaluated.
- Assist with training other users on Recruitment Database as required

- Conduct recruitment campaigns from start to finish with efficacy and accuracy including preparing, organising and conducting interviews along with joining the interview board to sift the eligible and non-eligible candidates.
- Issue contracts for successful candidates and set up on relevant payroll systems following the completion of the recruitment campaign.
- Liaise with team leader and line managers in relation to day to day business.

#### **Training/Education**

- Work closely with the Human Resources Manager and Department Heads to manage training across the Network
- Foster a good working relationship with internal and external training providers.
- Provide advice and support to Department Heads and employees in respect of the Training & Development Policy.
- Oversee the procurement and organisation in relation to mandatory trainings, e.g. Manual Handling as required
- Organise Induction training for all new staff.
- Maintain training records and reports for SLRON
- To participate in staff development and in-service training relevant to the post as may be organised from time to time.

#### **Employee Relations**

- Keep up to date on all legislative developments in the HR field, advice on related matters and ensure compliance with relevant employment legislation.
- To keep up to date with all conditions of employment and related matters concerning staff and ensure that the hospital practice is in line with approved conditions and hospital policy
- Actively participate in the development and implementation of HR policies, procedures and practices in line with best practice
- Assist and advise in the implementation of nationally issued HR Circulars as required.
- To ensure effective processes are in place in relation to management of contracts of employment and related matters to ensure compliance with legislative requirements and HR best practice.
- Ensure that HR operational processes and procedures (e.g. probation management, leave entitlements etc) are in operated in accordance with HR policy and legislative requirements.
- Develop and manage staff communication structure to ensure constructive and harmonious staff relationships are established and maintained, and ensuring that issues are tackled in a timely fashion to the satisfaction of all.

	<p>The above Job Specification 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 him/her from time to time and to contribute to the development of the post while in office.</p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and / or experience</b></p>	<p>The successful candidate should possess the following:</p> <p><b>Eligible applicants will be those who on the closing date for the competition:</b></p> <ul style="list-style-type: none"> <li>(i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish<sup>1</sup>. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</li> </ul> <p><i>Note<sup>1</sup>:</i></p> <p><i>Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable.</i></p> <p><i>Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.</i></p> <p><i>The Leaving Certification Applied Programme does not fulfil the eligibility criteria.</i></p> <p style="text-align: center;"><b>And</b></p> <p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p> <p><b><u>Health</u></b></p> <p>Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b><u>Character</u></b></p> <p>Candidates for and any person holding the office must be of good character.</p>

	<p><b>Age</b> Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
<p><b>Post Specific Requirements</b></p>	<ul style="list-style-type: none"> <li>• Experience working in a Human Resource department</li> <li>• Demonstrable knowledge of HRIT systems and reporting</li> <li>• Experience with Employee relations</li> <li>• Knowledge of HSE policies and procedures for Human Resources</li> </ul>
<p><b>Other requirement to the post</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of SAP (desirable)</li> <li>• Knowledge of HSE Recruitment policy and procedure (desirable)</li> </ul>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><b><u>Professional Knowledge &amp; Experience</u></b> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Knowledge of the health service and how it works</li> <li>• Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes</li> <li>• Excellent MS Office skills to include, Word, Excel and PowerPoint</li> </ul> <p><b><u>Communications &amp; Interpersonal Skills</u></b> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills including the ability to present information in a clear and concise manner.</li> <li>• Strong written communication skills.</li> <li>• The ability to build and maintain relationships with a variety of stakeholders.</li> </ul> <p><b><u>Planning &amp; Managing Resources</u></b> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Excellent planning and organisational skills including using computer technology effectively.</li> <li>• The ability to manage deadlines and effectively handle multiple tasks.</li> <li>• The ability to manage within allocated resources and a capacity to respond to changes in a plan.</li> </ul> <p><b><u>Evaluating Information, Problem Solving &amp; Decision Making</u></b> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.</li> <li>• Initiative in the resolution of complex issues.</li> <li>• The ability to recognise when it is appropriate to refer decisions to a higher level of management.</li> <li>• A capacity to develop new proposals and recommend decisions on a proactive basis.</li> <li>• Flexibility, problem solving and initiative skills including the ability to implement change.</li> </ul> <p><b><u>Team Work &amp; Leadership</u></b> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> <li>• The ability to work both independently and as part of a team</li> <li>• The capacity for management responsibility and initiative.</li> <li>• Motivation and an innovative approach to the job within a changing working environment.</li> </ul> <p><b><u>Commitment to a Quality Service</u></b> <i>Demonstrate:</i></p>

	<ul style="list-style-type: none"> <li>• Awareness and appreciation of the service user.</li> <li>• A commitment to promoting and maintaining high work standards.</li> <li>• A commitment to providing a professional service to internal and external stakeholders.</li> <li>•</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p>	<p>Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
<p><b>Code of Practice</b></p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilitates for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information For Candidates".</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.careersinhealthcare.ie">www.careersinhealthcare.ie</a> in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p>
<p><b>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</b></p> <p><b>This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</b></p>	

**Grade V HR Officer  
Terms and Conditions of Employment**

<b>Tenure</b>	<p>The current vacancy available is permanent and whole time.</p> <p>A panel may be created from which other vacancies of a similar nature of full or part time duration may be filled within St Luke's Radiation Oncology Network</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<b>Remuneration</b>	<p>The Salary scale for the post (as of 01/08/2025) is: €51,718 , €53,265 , €54,843 , €56,456 , €58,078 , €59,969 , €61,866 LSIs</p>
<b>Working Week</b>	<p>The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be confirmed at Job Offer stage</p>
<b>Superannuation</b>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* Public Servants not affected by this legislation:</b> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
<b>Probation</b>	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
<b>Protection of Children Guidance and Legislation</b>	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p>

	Visit HSE Children First for further information, guidance and resources.
<b>Infection Control</b>	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
<b>Health &amp; Safety</b>	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service , as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.</li> <li>• Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures2 .</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</b></p>