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| **Job Title and****Grade** | General HR / Payroll Advisor – Grade VI Full time.(Campaign reference: HR.WGH.IEHG.0120) |
| **Remuneration****HSE Terms and Conditions** | Salary scale €47,589 to €58,158 (as at 01/09/19)[Link to T&C section in document](#_Every_appointment_of) |
| **Closing Date** | 28th January 2020 at 4pm |
| **Duration****of Post**  | Temporary Specified Purpose ContractA panel may be created from which temporary vacancies of full-time duration may be filled.  |
| **Base Location of Post** | Wexford General Hospital |
| **Details of Service**  | Wexford General Hospital is a busy Acute General Hospital which forms part of the Ireland East Hospital Group (IEHG) and serves the population of Co. Wexford and surrounding counties. Services provided at the Hospital include:-Medical, Surgical, Paediatrics, Obstetrics, Gynaecology, Oncology, Radiology, Acute Medical Assessment Unit, Emergency Department, Out-Patients, Endoscopy Suites and Intensive Care Units.The academic partner affiliated to Wexford General Hospital is UCD, with nursing and Midwifery students from UCD and Waterford Institute of Technology (WIT).Wexford General Hospital is part of the Ireland East Hospital Group (IEHG). IEHG, with its Academic Partner University College Dublin (UCD), is the largest and most diverse hospital group in Ireland in terms of population, budget, staffing, number of hospitals, geographical spread and number of partner Community Healthcare Organisations. IEHG aims to deliver consistently high-quality, safe care, while transforming and integrating clinical services across the 11 hospitals in the Group to meet the needs of the people we serve.The Ireland East Hospital Group includes the following hospitals: * Mater Misercordiae University Hospital
* St Vincent’s University Hospital
* Wexford General Hospital
* St Luke’s General Hospital, Carlow/Kilkenny
* Mullingar Regional Hospital
* Our Lady’s Hospital, Navan
* St Michael’s Hospital, Dun Laoghaire
* St Columcille’s Hospital, Loughlinstown
* National Maternity Hospital
* Royal Victoria Eye and Ear Hospital
* Cappagh National Orthopaedic Hospital

It is the stated ambition of IEHG to become the first Academic Health Science Centre in Irish healthcare. This ambition serves as a rationale for striving to continuously improve Group performance. IEHG recognises the need for the development of a healthcare system that is sustainable and capable of delivering consistently high-quality services. |
| **Reporting Arrangements** | The post holder will have a direct reporting relationship to the Human Resources Manager, Wexford General Hospital  |
| **HR Point of Contact** | Sarah McManusHR Dept, Ireland East Hospital GroupTel: 045 988 329Email: sarah.mcmanus1@hse.ie |
| **Purpose of the Post** | The purpose of the General HR / Payroll Advisor- Grade VI position is to provide a HR service to management and staff at Wexford General Hospital. The role involves providing advice to Managers as to best practice in HR related issues in line with HR policies and procedures, HR Reporting, HR Administration, overseeing and authorization of Staff Records System for HR and Payroll purposes, day-to-day HR queries and projects/initiatives for the HR Department. |
| **Principal Duties and Responsibilities** | **General HR Management & Administration;*** Respond to HR queries from both staff and Management.
* Advise Managers on systems for dealing with staff HR issues as set out in HR Circulars, policies, and procedures.
* Implementation of Haddington Road Agreement and other Public Service Agreement measures as they apply to employees at Wexford General Hospital and Ely Hospital.
* Induction of new employees on HR/Payroll issues.
* Ensure all employee leave (statutory and non-statutory) is processed and required documentation is received.
* Ensure incremental credit is processed for employees where applicable and required documentation is received.
* Providing HR reports and statistical data to General Management and Employee Relations Department as required.
* Dealing with employee queries/complaints and maintaining regular communication with employees until queries are resolved or escalated.
* Management of the implementation of HR related projects.
* Ensure that Personnel Records including electronic records are accurate, maintained confidentially and readily available.
* Provide regular reports to the Human Resources Manager on HR and Payroll related issues.
* Provide advice and training on best practice in relation to the Staff Records System.
* Monitoring and auditing of compliance of HR and Staff Records System policies and procedures.
* Contribute to ensuring implementation of HR best practice across the hospital.
* Processing of Critical Illness Protocol, Temporary Rehabilitation Remuneration and Injury Grant applications and follow-up in relation to same.
* Contribute to implementation and monitoring of absence management policy in liaison with line managers.
* Attend and contribute to Absenteeism Committee meetings

**General Payroll Management & Administration;*** Authorization of Staff Records System for Payroll purposes for all staff at WGH and Ely Hospital (excluding Medical) ensuring compliance with HSE HR and Payroll policies and National Financial Regulations.
* Responsible for ensuring that Payroll supporting documentation is submitted within strict deadlines.
* Monitoring and audit of Payroll controls.
* Ensure that Payroll records are accurate, maintained confidentially and readily available.
* Respond to Payroll queries from employees, Managers and South East Payroll Department.
* Ensure that retirements & resignations are processed, entitlements amended accordingly and payments on account/advances of pay are recouped prior to retirement/resignation.
* Responsible for ensuring that National Financial Regulations on Payroll are applied within area of responsibility

**General Administration;*** Attend and contribute to Admin Supervisory meetings.
* Attend meetings, briefings and training on behalf of the Human Resources Department.
* Attend training programmes as appropriate for the role
* Responsible for ensuring that Travel & Subsistence claims are processed in accordance with National Financial Regulations on Travel and according to procedures set out by HSE South Eastern Area Payment Services.
* Responsible for verifying service and processing of Senior Staff Nurse applications in line with HSE HR policies.
* Responsible for follow-up of Temporary Higher Appointments and ensuring employees are advised of terms and conditions in relation to such appointments.
* Assist with the orientation of new staff as and when required.
* Setting targets and deadlines and ensuring these are achieved.
* Ensure work is carried out to highest possible standards.
* Responsible for the Health & Safety of yourself and others

**Supervision of staff/Management:*** Supervise and ensure the well-being of staff within the Human Resources Department.
* Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships.
* Co-ordinate, monitor and review work of staff within the Human Resources Department.
* Assess the training needs of staff under area of supervision to meet the needs of the hospital.
* Responsible for ensuring all staff under remit are up-to-date with mandatory training

**Leadership:*** Provide leadership to all staff within his/her area of responsibility.
* Work closely with other members of the Human Resources Department to ensure that all administrative duties are kept up to date.
* Maintain own knowledge of HR policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team

**Customer Service;*** Promote and maintain a customer focused environment.
* Identify opportunities for improvement and implement as appropriate.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* Ensure accurate attention to detail and consistent adherence to procedures and current standards

**Educational/Professional:*** Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
* Engage in career and professional development planning.

 *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 him/her from time to time and to contribute to the development of the post while in office.*  |
| **Person & Post Specification Criteria** |

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|  | **Essential**  |
| **Education and Qualifications** | 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 2004OrHave 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 Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.OrHave completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.OrHold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).Note1: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria. |
| **Experience relevant to the role** | Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability), for the proper discharge of the office  |
| **Post Specific requirements** | * Significant experience of working in a Human Resources / Payroll role and provision of HR advisory services to management and staff.
* Experience of working in a professional manner with Senior Management and other key internal and external stakeholders and customers, as relevant to the role.
* Demonstrate a high level of ICT skills including experience of data collation and analysis.
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| **Other requirements specific to the post** | * Access to transport as post may involve travel
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|  | **Health**A candidate 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. **Character**Each candidate for and any person holding the office must be of good character |
| **Health & Safety** | These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department’s safety statement, which must be read and understood. |
| **Skills and Competencies** | * Professional Knowledge & Experience

Knowledge and understanding of HSE HR policies, procedures and guidelines.Knowledge and understanding of Irish Employment Law. Knowledge and understanding of HSE recruitment process. Knowledge of PAYE, USC, PRSI, Pension & Pension Levy rules an advantage. Excellent MS Office skills to include Word and Excel.* Planning and Organisational Skills

Strong planning and organising skills including restructuring and organizing own work load and that of others effectively. The ability to use computer technology effectively for the management and delivery of results. The ability to take responsibility and be accountable for the delivery of agreed objectives.* Evaluating Information, Problem Solving and Decision making

The ability to gather and analyze information from relevant sources. The ability to make sound decisions. Initiative in the resolution of issues. The ability to proactively identify areas for improvement and to develop practical solutions for their implementation.* Leadership and Team Working

The ability to lead the team by example, coaching and supporting individuals as required. The ability to work with the team to facilitate high performance, developing clear and realistic objectives. The ability to address performance issues as they arise.Flexibility and willingness to adapt, positively contributing to the implementation of change.* Quality and Customer/Client Focus

Evidence of setting high standards for self and the team.Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers. Commitment to developing own knowledge and expertise.* Communication and Interpersonal Skills

Effective communication skills including the ability to present information in a clear and concise manner.  A high level of interpersonal and communication skills including negotiation skills and conflict resolution.  The ability to build and maintain relationships with colleagues and other stakeholders including multidisciplinary and administrative teams and to achieve results through collaborative working. |
| **Quality, Risk &****Safety Responsibilities** | *It is the responsibility of all staff to:** Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.
* Participate and cooperate with Children’s Health Ireland Quality and Risk and Safety initiatives as required.
* Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:
* National Standards for Safer Better Healthcare
* National Standards for the Prevention and Control of Healthcare Associated Infections
* HSE Standards and Recommended Practices for Healthcare Records Management
* HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)
* Safety audits and other audits specified by the HSE or other regulatory authorities.
* To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.

*It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.* |
| **Competition Specific Selection Process****How to Apply****Interviews** | Applicants will be shortlisted based on information supplied in the Application form.  The criteria for short listing are based on the requirements of the post as outlined in the person & post specification section of this job specification.***Application Form to*** ***recruitment@iehg.ie******Interviews will be held approx. 4 – 6 weeks after the closing date*** |
| **The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.****This job description 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.** |

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| **Terms and Conditions of Employment** |
| **Duration of post** | Temporary Specified Purpose ContractA panel may be created from which temporary vacancies of full-time duration may be filled. |
| **Remuneration**  | Remuneration is in accordance with the salary scale approved by the Department of Health: The current salary scale is incremental and ranges from €47,589 to €58,158 (as at 01/09/19) |
| **Annual Leave**  | Annual Leave entitlement is 30 days per annum |
| **Working Week** | The standard working week applying to the post is 37 hours.HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).  |
| **Probation** | 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. |
| **Pension** | 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 |
| **Age** | 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.  |
| **Protection of Persons Reporting Child Abuse Act 1998** | This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | 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. |
| **Ethics in Public Office 1995 and 2001****Positions remunerated at or above the minimum point of the Grade VIII salary scale**  | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/> |
| **Pre-Employment Health Assessment** | **What to expect following the interview stage :** Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required undergo a medical assessment with this department. Any person employed 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.  |
| **Validation of Qualifications & Experience**  | Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven. |
| **References** | Three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated will be sought. The employer also reserves the right to determine the merit, appropriateness and relevance of such references and referees. You will be contacted to give names and contact details of referees.  |
| **Garda Vetting**  | Garda vetting is role dependent and may be carried out. An employee will not take up employment until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. You will be contacted post interview to complete a form, provide ID and engagement in the online Garda Vetting process |

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| **Document Approvals: Campaign Reference HR.WGH.IEHG.0120** |
| **Written by:** | Simon Ledwith  | **Date: 07.01.20** |
| **Technical Approval:** |  | **Date:**  |
| **Management/Clinical Approval:** |  | **Date:**  |
| **Quality Authorisation:** |  | **Date:**  |