Grade IV HR Executive

Job Specification & Terms and Conditions

Job Title and Grade	Grade IV HR Executive
Closing Date	Tuesday 24th November 2026
Location of Post	Oberstown Children Detention Campus
Contract Type	Fixed term 12-month contract
Salary Scale	The salary for this post ranges from €35,609 to € 54,914 per annum Secure unit allowance - €2,756
Working Hours	Full-time 35 hours per week
Annual Leave	28 days annual leave pro rata
Reporting Relationship	The person appointed to this position will be accountable to the assigned HR Specialist or other relevant, delegated role holders.
Purpose of the Post	Oberstown Children Detention Campus is seeking an HR Executive to support our Human Resources Team. The HR team exists to provide support to all employees and managers on the Campus.

Principal Duties and Responsibilities

- Process, resolve and record all daily HR queries and ensure timely responses.
- Assist in processing all employee data/files on soft/hard copy ensuring that document management meets the needs of the business and is compliant with data protection regulations.
- Assist, process and provide administrative support in the organisation's HR processes including as a priority, recruitment and selection processes.
- Input on the development and monitoring, provide administrative support to the rolling out of HR policies, procedures and Employee Handbook.
- Assist and provide administrative support with absence management.
- Support the training function with record management as required from time to time.
- Ensure work is presented to a high standard with an emphasis on attention to detail, maintaining confidentiality at all times.
- Organise and attend meetings and minute taking as required.
- Maintaining, amending and updating information on people systems to ensure accuracy of data.
- Assist with the preparation of data for reports and spreadsheets.
- Provide relevant administrative support to the HR Officers.

- Actively be involved in HR projects as they arise in Oberstown Children Detention Campus. Any other tasks as may be assigned by the Director, Your manager or senior management team from time to time.
- Conduct all duties in a professional and confidential manner; maintain up-to-date knowledge of employment legislation and HR best practice; actively pursue professional development.

HR Services

- Maintain up-to-date and accurate employee records.
- Prepare HR files for audit and compliance checks.
- Support HR meetings through scheduling, minute taking, and follow-up.
- Provide general support to HR Operations and management as required.
- Participate in HR projects and process improvement initiatives.

The above is not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties appropriate to the post as assigned from time to time and to contribute to the development of the post while in office.

Confidentiality

In the course of employment, the successful candidate will have access to or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

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Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

- Experience in the creation of professional documents and presentations. Excellent MS Office skills to include, Word, Excel & PowerPoint and proficiency with Adobe professional applications.

- Strong ability to generate and present documents in a professional manner, including writing, editing and proofreading skills.
- Experience in working with social media.
- Ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy project schedule.
- Knowledge and experience of using an email system effectively e.g. Outlook.
- Knowledge of IT based document management systems.
- Excellent typing and data input skills.

Communications & Interpersonal Skills

- Effective communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.
- The ability to present information clearly and concisely.
- Strong oral and written communication skills.
- The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role.

Planning & Managing Resources

- Excellent planning and organisational skills, including structuring own workload effectively.
- Exceptionally organised, detail orientated and pragmatic with an ability to manage competing demands and work to strict schedules and legislated deadlines.
- The ability to use computer technology effectively.
- Efficient use and maintenance of filing and document management systems.
- The ability to manage deadlines and effectively handle multiple tasks.
- The ability to manage within allocated resources and a capacity to respond to changes in a plan.

Team Working

- The ability to work independently on own initiative and as part of a team.
- The ability to establish a good working relationship with a wide range of internal and external stakeholders.
- The capacity for management responsibility and initiative.

Commitment to a Quality Service

- Great attention to detail and high levels of accuracy.
- Awareness and appreciation of the needs of service users, colleagues, stakeholders, collaborators and wider audience members.
- A commitment to promoting and maintaining high work standards.
- A commitment to providing a professional service to internal and external stakeholders.

Evaluating Information, Problem Solving & Decision Making

- The ability to retrieve, gather and analyse information from relevant sources.
- A capacity to develop new ideas and proffer solutions to address problems.
- Initiative in the resolution of issues.

Eligibility Criteria Qualifications and/ or experience

Essential:

- At least one year work experience in a similar HR role.
- Experience engaging with internal and external stakeholders across multiple levels of an organisation.
- Experience coordinating projects, events, campaigns or work programmes involving multiple deadlines.

Desirable:

- Experience in the public sector
- Understanding and knowledge of the youth justice system in Ireland.

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.

In order to apply for the post of **Grade IV**, please forward the above requested information via email to recruitmentmail@oberstown.com before **Tuesday 24th November at 5pm.**

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive interview(s).

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is

therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process. Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.