

Grade IV HR Executive

Job Specification & Terms and Conditions

Job Title and Grade	Grade IV HR Executive
Closing Date	Friday 9 th January at 5pm
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 pro rata
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.

Professional Knowledge & Experience

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

Competencies and Skills

- Professional Knowledge & Experience.
- Communications & Interpersonal Skills.
- Team Working.
- Evaluating Information, Problem Solving & Decision Making.
- Clear and effective communication skills; ability to influence and advise.
- Positive approach to change and continuous improvement.
- High standards of professionalism, confidentiality, and integrity.
- Full proficiency in ICT packages and HR systems; strong reporting skills.

Eligibility Criteria Qualifications and/ or experience

Essential 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 2004
Or
- 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. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.
Or
- Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction Or (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).

Essential Experience

- At least 1 years' Experience working in HR admin environment
- At least 2 years' experience in a fast-paced administrative environment.

Desirable Qualifications

- Human Resource Management or related third-level qualification.
- CIPD membership (or working towards).

Desirable Experience

- Experience with Recruitment software.
- Experience with recruitment branding and market-facing campaigns.
- Experience with HR Software.

Other Requirements Specific to the Post

- Commitment to continuous professional development and maintaining up-to-date knowledge of HR and recruitment regulatory requirements.

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- A short cover letter.
- 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 HR Executive** please forward the above requested information via email to recruitmentmail@oberstown.com before **Friday 9th January 2026 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).
- Completion of an online questionnaire(s).
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- a competitive interview which may include a presentation.

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the applications 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.

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.