

Candidate Information Booklet

PLEASE READ CAREFULLY

Job Title & Grade	Grade IV HR Executive
Closing Date	Friday 9th January 2026
Location of Post	Oberstown Children Detention Campus

Oberstown Children Detention Campus is committed to a policy of equal opportunity.

Oberstown Children Detention Campus

Company background

Oberstown Children Detention Campus (Oberstown) is a national service that provides a safe and secure environment for young people remanded in custody or sentenced by the Courts for a period of detention. We are located on a single site in Oberstown, Lusk, Co Dublin.

The principal objective of the campus under the Children Act 2001 is to provide appropriate care, education, training and other programmes to young people between 12 and 18 years with a view to reintegrating them successfully back into their communities and society. The framework for providing these objectives is through CEHOP® which focuses on providing Care, Education, Health and wellbeing interventions, Offending behaviour programmes and Preparation for leaving.

Oberstown works with a range of other agencies and disciplines to meet the care needs of its young people while on campus. Placement planning is a priority to ensure that time spent on campus is as effective as possible to achieve best outcomes for each young person.

More information on Oberstown Children Detention Campus is available at www.oberstown.com.

Job Title and Grade	Grade IV HR Executive
Closing Date	Friday 9 th January 2025 @ 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 Secure Unit Allowance €2702.47 pro rata per annum
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

- Knowledge of the health/public service context and HR operations.
- Strong understanding of employment legislation and recruitment best practice.
- Planning and managing resources with attention to accuracy and deadlines.
- Ability to create team spirit and collaborate effectively with stakeholders.
- 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 Irish1 . 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.

Communication

Candidates must have a good command of the English language.

Principal Conditions of Service

General

The appointment is made under Section 180 of the Children (Amendment) Act 2015.

Salary

The current salary for the position (effective 1 August 2025) is as follows:

Personal pension contribution (PPC) rate: **€35,609 to €54,914** per annum.

Secure Unit Allowance **€2702.47** pro rata per annum.

This rate will apply where the appointee is newly recruited to the civil or public service or is an existing civil or public servant appointed on or after 6 April 1995 and is required to make a personal pension contribution.

A different rate may apply where the appointee is a civil or public servant recruited before 6 April 1995 and who is not required to make a personal pension contribution.

Important notes relating to salary:

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation. The rate of total remuneration may be adjusted from time to time in line with Government pay policy as applying to public servants generally.

Subject to satisfactory performance, increments may be awarded in line with current Government policy.

Tenure and Probation

The appointment will be made as a whole-time permanent position in the Public Service.

The individual must serve a probationary period **of 9 months**.

Should the appointee's services be unsatisfactory as regards health, conduct or efficiency generally during the probationary period, the position may be terminated at any time by the Board of Management.

Location

Oberstown Children Detention Campus is located in Lusk, Co. Dublin.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less **35 hours per week**. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

In addition to the usual public holidays, the annual leave for this position is **28 working days**.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Public Service Sick Leave Scheme.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the public service, at the time of being offered an appointment.

In general, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Single Scheme can be found at <http://www.singlepensionscheme.gov.ie/>. The maximum retirement age for most Single Scheme members is age 70.

Different terms and conditions related to superannuation and retirement may apply to candidates who have worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment, or is currently on a career break, or is on special leave with or without pay. The pension entitlements and maximum retirement age, if applicable, of such appointees will be determined in the context of their public service employment history.

IMPORTANT NOTICE

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is already a serving civil or public servant.

The above outlines the principal conditions of service and is not intended to be a comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.

Eligibility

Citizenship

Candidates should note that eligibility to compete for posts is confined to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Certain Restrictions on Eligibility

Eligibility to compete may be affected where applicants were formerly employed by a Public Sector body and previously availed of a Public Service Redundancy or Incentivised Retirement Scheme including:

- Incentivised Scheme for Early Retirement (ISER).
- Department of Health and Children Circular (7/2010).
- Department of Environment, Community & Local Government Circular (Letter LG (P) 06/2013).
- Collective Agreement: Redundancy Payments to the Public Service.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance [Circular 12/2009](#) that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER scheme that persons will not be eligible for re-employment in any Public Sector body] as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Additional Conditions of Service

Pension Accrual

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced a 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to **abatement** in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing body will support an application for an abatement waiver in respect of appointments to this position.

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

The Selection Process

For any queries or more information on this role please contact the HR department at recruitmentmail@oberstown.com or call 01 852 6407.

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.
- Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.

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.**

Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

Incomplete or late applications will not be accepted.

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- a competitive preliminary interview.
- 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.

Please Note

We endeavour to give as much notice as possible for interview dates etc.; candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus.

Shortlisting

The number of applications received for a position generally exceed that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Oberstown Children Detention Campus may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Oberstown Children Detention Campus provide for the employment of a shortlisting process to select a group who, based on an examination of the applications, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the applications against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

References

Candidates who are successful at interview will be requested to provide details of three referees. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Security Clearances

Appointments will be subject to successful Garda vetting of the candidate. Garda vetting will be sought in respect of individuals who come under consideration for appointment.

Candidates who have lived outside this jurisdiction should obtain documentary evidence of the results of a criminal record check through the relevant authorities in those countries where they have resided. Candidates who have lived outside this jurisdiction will also be required to make or swear a declaration that they have no previous convictions in any jurisdiction. Failure to supply this information may jeopardise or delay the offer of employment.

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.

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.

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.

Successful candidates may be placed on a panel from which future vacancies may be filled.

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.

GDPR Privacy Statement- Recruitment Process

Purpose of Processing

Oberstown Children Detention Campus conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, cover letter and complete the competency questions form for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract.
- Compliance with legal obligation (Terms of Employment Information Act).

Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
HR (internal)	Storing job applications, acknowledging responses and corresponding with applicants
HR (external Service provider)	If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process
Interview Panel	The Interview Panel will receive your CV, Cover Letter and Competency Based questions to conduct shortlisting and assessing applicants
Referees	Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference.
Occupational Health Practitioner	We will use your personal details to refer you to the Occupational Health practitioner if considered for appointment

Details of Data Transfers Outside the EU

This does not apply to this process.

Automated Decision Making

This does not apply to this process.

Retention Period for Data

For unsuccessful candidates, CV, cover Letter, competency based questions and correspondence shall be retained for 12 months. For successful candidates, their CV, cover Letter, competency based questions will be placed on their employee file and retained during their employment and for an appropriate period thereafter.

Your GDPR Rights in Relation to this Process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferable format, at any time
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

The Organisation holds personal data about you which is subject to the Data Protection Act, 2018 and the General Data Protection Regulations 2018 (GDPR). Under the Act and the Regulations it is necessary

for the performance of this contract to provide Oberstown with personal and sensitive personal information for the purposes of the administration and management of your employment and/or Oberstown's operations. This personal data may be processed manually or electronically as required. You are also required to abide to the provisions of the Data Protection Act 2018 and the GDPR 2018 and any regulations made thereunder or amending or superseding legislation in respect of computerised or manual records relating to personal data.

Oberstown Privacy Notice can be accessed on <https://www.oberstown.com/privacy-policy/> for your further information.