

Grade V HR Executive (HR Reporting, Metrics & General HR Operations)

Job Specification & Terms and Conditions

Job Title and Grade	Grade V HR Executive (HR Reporting, Metrics & General HR Operations)
Closing Date	1 st of October 2026 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Specified Purpose Contract (Maternity Leave Cover)
Salary Scale	The salary for this post ranges from €52,758 to €63,109 per annum and secure unit Allowance €2756.77 per annum pro rata
Working Hours	Full-time 35 hours per week
Annual Leave	30 days annual leave pro rata, plus 10 bank holidays
Reporting Relationship	The person appointed to this position will be accountable to the HR Operations Manager or other relevant, delegated role holders.
Purpose of the Post	The HR Executive (HR Reporting & Metrics, with General HR Operations) will design, produce, and continuously improve accurate and timely HR reporting and analytics that inform workforce planning, decision-making, and compliance. Alongside analytics responsibilities, the role will deliver general HR administration duties.

Principal Duties and Responsibilities

HR Reporting, Analytics and Insights

- Develop, maintain, and deliver regular HR reports (e.g., headcount, FTE, vacancies, turnover, absence, overtime, leave, recruitment pipeline, probation, compliance,).
- Produce monthly, quarterly, and annual HR metric packs for Senior HR Management and leadership, ensuring accuracy, commentary, and actionable insights.
- Build ad-hoc analyses and forecasts to support workforce planning.

Data Governance, Quality and Controls

- Help review and audit HR processes and documentation to ensure data completeness, accuracy, and consistency across HR systems and files when needed.
- Run reconciliations reports (e.g., HRIS to Payroll, leave balances).
- Create and Maintain standard operating procedures for HR reporting and analytics.

Compliance, Policy and External Reporting

- Be fully conversant with Department regulations, guidelines, and applicable employment legislation impacting HR reporting and HR processes.
- Prepare returns and reports for internal and external stakeholders and statutory/regulatory bodies, ensuring timely, accurate submission.
- Support internal and external audits.

Systems, Payroll Interface and Process Improvement

- Liaise closely with Payroll.
- Liaise with software provider (e.g., Softworks or equivalent) to optimise workflows, improve reporting capability, and resolve data issues.
- Lead continuous improvement of HR processes and with a focus on digitisation and automation.

HR Operations Support

- Oversee reporting on absence management and leave entitlements (e.g., parental leave, maternity leave, parent's leave, career break, shorter working year) and ensure compliance with policy and legislation.
- Track and report on probationary reviews for temporary and permanent staff, highlighting actions due and overdue.
- Keep HR Tracker updated with your relative area.
- Maintain reporting for recruitment and onboarding checks (e.g., Garda Vetting) to support hiring compliance.
- Help manage and administer the probationary process for temporary and permanent staff; prompt reviews, capture outcomes, and ensure follow-up actions are completed.
- Help manage the resignation/leaver process, ensuring completion of HR, IT and Payroll offboarding steps and accurate record updates.
- Provide training and guidance to Line Managers on interpreting HR metrics.

General and Strategic Contribution

- Represent the HR Division in relevant internal and external forums as required.
- Contribute to strategic and operational HR projects and initiatives, including the integration of reporting across the wider HR function.
- Assist in managing change in line with Oberstown corporate and HR strategies.
- Conduct all duties professionally and confidentially; keep up to date with HR analytics best practice and employment legislation; actively pursue professional development.

General HR Duties

- Manage and monitor the central HR inbox, ensuring timely and professional responses.
- Provide cover for colleagues during absences (e.g., annual, sick, or parental leave), taking on reasonable duties.
- 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

Qualifications

The selection criteria below outline the qualifications, skills, knowledge and/or experience that the successful candidate will need to demonstrate for successful discharge of the responsibilities of the post.

Applications will be assessed on the basis of how well candidates satisfy these criteria.

Essential Qualifications

- Have obtained a pass (Grade D) in at least five subjects from the approved list in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish, with at least Grade C on higher level papers in three subjects; or
- Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction; or
- Hold a comparable and relevant third-level qualification of at least Level 6 on the National Framework of Qualifications maintained by QQI.

Essential Experience

- Satisfactory experience (more than 12 months) in an HR position, preferably in HR within the public sector.
- Experience in a HR Metric role in the public sector.

Desirable Qualifications

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

Desirable Experience

- Minimum of 3 years' recent, relevant (HR reporting and Metrics) HR experience.
- Experience with Softworks (or similar HRIS/time and attendance systems).
- Reporting and audit experience for internal and external statutory bodies.

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 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 V HR Executive (HR Reporting, Metrics & General HR Operations)**, please forward the above requested information via email to recruitmentmail@oberstown.com before **Thursday, October 1st 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).

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.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED – YOU WILL NOT RECEIVED AN EMAIL IF YOU HAVENT BEEN SHORTLISTED FOR INTERVIEW

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.

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.

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.