

Grade V HR Executive (Industrial, Employee Relations & HR Services)

Job Specification & Terms and Conditions

Job Title and Grade	Grade V HR Executive (Industrial, Employee Relations & HR Services)
Closing Date	Wednesday 19 November 2025 at 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent contract
Salary Scale	The salary for this post ranges from €51,718 to €61,866 per annum
Working Hours	Full time 35 hours per week
Annual Leave	30 days annual leave pro rata
Reporting Relationship	The person appointed to this position will be accountable to the HR Operations Manager for general HR Operations responsibilities, to the IR/ER Manager for IR/ER responsibilities, or other relevant, delegated role holders.
Purpose of the Post	The HR Executive (IR, ER and General HR Operations) will help, and support deliver a proactive Industrial and Employee Relations service that supports a fair, compliant and high-performing workplace. The role will advise managers on employment legislation and policy, manage casework and IR/ER processes, coordinate with staff representative bodies, and support change initiatives. In parallel, the role will lead onboarding for new employees, ensure completion of all pre-employment checks, and provide general HR operational support across leave, payroll interface, probation, metrics, and records- helping Oberstown attract, engage and retain high-quality staff in line with organisational goals. Alongside IR/ER responsibilities, the role will deliver general HR administration duties.

Principal Duties and Responsibilities

Industrial Relations (IR) and Employee Relations (ER)

- Support the IR/ER Manager in ER casework end-to-end, including attendance management, conduct, performance, dignity at work, and grievance matters, ensuring processes are fair, timely, and well-documented.
- Support formal and informal IR engagements, including meetings with staff representative bodies/unions.
- Maintain a log of ER/IR issues, outcomes and precedents to support consistency and organisational learning.

- Assist with policy interpretation and updates; contribute to the development and implementation of HR policies, SOPs and guidelines with particular emphasis on ER and attendance management.
- Help to prepare ER/IR reports and analytics for Senior HR Executive and Senior HR Management.
- Support organisational change initiatives.

Onboarding and Pre-Employment Compliance

- Coordinate end-to-end onboarding: issue offer documentation, track acceptance, and schedule induction in partnership with relevant departments.
- Ensure completion of all pre-employment and clearance requirements prior to start, including Occupational Health screening, Garda Vetting, reference checks, qualifications and service verification, and salary placement validation.
- Ensure all onboarding records, forms, and systems entries are completed accurately and on time; liaise with Payroll for timely setup and salary adjustments.
- Provide a positive new-joiner experience, ensuring access, induction timetables, and mandatory training are arranged; gather feedback to improve the onboarding journey.

General HR Operations and Services

- Oversee absence management in line with policy: track and report on leave and attendance; advise managers and staff on statutory and non-statutory entitlements (e.g., parental leave, maternity leave, parent's leave, career break, shorter working year).
- Liaise and work closely with Payroll to ensure accurate and timely salary adjustments.
- Maintain effective HR administrative systems and personal files; manage editing, scanning, indexing, and compliance of HR records in accordance with data protection requirements.
- 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.

Process Improvement, Reporting and Governance

- Help to review and audit HR processes and documentation to ensure consistency, compliance and continuous improvement across ER, onboarding, and HR operations.
- Be fully conversant with Department regulations, circulars and guidelines impacting HR, IR/ER, and onboarding processes; keep abreast of employment legislation changes and advise stakeholders accordingly.
- Keep HR Tracker updated with your relative area.
- Contribute to HR projects and integration initiatives across the wider HR function; foster collaborative working relationships within HR and with operational teams.

General

- Act for senior staff during periods of leave or absence as required.
- Represent the HR Division in relevant in-house and external forums as required.

- Ensure all duties are conducted professionally and confidentially; maintain high standards of integrity and service.
- Undertake other duties appropriate to the post as assigned from time to time and contribute to the development of the post while in office.

HR Services

- Provide cover as required to 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 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.

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 and reporting skills.

Eligibility Criteria Qualifications and/ or experience

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 within the public sector.
- Experience in supporting an IR/ER function 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 (IR/ER) HR experience.
- Experience with Softworks HR system.
- 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
- 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 (Industrial, Employee Relations & HR Services)** please forward the above requested information via email to recruitmentmail@oberstown.com before **Wednesday 19 November 2025 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.