



ST. FRANCIS HOSPICE DUBLIN

(UNDER THE CARE OF THE DAUGHTERS OF CHARITY)

St. Francis Hospice Dublin provides a comprehensive range of palliative care services for patients and their families living in North Dublin City and County.

This is an exciting opportunity to join a dynamic, innovative organisation that is committed to the delivery of first class services to patients with life-limiting conditions and their families.

We're looking for...

HR Executive, Systems & Analyst Permanent Contract – 20 hours per week (Blanchardstown/Raheny)

The HR Executive, Systems & Analyst will play a key role in providing support to the HR Team and will contribute to the long-term development of the Human Resources function with particular focus on the full implementation and management of the different HR management information systems and People Analytics. The candidate will also support the Head of Human Resources and the rest of the HR Team in the implementation of People and Culture strategies in St Francis Hospice Dublin.

The person must have....

- Honours Degree in HR, Business studies or other related discipline is essential
- Working knowledge of HR
- Working knowledge of Health & Safety processes and systems
- Working knowledge of workforce insights and HR analytics
- Experience managing and working with Human Resources Information systems e.g. Talent Acquisition, HR, Time & Attendance, Leave Management, Learning platforms
- Previous experience as a Super User or System Lead
- Proficient at MS office, Excel, Word, PowerPoint, Outlook, SharePoint, Remote Working Tools (Zoom/Skype/Microsoft Teams)
- Full driving license
- Candidates must demonstrate evidence of continuing professional development

Informal enquiries to: Yolanda Cuadrado, Head of Human Resources at ycuadrado@sfh.ie

Job description and application form can be downloaded from the Careers page on our website www.sfh.ie/career-opportunities

Candidates should complete the application form and submit it along with a cover letter and a copy of their Curriculum Vitae to **Maria Noonan: mnoonan@sfh.ie**

**Closing date for all applications is noon Wednesday, 23th September 2020
Shortlisted candidates will be interviewed on Tuesday, 29th September 2020**

Visit our website at www.sfh.ie

St. Francis Hospice Dublin is an equal opportunities employer