



St. Francis Hospice Dublin

JOB DESCRIPTION

**HR EXECUTIVE,
SYSTEMS & ANALYST
PERMANENT (WTE 0.54)**

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TABLE OF CONTENTS

Section	Page
1. JOB PURPOSE	3
2. ACCOUNTABILITY	3
3. KEY DIMENSIONS	3
4. OPERATING ENVIRONMENT	3
5. SALARY SCALE, ANNUAL LEAVE, PENSION SCHEME	4
6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES	4 - 5
7. OUTLINE OF JOB DUTIES & RESPONSIBILITIES	5 - 7

1. JOB PURPOSE

The HR Executive, Systems & Analyst will play a key role in supporting St Francis Hospice Dublin in delivering an organisational-partnering model. He/she will provide support to the HR Team and will contribute to the long-term development of the Human Resources function with particular focus on full implementation and management of the different HR management information systems and People Analytics. In addition to this, he/she will support the Head of Human Resources and the rest of the HR Team in the implementation of the People and Culture strategies in St Francis Hospice Dublin (SFHD).

2. ACCOUNTABILITY

The position reports to and is accountable to the Head of Human Resources or other designated officer in all matters relating to the job.

3. KEY DIMENSIONS

Direct reporting to the Head of Human Resources.

Key internal relationships that will influence the success of the role: HR Team Members, all staff and line managers at all levels in the Hospice.

Key external relationships that will influence the success of the role: IBEC, relevant government bodies and HRIS vendors.

4. OPERATING ENVIRONMENT

Contractual Hours: 20 hours per week

Hours of work: The normal working hours are spread over 5 days. Monday to Friday from 9 am to 1 pm. Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours e.g. HRIS system upgrades, Recruitment campaigns

Location: This position is based in SFHD; however, SFHD operates across two sites: Raheny & Blanchardstown. The post holder will be working in both locations. In the interest of the departmental needs, patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Head of Human Resources.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health & Children Consolidated Salary Scale (1st January 2020) – Grade IV

Annual Leave: 26 days per annum (pro-rata).

Pension Scheme: SFHD will contribute 7% of the successful candidate’s annual salary less 1.5 times the State Pension to a defined contribution pension scheme.

6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Honours Degree in HR, Business studies or other related discipline is essential 	<ul style="list-style-type: none"> CIPD membership Educated in other areas such Health & Safety; project management
Experience	<ul style="list-style-type: none"> Working knowledge of HR Working knowledge of H&S 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) 	<ul style="list-style-type: none"> Working in a Values based organisation Delivering training
Other	<ul style="list-style-type: none"> Access to appropriate transport to fulfil the requirements of the role. Full driving license Candidates must demonstrate evidence of continuing professional development 	

CORE COMPETENCIES

- Excellent people skills.
- Excellent active listening and communication skills (verbal & written).

- Ability to build effective relationships at all levels within the organisation and with external stakeholders.
- Proven ability to plan and organise effectively including the ability to deliver to multiple priorities whilst retaining a thorough attention to detail.
- Ability to present complex reports and statistical information.
- Analytical, problem solving and decision making skills.
- Highly competent in use of IT systems
- Initiative, resilience skills, self-motivated, and driven individual.
- Change Management.
- Flexibility, adaptability and strives to continually improve own practice.
- Professional integrity and confidentiality.

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The role of the HR Executive, Systems & Analyst includes but is not limited to:

- Support the HR department in delivering an organisational-partnering model.
- Support the employees' full employment journey in SFHD in areas including recruitment and selection; on-boarding process; induction; compensation and benefits; leave management, learning and development etc.
- Act as the first point of contact for HR related queries-research and resolve problems where appropriate, all to be conducted in a timely, sensitive and appropriate manner.
- Management of the Employees' Document Management System, ensuring is up-to-date and managed efficiently and effectively.
- Ensure the Document Management system is in line with the Data Protection legislation and SFHD relevant policies and procedures.
- Management of Employee Engagement initiatives in SFHD such as Employee Recognitions Awards, Wellbeing activities, social events etc...
- Management of governmental schemes and student placements.
- Assist the Head of Human Resources in analysing and evaluating data and reports, feeding back the findings to relevant managers and advising on changes and improvements.
- Maintaining monthly headcount, organisational charts and HR metrics.
- Producing relevant, accurate and timely reports to Head of HR, HR Team, Head of Departments and line managers as requested
- Assist the Head of Human Resources to ensure Health and Safety requirements and organisation's legal obligations are achieved with respect to people safety & wellbeing, this will include: act as a secretary to the H&S Committee, collecting data and compiling reports, follow up accidents/incident occurred in the workplace, organising ergonomic assessment, linking with Occupational Health etc.
- Responsibility for the Development and Management of the different HR information systems in the Hospice e.g. defining requirements, setting up roles, setting up new starters, creating new rules, updating employee's entitlements based on changes in SFHD policy and/or relevant legislation, carrying out data quality audits, maximising the reporting functionality.
- Creation of documentation for new processes and responsible for the quality and validity of produced documents

- Act as Super-User of the different HR Information systems in SFHD and act as the point person for issue escalation.
- Manage and co-ordinate in conjunction with IT and different vendors the different systems upgrades.
- Responsible for the different HR information systems end users and peers training, this may include e.g. creating training content, facilitating training session (group and/or one to one) etc.
- Assist the Head of HR and HR Team with the development and maintenance of HR policies, processes and guidelines; and the preparation work for audit purposes (internal and external).
- Contribute to HR projects and new HR/Organisational initiatives in the Hospice e.g. participation in different committees and working groups.
- General Administration of assigned casework.
- Make recommendations for improving the standards, practices and processes in the HR department and /or SFHD.
- Provide support to other members in the HR Team.
- To attend mandatory training and developmental programmes, events, seminars and courses as deemed appropriate by the Head of Human Resources.

General

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time by the Head of Human Resources.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

Signature of Job Holder:	Signature of Line Manager or Designated Officer:
Job Title:	Job Title:
Date:	Date: