



Job Specification & Terms and Conditions

Human Resources Manager, St. Vincent's Hospital, Fairview.

Job Title and Grade	Human Resource Manager (Grade VII) Grade Code 0582
Campaign Reference	SVHF/12/23
Closing Date	Close of business on Tuesday 17/09/2023
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week's notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	To be agreed at job offer stage
Organisation	St Vincent's Hospital, Fairview.
Location of Post	Human Resource Department, St. Vincent's Hospital, Fairview, Richmond Road Fairview, Dublin 3, D03 XK40 There is currently one whole time permanent post available. Consideration may be given to flexible working arrangements. A panel may be created for Human Resources Manager, SVHF from which permanent and specified purpose vacancies of full or part time duration may be filled.
Informal Enquiries	Mr. Eoin Culliton, Acting CEO St. Vincent's Hospital, Fairview Ph: (0)1 884 2400 (Main Reception) Email: ceo@svhf.ie
Details of Service	St. Vincent's Hospital, Fairview is a mental health service situated in north inner city Dublin working in partnership with service users and their families. As a Voluntary Hospital we provide a comprehensive mental health service for inpatient and the community, encompassing adolescents, adults, psychiatry of later life, acute day hospital and home-based care.
Reporting Relationship	The Human Resource Manager will report directly to the CEO, SVHF. The post holder will have responsibility for the delivery of operational and developmental HR Services in SVHF. The post holder will play a key role in developing positive working relationships with key stakeholders e.g. Management at all levels, Staff Representatives, other hospitals, the Mental Health Commission, the HSE's Corporate Employee Relations Service, education and training providers, Academic Partners and other appropriate stakeholders.
Purpose of the Post	The post holder will be responsible for the delivery and implementation of a range of HR services within SVHF. Working with the HR team the post holder will provide advice and guidance on the broad HSE HR policy direction and governance on people related matters

	<p>and provide HR support and guidance to SVHF staff and managers. The post holder will provide guidance on matters relating to but not exclusive to recruiting, contracts, remuneration, training and development, disciplinary & grievance and other HR / IR Issues.</p>
<p>Principal Duties and Responsibilities</p>	<ul style="list-style-type: none"> • The post holder will support the principle that care of the service user comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Maintain throughout the hospital's awareness of the primacy of the service user in relation to all hospital activities. • Performance management systems are part of the role and you will be required to implement the hospital's performance management programme <p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • Advise and support the Heads of Departments and/or line managers on HR matters to allow them discharge their role as effective leaders and decision makers • Liaise with and support members of the Management team as appropriate in relation to the delivery of HR services • Lead and operationally manage key HR functions (e.g. Resourcing, HR Services etc.) from a corporate and development perspective. • Lead and facilitate organisational change and development initiatives which are aligned to the corporate objectives and direction • Influence and drive business thinking and develop HR approaches that support operational business objectives, organisational design and resource plans • Ensure the provision of a consistent professional service across all functions underpinned by sound knowledge and principles of good practice • Provide a HR advisory service in relation to queries from Line Manager and Staff. <p>Delivering Employee Relations Service</p> <ul style="list-style-type: none"> • Take a lead role in the management and delivery of Employee Relations functions • Prepare case work and represent accordingly at Labour Court and WRC hearings • Ensure timely and communication of all circulars and maintenance of communication repository • Liaise with Corporate Employee Relations in relation to relevant matters within the areas of responsibility • Promote and foster positive Industrial Relations/Employee Relations • Assist in the management & co-ordination of operational IR/ER issues, which arise e.g. Discipline & Grievance handling and provide relevant advice and support to managers and staff as required • Keep abreast of changes in employment legislation and current HR issues together with actively enhancing professional development. <p>Delivering Recruitment and Selection Service</p> <ul style="list-style-type: none"> • Ensure the delivery of and advise on all aspects of the recruitment process from role development through to on boarding • Advise on, review, amend and create job descriptions as required, to support managers • Ensure that employment contracts are issued and managed in line with legislative requirements • Ensure that remuneration rates and salary set ups for new appointees are in place as

appropriate

- Ensure that the appropriate induction processes for new staff are identified and implemented as appropriate

Business Planning and Performance Management

- Assist in the development, implementation and maintenance of appropriate systems to facilitate effective HR planning and decision-making
- Monitor resource trends within the service, advising on recruitment and retention practice and encouraging the effective utilisation of staffing resources through the proactive use of workforce information
- Co-ordinate the implementation of Key HR Performance Indicators within each service area in the function
- Work closely with the finance department and relevant external bodies to ensure that funding and budget allocations – in line with Pay & Numbers Strategy – are managed and tracked appropriately.

Supporting the Effective Management of People

- Act as the local HR contact, working in partnership with line managers, contributing to the achievement of service and corporate objectives.
- Act as the focal point for the provision of HR advice and support to services within SVHF.
- Provide advice and support to the areas in the interpretation and application of terms and conditions of employment and HR policies and procedures.
- Advise managers on best practice with the recruitment process to ensure a consistency of approach.
- Provide advice and support to proactively manage sickness absence and other agreed HR metrics and to promote flexible and innovative working practices.
- Alert and advise other senior colleagues on employee relations issues arising and proactively participate in their resolution.
- Provide a line management role to HR and admin staff within sphere of responsibility.

Training and Education

- Promote and foster front line manager attendance at relevant HR training programmes including front line managers, Legal Framework etc.
- Keep abreast of changes in employment legislation and current HR issues together with actively enhancing professional development.
- Be responsible for people management and support the use of management tools and initiatives such as Team Based Performance Management, Key Performance Indicators, Continuous Professional Development, Legal Framework and Learning Needs analysis

Human Resources / Supervision of Staff

- Supervise and enable other team members to carry out their responsibilities
- Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships
- Manage the performance of staff, dealing with underperformance in a timely and constructive manner
- Identify and agree training and development needs of team and design plan to meet needs
- Conduct regular staff meetings to keep staff informed and to hear views

	<p>The above Job Description 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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must have at the latest date of application: -</p> <p>a) Applicants, by the latest date of application, must demonstrate all of the criteria listed below:</p> <ul style="list-style-type: none"> • Significant HR experience in a senior role. • Experience of handling a range of complex HR issues and extensive experience of leading change programmes. • A proven ability to develop, manage and deliver effective HR strategies. • Strong interpersonal and communications ability. • Experience of managing and working collaboratively with multiple internal and external stakeholders. • Candidates must possess the requisite leadership, managerial and administrative knowledge, experience and ability for the proper discharge of the duties of the office. • A 3rd level qualification in Human Resources (Quality and Qualifications Ireland Level 6 / 7 or equivalent, e.g. CIPD certificate / diploma. <p>Desirable:</p> <ul style="list-style-type: none"> • Public sector experience in a HR role. • Experience working in a healthcare setting. • Qualification in management and/or leadership. • A 3rd level qualification in Human Resources (Quality and Qualifications Ireland Level 8 or equivalent). • Professional membership CIPD. • Significant evidence of successful implementation of a range of quality initiatives to develop practice. <p>b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p> <p>Age</p> <p>Age restriction shall only apply to a candidate where she/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 68 years of age.</p> <p>Health</p> <p>Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Appointment is subject to satisfactory completion of pre-employment Occupational Health screening.</p>

	<p>Character Each candidate for and any person holding the office must be of good character</p> <p>Garda Vetting In accordance with Hospital policy, Garda Vetting will form part of the selection process. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Hospital's requirements in this regard will be excluded from the competition. agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.</p>
<p>Post specific Requirements</p>	<ul style="list-style-type: none"> • Demonstrate significant experience of working in a Human Resource Management role that has involved dealing with HR matters e.g. employee relations, industrial relations, recruitment, training and development etc. as relevant to the role; • Demonstrate a proven ability to develop, manage and deliver effective HR strategies as relevant to the role; • Demonstrate depth and breadth of experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to the role; • Demonstrate depth and breadth of experience of delivering change projects involving multiple stakeholders as relevant to the role • Demonstrate depth and breadth of experience of managing competing priorities and deadlines, where the ability to analyse and interpret information to make decisions quickly and accurately is required as relevant to the role • Demonstrate depth and breadth of experience of dealing with Industrial Relations matters including negotiations with staff and representative groups.
<p>Other requirements specific to the post</p>	
<p>Skills, competencies and/or knowledge</p>	<p><u>Professional Knowledge & Experience</u> <i>Demonstrate:</i></p> <ul style="list-style-type: none"> • A detailed knowledge of the issues and developments and current thinking in relation to HR and Organisational Development best practice in health care policy and service delivery. • Knowledge of HR policies and procedures within the health sector and the ability to appropriately advise and support managers to implement these policies in a fair and consistent manner. • Knowledge of Government policy on public sector pay, HSE People Strategy, public service agreements etc. • Knowledge of Employment Legislation as it relates to the People Management Legal Framework. • Knowledge of relevant standards policies and legislation for example Health and Safety, Freedom of Information Acts, Data Protection, GDPR, Garda Vetting legislation. • The ability to design and implement structured policies and systems for the management of service delivery. • Excellent MS Office skills to include, Word, Excel and PowerPoint • Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes.

Planning & Organising to Deliver Results and commitment to a quality service

Demonstrate:

- The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines
- The ability to proactively identify areas for improvement and to develop practical solutions for their implementation
- The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes
- The ability to use resources effectively, challenging processes to improve efficiencies where appropriate
- Effective planning and organising skills including awareness of resource management and importance of value for money.
- Evidence of incorporating the needs of the service user into service delivery
- Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers
- Commitment to developing own knowledge and expertise with focus on ISO9001:2015 standards within a Quality Management System (QMS)
- Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility

Evaluating Information, Problem Solving & Decision Making

Demonstrate:

- Excellent analytical, problem solving and decision making skills
- The ability to quickly grasp and understand complex issues and the impact on service delivery
- The ability to confidently explain the rationale behind decision when faced with opposition
- Ability to make sound decisions with a well-reasoned rationale and to stand by these
- Initiative in the resolution of complex issues

Building and Maintaining Relationships including Leadership & Teamwork

Demonstrate:

- The ability to build and maintain relationships with colleagues and other stakeholders including multidisciplinary and administrative teams and to achieve results through collaborative working
- The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment
- Flexibility, adaptability and openness to working effectively in a changing environment
- The ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources
- Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members

Communication & Interpersonal

Demonstrate:

	<ul style="list-style-type: none"> • Effective verbal communication skills, delivering complex information clearly, concisely and confidently • Excellent written communication skills including strong report writing and case preparation relating Employee Relations • A high level of interpersonal and communication skills including negotiation skills, conflict resolution and the ability to build and maintain relationships with a range of stakeholders • Excellent presentation /facilitation skills, delivering comprehensive and complex information in understandable term • Effective communication skills including: the ability to give constructive feedback to encourage learning and development.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting/ Interview</p>	<p>A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.</p>
<p>Code of Practice</p>	<p>The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	

Terms and Conditions of Employment

Human Resources Manager, St. Vincent's Hospital, Fairview.

Tenure	<p>The current vacancy available is pensionable permanent and whole time</p> <p>A panel may be created for Human Resources Manager - SVHF, from which permanent and specified purpose vacancies of full or part time duration may be filled</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The salary scale for the post is (01/03/2023):</p> <p>€55,024 €56,367 €57,938 €59,514 €61,096, €62,508 €63,947 €65,346, €66,736 €69,128, €71,529 LSIs</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	<p>The standard working week applying to the post is 37 hours. Flexibility on hours of attendance in consideration of service needs is required.</p> <p>HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at job offer stage. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.</p>
Superannuation	<p>This is a pensionable position with St. Vincent's Hospital, Fairview. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.</p>
Terms of Employment	<p>All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment.</p>

	A job description will form part of the contract documentation.
Probation	Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.
Proficiency in the English Language	Fluency in the English language is a requirement of this role. Proficiency in spoken English is assessed during the interview process.
Uniform	The appointee will be required to comply with and actively promote the existing dress code regulations. The appointee will also be required to wear an identity badge in line with existing conditions.
Sick Leave	There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospital's absence management procedures.
Superannuation Contributions	New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. All other appointees will be required to register with the Voluntary Hospitals Superannuation Scheme and will pay superannuation contributions as follows: (a) Persons who become pensionable officers of the Hospital, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) (b) Persons who become pensionable officers of the Hospital who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation, to contribute to the Hospital at the rate of 5% of their pensionable remuneration in accordance with the terms of the Scheme. (c) All persons who become pensionable officers of the Hospital, are required, in respect of the VHSS (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
P.R.S.I.	An officer's date of employment will be the determining factor in deciding which PRSI Class is applicable:- (a) officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance. (b) Officers appointed before 6th April, 1995 who resign from the health service prior to or after that date and who are subsequently re-appointed or re-admitted to pensionable posts on or after 6th April, 1995 will be covered by Class A insurance. (c) The Class A rate of PRSI contribution will apply to persons appointed to pensionable health service officer posts on or after 6th April, 1995 unless:

	<p>(i) any person who is, immediately prior to employment, serving elsewhere in the public sector and paying the Class B, C or D rate of PRSI contribution.</p> <p>Or</p> <p>(ii) any person who is serving with an agency to which the Local Government Superannuation Code or the Voluntary Hospitals Superannuation Scheme or, in the case of Medical Officer posts, the Nominated Health Agencies Superannuation Scheme applies on 5th April 1995 and is paying full PRSI (Class A) on that date and, without a break in employment, is subsequently appointed to a pensionable health service officer post will pay Class D PRSI.</p>
Confidentiality	<p>In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients/service users and/or staff, or other health service business.</p> <p>Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must ever be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.</p>
General Data Protection Regulation (GDPR)	<p>The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on request.</p>
Hospital Policies and Procedures	<p>All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures and the Hospital's ethical codes of practice.</p> <p>Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.</p>
Infection Prevention and Control	<p>During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.</p>
Mandatory Training and Health and Safety at Work Act	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post.</p> <p>All staff must comply with all Hospital Health & Safety Policies and Procedures.</p>

	Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
Children First Act	You are required to comply with the Children First Act 2015. It is a requirement of this post that you complete the “HSELand” training in relation to Children First and any other training the Hospital deems appropriate in this regard.
Open Disclosure	You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.
Adult and Child Safeguarding	The post holder must comply with all relevant statutory safeguarding requirements and undertake training as necessary.
Covid -19	The post holder must comply with government and local policy guidelines pertaining to management of Covid-19 in the workplace.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001.
Professional Registration	<p>If you are employed in an area of work which requires membership of a professional body in order to practise, it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body’s code of practice.</p> <p>You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.</p>
Termination of Employment	<p>One months’ notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p>