



Job Title	Administrator (Full-Time)		
Date Prepared	01/02/2024	Last review date	
Reports To	HR Team Leader		
Roles Reporting	None		
Key Relationships & Interactions	Internal All staff and service users. External Families, employers, training bodies, local community members, clinical support services, HSE, HIQA,		
Terms & Conditions	<ul style="list-style-type: none">• 39 hours per week• 12 months Fixed Term Contract• €29,249 per annum• 25 days annual leave per year• Flexible working hours• Employee Assistance Scheme• Bike to Work scheme• Based in head office on Long Mile Road, Walkinstown, Dublin 12		
Job Overview	The position of HR administrator is a role within our administration department. Reporting to the HR Team Leader the post holder will support the HR department and Admin department. Staff must be flexible and willing to work in all aspects of administration.		

Principle Duties and Responsibilities	Key Responsibilities include ; <ul style="list-style-type: none"> • Providing admin support to HR department as required. • Providing admin support during recruitment process e.g. scheduling interviews, preparing interview packs, reference checks and managing correspondence to applicants. • Garda Vetting administration. • Assisting the Learning & Development department in running reports. Communicating with staff around training and recording / confirming bookings. • Updating databases. • Participate in HR projects. • Taking minutes at meetings. • Providing cover for reception as required (this will be infrequent). • Assist in the effective management of meetings including booking rooms, confirming attendees and providing admin support. • Provision of administrative services, including drafting and typing correspondence, mailshots, photocopying, shredding, creating I.D. cards etc. • Any Filing / archiving assigned. • Other duties that may be assigned from time to time.
Qualifications:	<ul style="list-style-type: none"> • Minimum Leaving Certificate or equivalent qualification
Essential Criteria – to be assessed by CV	<ul style="list-style-type: none"> • 2 years administrative experience • High level of written and spoken English • Knowledge of standard office procedures and practices • Knowledge in MS Office Suite, such as Excel, MSWord, PowerPoint and Outlook is required

Desirable Criteria - to be assessed by CV	<ul style="list-style-type: none"> • 3rd level qualification
Competencies – to be assessed at interview	<ul style="list-style-type: none"> • Polite and professional phone manner • Good writing skills • Excellent communication and interpersonal skills • Flexible regarding working hours and days • Ability to work as part of a team, embrace change and adapt to new procedures • Excellent organisational skills and ability to multi-task • Ability to work on one's own initiative
Personal Competencies - to be assessed at interview and by other means of assessment when appropriate.	<p>Planning, Organising and Prioritising (F)</p> <p>Resilience, Positive Attitude and Openness to Change (F)</p> <p>Effective Communication and Working Relationships (F)</p> <p>Innovation, Creativity and Problem Solving (F)</p> <p>Human Rights Bases Approach (F)</p> <p>Low Arousal Philosophy and Practice</p>

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in the light of changing circumstances and may include other duties and responsibilities, as may be determined from time to time.