Role Profile: Human Resources (HR) Generalist

HRB Grade VI Job Family (consisting of R&I III, Researcher II, Services III grades)

Background

The Health Research Board (HRB) is a statutory agency under the aegis of the Department of Health. As the lead agency in Ireland responsible for supporting and funding health research, generating health information and promoting the use of evidence in policy and practice, we are motivated and inspired by our vision – better health through excellent research, data and evidence. The Health Research Board’s (HRB) mission is to support research that improves people’s health, promotes evidence-informed care and creates solutions to societal challenges. An overview of the HRB’s objectives and activities may be found in The HRB Strategy 2021-2025, Health research - making an impact, (https://www.hrb.ie/strategy-2025/).

Key responsibilities of the post of HR Generalist

The HRB is now seeking to recruit a full time, permanent HR Generalist to join the HR Team. The role of HR Generalist is required to support the HR function to meet increasing organisational needs.

Taking an overall view of this role, it is clear that it is essential to the HR function on behalf of the HRB in order to deliver actions associated with the People Strategy for the Civil Service 2017 – 2020 while establishing a nurturing and positive working environment in the HRB including several HR Initiatives such as meeting our commitment to EDI, establishing a program for delivering a greater disability awareness and opportunities for employing people with a disability in the HRB and progressing our Health and Wellbeing programme.

Duties may include any of the following (but are not limited to):

Establishing a nurturing and positive work environment in the HRB

- Delivery of actions associated with the People Strategy for the Civil Service 2017 – 2020
- Delivery of actions across several HR initiatives including:
  - EDI (Equality, Diversity and Inclusion)
  - Disability Awareness
  - Health and Wellbeing

Agency Staff and Interns HR Liaison

- Serve as a dedicated HR person to address all Agency Worker and Intern actions including workforce planning, supporting procurement of new assignments, answering queries and liaison with agencies / host institutions.
Management of HR Information

- Design, data migration and implementation of a new HR and Integrated Payroll System.
- Once established, managing and being the primary contact for the HR and Integrated Payroll System
- Deliver continuous improvement and technical advances in relation to the HR Information system
- Manage and update HR Information on the Intranet
- Maintain HR administration and filing system and responsible for the delivery of HR components of the One Record project
- Operate as Data Stewart for the HR function

Pensions:

- Assist in the effective management and administration of the HRB’s Main Scheme and Single Schemes in accordance with Local Government Superannuation Scheme and Single Pension Scheme guidelines.
- Assist in the development of HRB policy and procedures in relation to the ongoing operation of all pension schemes to ensure compliance with legislative and Government requirements.
- Keep up to date with developments in the Pensions area and prepare briefing documents for senior management.
- Provide information and support services to members and pensioners on a wide range of complex and routine pensions matters and related issues.
- Liaise with external pension scheme administrators/trustees and other external service providers.
- Provide information and advice to Executive team and HR & OD Manager on a wide range of pensions matters.
- Review, collate and upload Single Scheme Reports in to DPER Single Scheme database.
- Management and reconciliation of pensioners and past employees with pension records, contact details, issuance of pensions statements.
- Provision of annual pensions statement to current main Scheme and Single Scheme members
- Administration of relevant employee benefit schemes e.g. impact of career breaks, unpaid leave, buy backs, PAY applications, AVC’s, etc. and implementation of relevant decisions.
- Participate in the delivery of pensions information seminars to staff across the HRB.
- Liaise with other HR staff in relation to pensions’ implications associated with various terms and conditions of appointment.

Onboarding (Inductions / Orientation)

- Mini inductions monthly for any new starters or Agency Workers with a view to carry out a full one twice annually (as required)
HR Policies, Surveys and Special Projects

- To regularly review and ensure that all HR policies are adhered too and that all documentation is kept up to date and in line with legislation, directives and best practice in the Public and Civil service.
- Conduct required HR surveys including next phase of Disability levels, Employee Engagement and any other Ad Hoc surveys that may be identified.
- To carry-out HR projects as assigned by the HR & OD Manager

Support Training and Development processes

- Co-ordinate training and development requirements within the organisation including collating IDP’s and preparing a draft annual training plan based on IDP’s and business needs and to ensure procedure for approval of training is adhered to
- Source and cost training providers, gather and provide information on training providers as required; recommend providers to the HR Manager
- Support and where applicable, manage the training plan and update HR system and individual staff files with all training that takes place.

Other duties may be assigned from time to time depending on need. This is a team-based role, and teamwork and coordination with others are crucial.

Essential knowledge and experience

Formal requirements include:
NFQ Level 9 qualification (Masters / Post Graduate Diploma) in a relevant field with a minimum of two years’ appropriate professional experience
or
A minimum of a NFQ Level 8 Qualification (Honours Bachelor’s degree / Higher Diploma) in a relevant field, with a minimum of four years’ appropriate professional experience.

The successful candidate will be CIPD qualified (or a Student / Affiliate Member) and will have relevant HR experience in a Public Service environment ideally dealing with Public Service pensions and / or a specialisation in Equality, Diversity and Inclusion and /or Health and Wellbeing initiatives.

Desirable requirements include:
The successful candidate ideally will have experience in managing and/or implementing a Human resources Information System (HRIS)
Some experience in Policy development, Training and Onboarding would be a distinct advantage.

The ideal candidate will have:
- Excellent interpersonal, presentation, report writing and communication skills.
- Excellent Microsoft Excel skills.
- Highly proficient in MS Word, PowerPoint, Outlook and SharePoint.
- Excellent communication, creative and influencing skills and the ability to work effectively on their own or with other members of a team or project.
Competencies

Competencies incorporated into this role profile reflect the competency framework issued in conjunction with the Civil Service Competency Framework which has been adopted by the HRB.

The complete list of core competencies for this post is in Appendix A.

Reporting relationship

The HR Generalist will report to the HR & OD Manager but will work closely with other Business Leads.

Salary Range for HR Generalist (Grade VI) € 53,347 – 65,175

Note: this post is a permanent, full-time position

Appointment will be made in accordance with the Department of Health guidelines. New entrants to the public service will be appointed at the first point of the scale

How to apply

Please submit a cover letter and curriculum vitae by email to recruitment@hrb.ie. You must include the name of the post that you are applying for in the email subject line.

Closing date for applications is 12.00 Noon on Wednesday 08 November 2023

NOTE: Interviews for this position are expected to take place on Friday 24 November 2023.

If you require further information, please contact Karen O'Donnell, HR Officer at recruitment@hrb.ie or please refer to the Recruitment page on the HRB website at http://www.hrb.ie/about/recruitment/ for full details on this campaign.

The Health Research Board is an equal opportunities employer and welcomes applications from all sections of the community. We do not discriminate based on gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community or family status. If you have a disability and require accommodations to be made during the recruitment process, please contact HR in advance and we would be happy to assist.
Appendix A: Core competencies:
HR Generalist (Grade VI)

Leadership Potential
- Is flexible and willing to adapt, positively contributing to the implementation of change
- Contributes to the development of policies in own area and the broader Department / Organisation
- Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Formulates a perspective on issues considered important and actively contributes across a range of settings

Analysis & Decision Making
- Is skilled policy analysis and development, challenging the established wisdom and adopting an open-minded approach
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
- Uses numerical data skilfully to understand and evaluate business issues
- Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
- Sees the logical implications of taking a particular position on an issue
- Is resourceful and creative, generating original approaches when solving problems and making decisions

Delivery of Results
- Assumes personal responsibility for and delivers on agreed objectives/goals
- Manages and progresses multiple projects and work activities successfully
- Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
- Maintains a strong focus on meeting the needs of customers at all times
- Ensures all outputs are delivered to a high standard and in an efficient manner
- Use resources effectively, at all times challenging processes to improve efficiencies
**Interpersonal & Communication Skills**

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Maintains a strong focus on meeting the needs of internal and external customers
- Effectively influences others to take action
- Works to establish mutual understanding to allow for collaborative working
- Works effectively with a broad range of stakeholders to achieve objectives

**Drive and Commitment to Public Service Values**

- Consistently strives to perform at a high level
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self-sufficiency
- Is personally trustworthy and can be relied upon
- Places the citizen at the heart of all process and systems
- Upholds the highest standards of honesty, ethics and integrity

**Specialist Knowledge, Expertise and Self Development**

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her field that is recognised and utilised by colleagues