



# Saint John of God Dublin South East Services

*St. John of God Dublin South East Services provide a network of education, training, employment, respite and community living personnel supports to children and adults with intellectual disabilities in South Dublin.*

## **HR Officer – Grade VI**

**Specified Purpose Contract (approx. 9 months) Full Time**

*Ref. No: DSEHR0619*

St John of God Dublin South East Services invite applications for the post of Grade VI HR Officer.

**Suitably qualified candidates must have:**

- Degree in Human Resource Management or related discipline.
- Eligible for CIPD certification / CIPD qualified.
- Highly competent in all general HR practice areas to include; Recruitment, Training, Absence Management, Performance Management etc.
- At least 6 months IR experience, ideally in the public sector
- Experience within the health/ social care sector advantageous.
- A strong knowledge of Irish Employment Law, practices and their application
- Proven ability to manage areas of responsibility in a pro-active and professional manner.
- Experience of providing advice and guidance on HR best practice
- Excellent communication and interpersonal skills, with proven ability to negotiate/present and influence.
- Excellent IT skills to support HR practices
- Full clean driver's license and own means of transport essential.

Interested candidates should apply by forwarding a Cover letter and Curriculum Vitae, (*including written explanation for any gaps in employment*) by email only to [dserecruitment@sjog.ie](mailto:dserecruitment@sjog.ie) (*Please include the reference number DSEHR0619 in the subject line of your email*).

Shortlisting will be based on information that candidates provide in their application in line with above requirements. Job description available from Human Resources on [dserecruitment@sjog.ie](mailto:dserecruitment@sjog.ie)

**Closing Date: 5<sup>th</sup> July 2019 at 12 noon**

***Saint John of God Community Services CLG is an equal opportunities employer.  
We operate HSE (Health Service Executive) funded services across Intellectual Disability, Adult Mental Health and Child and Adolescent Psychiatry.***

***Hospitality Respect Justice Excellence Compassion***