



## **HR Officer – Grade VI**

**Specified Purpose Contract (6 to 9 months), Full Time**

*Ref. No: HR062019*

Saint John of God Community Services Clg., Liffey Services supports individuals with intellectual disabilities to be active participants within the community that they live. Saint John of God Community Services Liffey Services invites applications for the post of Grade VI HR Officer to work in the region of Celbridge / Dublin Southwest.

**Suitably qualified candidates must have:**

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

Interested candidates should apply by forwarding a Cover letter and Curriculum Vitae, (*including written explanation for any gaps in employment*), to the Human Resources Department, Saint John of God Community Services Clg., Liffey Services, St Raphael's, Celbridge, Co. Kildare, Ireland, or by email to [LiffeyServicesRecruitment@sjog.ie](mailto:LiffeyServicesRecruitment@sjog.ie). (*Please include the reference number on the subject line of your application*).

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

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

Informal enquiries to Rachel Touhey, Interim Regional Operations Manager at 087 2881984

By applying to this position you are giving Saint John of God Community Services Clg. consent to have your personal data retained for the purpose of this competition only.

*Saint John of God Community Services Clg. is an equal opportunities employer.*