

**Grade VII**

**National Integrated Staff Records & Pay Programme (NiSRP)**

**National Human Resources**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Grade VII(Grade Code: 0582) |
| **Campaign Reference** | NiSRP202502G7 |
| **Closing Date** | **15:00 10/03/2025** |
| **Proposed Interview Date (s)** | To be advised: Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Integrated Staff Records & Pay Programme (NiSRP), National Human Resources**There is currently one specified purpose whole-time vacancy available.The current programme headquarters is located at 20-23 Merchants Quay, Dublin 8. NiSRP are currently using a blended model with some in office and at home working. The Line Manager will be open to discussion in relation to the location of the post. A supplementary panel may be formed as a result of this campaign for **Grade VII in National Integrated Staff Records & Pay Programme (NISRP) within National Human Resources** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Name: Jennifer Madden, Programme Manager, NiSRPEmail: jennifer.madden@hse.ieMobile: 0873514821 |
| **Details of Service** | The National Integrated Staff Records & Pay [NiSRP] Programme encompasses a number of interdependent and interlinked projects:* The implementation of a single Human Resources/Staff Records technical platform for national coverage of all people related data for the HSE and Section 38 Voluntary Agencies [SAP HR]
* The implementation of one Payroll technical platform for all HSE and Section 38 Voluntary Agency employees [SAP Payroll]
* The rationalisation of multiple payroll processing centres to an optimum number of sites and the facilitation of collation of staff records and processing entries
* Automation of appropriate staff records processes through the introduction of HR and Payroll Self Service. This will allow all staff to request leave, submit travel/subsistence claims, change bank details and carry out other common HR related tasks online

A national programme, NiSRP is headquartered in Dublin with travel required to various parts of the country as the programme phasing requires.The central NiSRP team is responsible for the successful delivery of this Project to agreed timescales and budget.The location of the programme office may change based on the Programme Implementation Plan NISRP are currently implementing in the HSE North East.  |
| **Reporting Relationship** | The post holder will report to the General Manager, or other nominated manager as appropriate  |
| **Key Working Relationships** | The post holder will work closely with their respective workstream colleagues and the wider NiSRP programme. They will have on-going engagement with Senior Management, Service Leads and staff across the Implementation sites.  |
| **Purpose of the Post**  | The NiSRP Programme structure is comprised of workstreams, Programme Management Office, Service Delivery, Payroll, Change Management, Systems Implementation and Staff Records. The post holder will provide Grade VII management, administration and support, as part of the assigned workstream and broader Programme Team, for the delivery of SAP HR and Payroll with Self Service to the relevant implementation area. |
| **Principal Duties and Responsibilities** | The position of Grade VII on the NiSRP Programme encompasses both managerial and administrative responsibilities which include the following:* Data Capture / analysis / validation / cleansing
* Under the direction/support of the relevant NiSRP Workstream, identify those who return time for staff in their assigned function, and who they return that time for
* Collect, analyse data for all staff in their health service area
* Collect & assist in the development of suitable organisation hierarchy structures (positions, organisational units/functions, reporting lines etc.)
* Collect, analyse and validate records for all staff
* Provide inputs and knowledge of the ‘local’ implementation (operational / functional) environment – advising the Programme Team of local factors that may influence/impact/benefit Programme delivery
* Assist in the ‘baselining’ of implementation area information (to develop a set of data against which the Programme will measure its success against)
* Advise the Programme of relevant current business information practices / processes that may impact the programme, by seeking information in the assigned area.
* Assistance and support in the standardisation of business processes as required
* Organise and support (e.g., room bookings and invite management) for all implementation preparation and engagement work - including engagement sessions, training, support sessions and testing
* Support Programme led change impact assessments within their assigned implementation function (who will be impacted by what functionality/process change, how and when)
* Act as the conduit for Programme communications (e.g., newsletters, e-mail instructions etc.) to their assigned implementation function, ensuring all impacted individuals receive required information
* Utilise the HSE Change Guide to manage and support change in the implementation of change.
* Tailor (as required) engagement material in conjunction with the Central Programme Team to the needs of their service area, and lead on the delivery of engagement events
* Through support, training and upskilling delivered by the Programme, prepare local implementation function ‘super users’ for staff
* Act as the first point of contact for any Programme related challenges in the lead up, during and after Go-Live
* Represent the Programme, to provide ownership of solution delivery within their designated workstream.
* Support the General Manager to lead and manage the delivery of Programme and Workstream requirements and objectives in conjunction with their team members. Work collaboratively with programme colleagues and use the HSE Change Guide to manage and assist with the implementation of the HR and Payroll system.
* Assist and support employees and managers throughout the change implementation process.
* Work with their workstream colleagues to capture data required for the system implementation, collating, analysing, validating and cleansing as required.

**Management*** Working in conjunction with NiSRP Workstream Lead & Team to:
* Develop a project plan to achieve the Programme’s objectives in the relevant implementation area.
* Manage the workload and performance of their team of staff – including the delegation of activities, progress towards objectives/milestones, appropriate and timely escalation of risks/issues etc.
* Ensure Programme requirements are understood by themselves and team members (seeking clarity as required)
* Identify risks and issues with regards to project delivery and ensure appropriate action is taken, working closely with the NiSRP Workstream Team.
* Escalate risk/issues to the Workstream Lead in an appropriate timeframe – outside weekly reporting cycle if necessary
* Report to the NiSRP Workstream Lead on a weekly basis (progress, risks/issues etc.) using tracking tools provided by the Programme
* Ensure efficient administration in their area of responsibility
* Ensure deadlines set or agreed by/with the Programme are met to ensure successful readiness of the NiSRP solution
* Maintain a good understanding of internal and external factors that could affect the ability of the Programme to deliver successfully in their designated service area
* Solve problems and make appropriate decisions in a timely manner

**Customer Service/ Communications*** Working in conjunction with the NiSRP Workstream Lead & team to:
* Co-ordinate engagement processes to ensure that all staff are aware and informed of the new changes and their individual responsibilities
* Develop and maintain positive working relationships with key stakeholders
* Promote and maintain a customer focused environment by ensuring service-users are treated with dignity and respect
* Follow HSE policy on change management
* Identify opportunities for improvement and implement in line with the scope of the NiSRP Programme
* Work with the NiSRP team and health service line managers to ensure a smooth transition through each phase of the Programme’s delivery

**Standards, Policies, Procedures & Legislation*** Contribute to the development of policies and procedures in collaboration with NiSRP team
* Support and participate in the inputs/outputs to NiSRP Process Councils as required
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Quality, Health & Safety*** Adequately identifies, assesses, manages and monitors risk within their area of responsibility

**Education & Training*** Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** | **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867*****\* A list of ‘other statutory health agencies’ can be found:***<https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/>**Candidates must have at the latest date of application:**1. **Professional Qualifications, Experience, etc.**
2. Eligible applicants will be those who on the closing date for the competition:
* Experience of working in a role which has involved two or more of the following as relevant to the role:
	+ Human Resources
	+ Organisational Management
	+ Project Management
	+ Project Delivery
	+ Payroll
	+ Change Management
	+ Systems Implementation
* Experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role
* A track record of managing and supporting the delivery of change as relevant to the role
* Experience of project management, as relevant to the role
* The requisite knowledge, ability and experience (including a high standard of suitability) for the proper discharge of the duties of the office
1. **Health**

A candidate 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. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | N/A |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role
* A flexible approach to working hours is required in order to ensure deadlines are met
 |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**Demonstrates:* Knowledge of the health service including a good knowledge of HSE reform
* Knowledge of HSE HR Policies and Procedures
* A track record of managing and supporting the delivery of change.
* Knowledge or experience of Project Management.
* Knowledge of the SAP HR/Payroll system and / or a Staff Records or Time Entry or Payroll system
* Knowledge of business processes relating to Staff Records and Payroll processing as relevant to the role
* Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role.
* Demonstrates the ability to work in line with relevant policies and procedures.
* Demonstrates commitment to developing own professional knowledge and expertise.
* 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 & Managing Resources*** Demonstrates the ability to effectively plan and manage resources, effectively handle multiple projects concurrently, structuring and organising own workload and that of others effectively.
* Demonstrates responsibility and accountability for the timely delivery of agreed objectives. Challenges processes to improve efficiencies where appropriate, is committed to attaining value for money

**Commitment to a Quality Service*** Demonstrates evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user.
* Ensures attention to detail and a consistent adherence to procedures and standards within area of responsibility.
* Embraces and promotes the change agenda, supporting others through change.

Demonstrates flexibility and initiative during challenging times and an ability to persevere despite setbacks**Evaluating Information, Problem Solving & Decision Making*** Demonstrates numeracy skills, an ability to analyse and evaluate information, considering a range of critical and complex factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management.
* Demonstrates initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions.
* Ability to confidently explain the rationale behind decisions when faced with opposition.

**Team Working*** The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment.
* Demonstrates an ability to work as part of the team in establishing a shared sense of purpose and unity across a number of teams delivering on different projects.
* Demonstrates leadership; creating team spirit; leading by example, coaching and supporting individuals to facilitate high performance and staff development.
* Demonstrates a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others

**Communications & Interpersonal Skills*** Demonstrates excellent communication and interpersonal skills including the ability to present complex information in a clear, concise and confident manner (written & verbal). Strong presentation skills.
* Demonstrates the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders, working collaboratively within a multi stakeholder environment.
* Demonstrates commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood.
 |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. 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. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification 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. |

****

**Grade VII**

**National Integrated Staff Records & Pay Programme (NiSRP)**

**National Human Resources**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is **specified purpose** and **whole-time,** end date 2nd February 2026. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is: (as at 01/10/2024) €58,254- €59,676- €61,339- €63,008- €64,682- €66,177- €67,700- €69,182- €70,654- **€73,186- €75,728 LSIs**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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. 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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. 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. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://healthservice.hse.ie/staff/health-and-safety/safety-statement/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)