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PA/Department Administrator - HR (Part-Time)

Hours:

Part time

Position:

Paid

Type of work:

Administration

Type of work:

Training Coordination

Employer:

Irish Cancer Society

Summary:

The Irish Cancer Society are seeking a PA/Department Administrator - HR

Description:

Title: PA/Department Administrator

Reports to: Head of HR

Department: Human Resources

Location: Based in Dublin

Hours: Part time (25 hours per week)

Contract Type: Permanent

Overall Responsibility

- Provide PA assistance and project support to the Head of HR.
- Maintain the training and development and performance appraisal processes.
- Provide administrative support to the HR team in a timely, efficient, professional and confidential manner.

Main Duties/Responsibilities

PA Support to Head of HR

- Diary management.
- Arrange meetings, tea/coffee, lunches as required.
- Process all expenses.
- Type confidential documents.
- Maintain active listing of members of the HR Network Group and arrange meetings as required.
- Assist with projects as required.

Performance Management

- Administer the probation review process, including sending reminders to managers for 3 month and 6

month probation reviews and ensuring all updates are reflected in TMS.

- Follow up with managers to ensure all probation reviews are returned on time and escalate any issues/concerns to HR Manager as required.
- Liaise with HR Assistant on completed probation reviews.
- Track annual performance appraisals and mid year reviews received.
- Assist staff with any queries and escalate to HR Manager as required.
- Submit regular reports to HR Manager as required.

Training and Development and Further Education

- Collate training needs on an annual basis through the performance appraisal cycle.
- Liaise with HR Manager on identifying training needs on each department's training budget.
- Assist HR Manager in sourcing appropriate courses.
- Book training courses and ensure the attendee has all the relevant details needed.
- Work with HR Manager on further education requests received.
- Maintain records of all department training and further education per employee.
- Track and maintain training budget, inform managers as appropriate and escalate any issues to HR Manager.
- Produce training reports as required.
- Organise Data Protection training for all new starters and follow up to ensure it is completed within the agreed timeframe.
- Liaise with Data Protection training provider on any queries or issues that arise with the online training system.
- Liaise with the IT team on 'phishing' training as required.
- Arrange Manual Handling training in conjunction with the Facilities department as required and ensure details are updated on TMS.

Employee Queries

- Respond to employee queries in a timely and professional manner. Refer to Head of HR/HR Manager as required and ensure responses are accurate.
- Assist staff with TMS queries, as required.

Department Administration

- File/scan all HR related documents.
- Scan new starter documents to employee's folder and set up personnel files, ensuring these are fully up to date at all times with the required information.
- Approve invoices on the NAV system and attach back up for the HR Manager and Head of HR approval.
- Update and distribute the organisational chart on a monthly basis.
- Ensure the shops listing is updated on a monthly basis.
- Monitor and follow up on staff medicals to ensure they are completed in a timely manner.
- Assist the HR Manager with updating the employee handbook with relevant changes in legislation, including keeping a log of changes throughout the year.
- Ensure Nursing and Midwifery Board of Ireland (An Bord Altranais) pins are submitted by nurses on an annual basis.
- Compile HR reports/statistics as required, including Flexitime reports, Turnover and absenteeism reports.
- Ensure HR section of the Cantranet is kept up to date.
- Assist the HR team with project work as required.

Recruitment and Induction

- Assist the HR Assistant with any recruitment and induction administration, as needed, particularly during busy times, including but not limited to the following:
- advertising of roles
- tracking and responding to applications
- scheduling interviews
- printing packs and setting up rooms
- notifying candidates of outcomes
- responding to recruitment queries
- Process all Garda Vetting forms in line with policy and escalate any issues to HR Manager/hiring manager as required.
- Night Nursing recruitment administration:
- Upload applications to Care and liaise with Night Nursing Manager on any queries
- Arrange interviews as instructed by Night Nursing Manager and send the relevant documentation to candidates
- Conduct post-interview checks such as reference checking, Garda vetting, pre-employment medicals
- Issue contracts
- Hand file over to the Night Nursing Programme Administrator

Other:

- Provide relevant cover to HR Assistant as required.
- Provide support to HR Assistant to ensure TMS is accurate and up to date at all times.
- Compile yearly statistic reports on Complaints and check with the Head of Communications that the information is correct.
- Arrange staff events as required including but not limited to, Christmas Party, staff engagement events, lunches.
- Compile HR reports/statistics as required, including flexitime reports, turnover and absenteeism reports.
- Deal with incoming and outgoing post.
- Assess, implement and monitor continuous improvement ideas within HR.
- Cover reception as part of the Reception Rota Team, as required.
- All other ad-hoc duties as assigned.

General

- The Irish Cancer Society operates a no-smoking policy and the post holder must not smoke in the office or when on Society business outside the office.
- All employees are required to be aware of their responsibilities towards health and safety and to adhere to fire regulations.
- This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Society at any time after discussion with the post holder.
- Maintain confidentiality at all times, and compliance with the Data Protection Act is an essential requirement.

Person Specification

Experience

- At least four years experience in a similar role with HR experience an advantage.
- Experience of HR databases required (TMS experience an advantage).
- Experience in the charity sector desirable but not necessary.

Skills

- Excellent attention to detail.
- Excellent organisational skills and ability to multi task.
- Excellent interpersonal skills.
- Excellent communication skills, both verbal and written, including the ability to communicate all information in an open and courteous manner.
- Ability to maintain the highest degree of integrity and confidentiality at all times.
- High level of proficiency in Microsoft Office suite.
- Professional and dynamic person that can adapt to change as required.
- Self-motivated and proactive with the ability complete all tasks in a professional, accurate and timely manner.
- Ability to work under pressure in a busy environment and maintain a high quality and standard of work.

Application details:

HOW TO APPLY: If you are interested in applying for this position, please send curriculum vitae and cover letter including current remuneration package to: Katie Ní Dhonnacha, HR Assistant, Irish Cancer Society, 43/45 Northumberland Rd., Dublin 4. Email: recruitment@irishcancer.ie

The closing date for applications is 5th November 2017.

The Irish Cancer Society is an equal opportunities employer.

We do not require the assistance of Recruitment Agencies.

Region:

Dublin

Closing date:

5 Nov 2017

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