



Saint John of God Community Services Dublin South East

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

Human Resources Role

Grade IV (Part Time approx. 30 hours) -

Specified Purpose – approx. 1 year

We have the chance to really increase our frontline staff team as we are developing our services, so this is an accelerated period of recruitment

BUT THE PEOPLE WE SUPPORT ONLY WANT THE BEST PEOPLE WORKING WITH THEM

SO.....

WE ONLY WANT TO HIRE THE BEST PEOPLE

SO.....

We want someone with a really focused drive and energy to make sure that happens

This is a key role, and part of a great team. You will need the skills and experience to carry out workforce planning, sourcing talent, the full recruitment process and the standard HR Admin Processes.

Candidates should have:

- Qualification in Human Resource Management or related discipline a requirement, degree level highly advantageous
- Proficiency in core human resources skills areas: HR Planning & Forecasting, Staff Attraction and Interviewing, Staff Development and Retention, best HR practices etc.
- A strong knowledge of Irish Employment Law, practices and their application advantageous
- Capacity to provide advice and guidance on HR best practice linked to work force planning
- Excellent communication and interpersonal skills, with proven ability to negotiate and strong presentation skills.
- Excellent IT skills to support HR practices, including all aspects of Microsoft Office as well as web based media.
- Experience within the health or social care sector advantageous
- Experience in fast paced recruitment advantageous
- Full clean driver's license and own means of transport essential

If you believe you have the necessary enthusiasm, competencies and experience to bring to this role please forward your letter of application, together with a current Curriculum Vitae to Ronan Phelan, Regional Human Resources Officer, by email to: dserecruitment@sjog.ie

Ref DSEHR21 For informal queries, please contact Ronan.Phelan@sjog.ie or call 087 211 0391

Closing Date: Monday 14th December 2021

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 Compassion