

**TITLE: Grade V Staff Officer (2 Year Fixed Term)
(Initial Assignment – Human Resources Department)**

LOCATION: Galway Campus

Competition Type:

This is a confined competition from the Education & Training Sector Candidate Pool (The Education & Training Sector Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector, the Education and Training Sector comprising Education and Training Boards (ETBs) and Institutes of Technology (IOTs).

REQUIREMENTS

Candidates must:

- have the requisite knowledge, skills and competencies to carry out the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
- have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector.

The recommended candidate must also pass a medical examination prior to taking up duty.

Specific Duties – HR Department:

This post is required to address important reporting requirements for internal and external stakeholders. In addition, the post will be involved in developing and rolling out the additional functionality in CORE HR.

The successful applicant will:

- Manage the structure of HR data to facilitate reporting in CORE HR.
- Design and produce reports for internal and external stakeholders, i.e. Higher Education Authority (HEA), Connaught Ulster Alliance (CUA), Department of Education, Technological Higher Education Association (THEA), etc.
- Ensure that HR Policies and Procedures are reviewed and updated on a timely basis.
- Contribute to the Institute's strategic objectives such as the Athena Swan application.
- Manage the CORE upgrade scheduled for 2019/2020 in conjunction with other staff.
- Other duties as may be assigned from time to time.

HOURS OF WORK: 37 hours per week.

ANNUAL LEAVE: 25 days annual leave per annum (New Entrant) as per Circular 0009/2014.

For existing staff who have their leave entitlements set in accordance with Circular 0009/2014, these staff will, upon promotion:

- Maintain their current leave entitlement, if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement, subject to a maximum entitlement of 30 days annual leave.

Salary Scale: €42,042.00 - €47,392.00 (5 Increments)