



Ag Rialáil Gairmithe Sláinte  
agus Cúraim Shóisialaigh

Regulating Health +  
Social Care Professionals

## Job Specification

### Executive Officer – Human Resources

#### About CORU

CORU regulates Health & Social Care Professionals. Our role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of health and social care professionals. CORU was set up under the Health and Social Care Professionals Act 2005. It comprises the Health and Social Care Professionals Council and individual registration boards, one for each profession named in the Act.

The professions are; clinical biochemists, dietitians, dispensing opticians and optometrists, medical scientists, occupational therapists, orthoptists, podiatrists, physiotherapists, psychologists, radiographers and radiation therapists, social care workers, social workers, speech and language therapists and counsellors and psychotherapists. In the future, the Minister for Health may add other professions to be regulated by CORU.

#### Data Protection

CORU will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018. The data will be kept for no longer that is necessary for the purposes for which that data are processed, and it shall be kept in a manner that ensure appropriate security of the data including the unauthorised or unlawful processing of data.

If your application is successful for this role, then your personal data will continue to be processed in accordance for the specified reason of the vacancy that you have applied to, and your data will not be held longer than is necessary. If your application is successful and you accept an offer of employment with CORU, then your personal data will continue to be processed in accordance with CORU personnel file management policy.

CORU may disclose the data that you provided on the application form to external sources for the following reasons – where there is an external assessor assisting in the shortlisting or during interviews to the post which you have applied, and to internal and external auditors.



## Job Purpose

The Executive Officer will be responsible for administrating a range of Human Resources (HR) activities including recruitment and selection; training and development; induction; performance management and probation; policies and procedures, payroll and general HR administration.

The position involves working as part of a small team reporting to the HR Manager. The post holder will work closely with the HR Manager to maintain high standards of the HR unit and to ensure consistent support for other units.

## Key Activities

- Manage the recruitment lifecycle from the preparation of job descriptions, application forms and advertising of roles, organisation of interviews, pre-employment checks and issuing of contracts of employment.
- Participate in interview panels and providing advice to interview panels on the day of interview.
- Management of offers to candidates and ensuring all pre-employment checks have been completed accurately.
- Co-ordinate all staff training and development initiatives and keep accurate training records.
- Manage probation administration and ensuring up-to-date probation has been completed by each department while ensuring compliance with probation processes.
- Manage the recruitment of Assessors for Recognition and ensure Assessor agreements and confidentiality agreements are in place.
- Organise set up, on-boarding and induction for all new staff members.
- Keep all HR policies and procedures and the CORU staff handbook up-to-date and monitor staff compliance with all policies and procedures, including sick leave and unpaid leave.
- Oversee absent management through Time Management System (TMS).
- Manage responses to [recruitment@coru.ie](mailto:recruitment@coru.ie) and escalate issues as necessary.
- Answer telephone calls, deal with first level queries from the public and redirect as appropriate.
- Support the unit with all matters relating to its functions including day to day processes and general administrative support.
- Assist the Finance Unit in the preparation of payroll for new staff and leavers and ensure increments and deductions are completed in a timely manner.
- Oversee the TMS and run reports such as sick leave when necessary.
- Oversee the work of the HR Clerical Officer.
- Maintain accurate HR filing systems on SharePoint and assist with HR audits of files, while ensuring that HR are complying with Data Protection regulation.



- Proactively identify new methods and establish/update procedures to make daily operations more efficient.
- Obtain quotations, analyse and prepare business cases as requested for training or other relevant areas of HR.
- Assist the HR Manager and Communications Team with Parliamentary Question responses and prepare HR content for the CEO update meetings.
- Ensure high standards are maintained in the HR Department, promote CORU's values through example and develop good working relationships with all staff members.
- Organise Health and Safety checks where necessary.
- Provide assistance with CORU events or Elections including preparation of correspondence, notifications, publications and promotional materials and delivery of presentations when required.
- Contribute to the Annual Report, corporate plans and business plans.
- Participate fully in any cross functional initiatives from time to time.
- Any other tasks as may be assigned by the Head of Corporate Services, HR Manager or designated person.

## **Qualifications**

### **Essential:**

- A third level qualification in Human Resources or related area.

## **Knowledge/Experience**

### **Essential:**

- At least two years' experience in a HR environment.
- Experience of MS Office, Adobe.
- Experience of recruitment administration and management of recruitment processes.
- Experience of managing multiple deadlines and projects.
- Demonstrate flexibility and openness to change.
- Knowledge of relevant Employment Law.
- Experience of arranging meetings and taking minutes.

### **Desirable:**

- Knowledge of quality assurance.
- Experience of HR policy development.
- Experience of participating in interview panels.
- Experience of managing external stakeholder relationships.
- Knowledge of SharePoint.



## Essential Skills and Competencies

- Excellent organisational skills to deliver the best possible results.
- Possess planning skills with high attention to detail and accuracy.
- Ability to effectively deal with a wide range of information sources, investigating all relevant issues.
- Capable of expression in a clear and articulate manner, both verbal and written.
- Able to modify communication approach to suit the needs of the audience.
- The ability to work as a team player within a dynamic and continuously changing work environment.
- Excellent attention to detail.
- The ability to work independently and on own initiative.
- Capacity to take ownership of tasks and determination to see them through to a satisfactory conclusion.

## Recruitment Process

Candidates will be notified of the outcome of interview **up to 5 working days** following the day of interviews, with the first day considered as the day after interviews.

*This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.*