

**SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL**  
**Old Blackrock Road, Cork**



**Job Description for the post of:**

**PA to Human Resources Manager / Assistant Staff Officer (Grade IV) -  
Human Resources Department**

**Permanent Full-Time - 37hours per week**

This document sets out the manner in which applications are accepted for the above post. It also sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

**Application Process:**

4 copies of an up-to-date Curriculum Vitae (unbound) and 4 copies of a Cover Letter should be submitted to:

**The Human Resources Manager  
South Infirmary-Victoria University Hospital  
Old Blackrock Road  
Cork**

The latest date for receipt of applications is:

**1.00pm, Friday, 22<sup>nd</sup> June 2018**

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.

***The South Infirmary -Victoria University Hospital is an equal opportunities employer***

## **The South Infirmary-Victoria University Hospital**

---

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centered care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 38,500 discharges and 72,500 outpatients each year. We are part of the South/South West Hospital Group.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing.

The following medical disciplines are specialties in the Hospital:

- Anesthesiology
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SIVUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedure Room.

The SIVUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SI-VUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

### **Informal enquires**

Can be directed to the Human Resources Manager.

**Our website** is accessible on

[www.sivuh.ie](http://www.sivuh.ie)

## Details of the Post

---

### Title / Grade

The title and grade of the post is PA to Human Resources Manager / Assistant Staff Officer (Grade IV) – Human Resources Department.

### Responsible to

The post holder will be responsible to the Human Resources Manager or designated deputy.

### Report to

The post holder will report to the Human Resources Manager.

### Working Relationships

The post holder will liaise with multidisciplinary Hospital Staff including Medical, Nursing, Allied Health Professionals, Heads of Departments, Clerical/Administration staff, other Hospitals, external agencies and patients/carers, GPs etc, as required

### Qualifications & Experience

---

**A candidate must have, on the latest date for receipt of applications for the post:**

- (i) Meet the Department of Health & Children's educational criteria set down for Grade IV posts
- (ii) Possess excellent organisation, administration and communication skills
- (iii) Have excellent Typing and Audio Typing skills
- (iv) Have excellent IT Skills including a working knowledge of Microsoft Office; Excel, Word etc
- (v) Have a high capacity for responsibility and initiative in effectively prioritising work to meet deadlines, whilst maintaining a high level of accuracy

### Desirable

- (i) Previous acute hospital setting work experience
- (ii) Previous experience of working in the Human Resources function
- (iii) Knowledge and experience of working with DIME (Doctors Integrated Management E-System)
- (iv) Knowledge and experience of working with a HRIS
- (v) Formal academic qualification in Human Resources

### Note:

If being processed for appointment, **original documentation** will be sought for:

- (ii) All qualification requirements for the post.
- (iii) Any additional qualification(s) that you may be awarded marks for at interview.  
In the event that a number of years experience is required for a post, you will be requested to provide documentary evidence that you possess same.

### Character

A candidate for and any person holding the office must be of good character.

### Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre employment health assessment. The Medical Examination will be provided by the Hospital.

## **Main Duties & Responsibilities**

---

- PA duties to the Human Resources Manager which includes liaison with the various committees within and outside the Hospital of which the Human Resources Manager is a member
- Maintain lists of committee's membership, minute taking, manage relevant documentation, as required
- Manage and redirect all callers to the HR department to the appropriate HR staff member and ensure all incoming calls to the HR department are dealt with efficiently and effectively
- Provide Administration support to HR staff as required
- Filing and managing filing system in HR Department
- Responsible for opening incoming daily post/e-mails to the Human Resources Department and allocating same to the relevant personnel in the department
- Responsible for delivering daily outgoing post to the dedicated location
- Responsible for maintaining and updating HR section of the Hospital Intranet site to include entry/removal of recruitment advertisements and other relevant information relating to HR
- Responsible for maintaining notices boards under the HR remit
- Assist with the organisation of various training programmes and liaise with training providers as required
- Updating of HR policies and procedures in orange hard copy manual in the library and tracking and forwarding revised/new policies to Clinical Governance Committee secretary for sign off. Maintain HR shared folder with updated policies and procedures
- Maintain appropriate computerised and manual recording systems and the development of these as required e.g. employee's Flexible Working applications, Career Breaks and other types of leave as required. Notify Wages & Salaries Department to ensure relevant personnel are paid appropriately. Notify Recruitment and Selection Officer when recruitment implications exist
- Update Employee Details spreadsheet re. date of receipt of Double Employment form, Working Time Policy form, Employee Details and update DOB (date of birth) file
- Deletion of employees from both Employee Details spreadsheet and DOB file upon resignation/retirement from hospital and confirm leavers to IT Department for removal from E-mail system
- Manage preparation of letters of invite and presentation certificates as required e.g. Perfect Attendance Awards
- Responsible for off site storage, retrieval and administration of invoices for the HR Department for off site storage
- Responsible for processing of approved HR Invoices and linking with external bodies and the Finance Department as required
- Responsible for ensuring an adequate level of stationary/supplies in the department.
- Provide Administration support in relation to duties of Medical Manpower Manager
- Provide cover for leave periods for Medical Manpower Manager as required
- Liaise with various parties such as; Consultants, CEO, Wages & Salaries Department, local and national administrative colleagues, SSWHG, Agencies etc as required in relation to Medical Manpower matters
- Maintenance of NCHD Details file as directed
- Maintenance of NCHD National Database as directed
- Logging and monitoring of NCHD and Consultant leave
- Logging of working hours in accordance with requirements for EWTD
- Assist in the recruitment and selection process for Medical staff and non-Medical staff as required
- Responsible for notifying all relevant departments of Consultants leave and on-call rotas. Notify relevant bodies such as VHI/LAYA Healthcare when locum Consultant is employed in the Hospital in a timely manner
- Undertake training and education appropriate to the role and the HR department.
- Attend mandatory training and any other recommended training

- There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes infection control guidelines, Waste Management, and environmental Management etc.
- There is a responsibility on all staff to participate in internal and external audits and review as appropriate.
- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Health, Safety at Work Act 2005.
- To report immediately to Line Managers/ nominated persons, any accidents or incidents involving patients, staff and/ or members of the public in line with hospital policy.
- To comply and be familiar with all hospital policies and procedures and in particular those relating to safety, health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination.
- Any other duties appropriate to the post as may be assigned from time to time by the Human Resources Manager, Chief Executive, or other Designated Officer

**Note:**

*The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required.*

*The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one's normal work and may be for other associated Departments as the Hospital may require.*

## **Particulars of the Post**

---

### **1. Remuneration**

Salary Scale: €27,020 - €41,621 per annum

1<sup>st</sup> LSI: €42,973 (Long Service Increment – after 3 years on maximum of scale)

2<sup>nd</sup> LSI: €44,330 (after 3 years on 1<sup>st</sup> LSI) (as at April 2018)

Incremental credit may be granted in respect of recognised experience.

Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit details (documentary evidence) within the first year of their employment, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any letters/documentation in this regard should notify the Salaries & Wages Department as soon as possible within the first year of employment.

2. The post is Permanent, whole-time and pensionable.

### **3. Annual Leave**

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 28 days per annum.

4. **Working Hours**  
37 hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by the Board. Your contracted hours of work are liable to change between the hours of 8am to 8pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.
5. **Superannuation**  
There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.
6. **Probation**  
The appointment shall be made subject to the conditions that: The person appointed shall hold the appointment for a probationary period of 9 months which the South Infirmar-y-Victoria University Hospital may, in exceptional circumstances, extend by a maximum of 6 weeks. The specific reasons for the extension shall be made known in writing to the person appointed. Performance and conduct of the person appointed will be monitored on an on-going basis within the probationary period, with written reviews every 3 months, to determine suitability for continued employment. Termination of the appointment within or at the end of the probationary period will be at the sole discretion of the South Infirmar-y-Victoria University Hospital. At the end of a satisfactory probationary period, the South Infirmar-y-Victoria University Hospital shall certify that the Service has been satisfactory and confirm the appointment on a permanent basis.
7. **Notice**  
When resigning, the post holder is required to give one month's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.
8. **Healthcare Insurance**  
VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.
9. **Confidentiality**  
In the course of his/her employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy, when no longer required.
10. **Safety, Health and Welfare at Work**  
The South Infirmar-y-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.
11. **Hospital Policies & Procedures (PPPGs)**  
Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All

hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.

12. **Personal and Hospital Property**

Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.

13. **Garda Vetting**

Garda Vetting is sought for all South Infirmarary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

***This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information. It is subject to review and amendment as required.***

*Assistant Staff Officer (Grade IV) – HR Department – June 2018*