

***“Enabling people with an intellectual disability to have full and meaningful lives through quality person centred services in partnership with families”***

Cheeverstown is a voluntary organisation, regulated by the Health Information & Quality Authority (HIQA).

We provide a wide range of person centred services including residential, respite and day services to almost 400 children and adults with an intellectual disability in the south Dublin area. We are now inviting applicants for the following post:

***HUMAN RESOURCES ASSISTANT TRAINING / HR***

 **Permanent**

**35 hours per week**

The person in this post will have responsibility for the following:

To provide general administration of HR and of Staff Training within the HR Department.

**Person Specification and Requirements**

**Skills/qualifications required:**

**Essential Criteria:**

The person appointed will:

* have an appropriate, recognised and relevant third level qualification, preferably Learning related.
* have proven experience of at least six months working in a Training/HR or a similar administration role
* have excellent administration, organisational, planning and interpersonal skills
* have ability to communicate effectively at all levels and to foster and maintain positive working relationships with all departmental staffs
* have ability to manage, coordinate and prioritise work within designated time frames
* be competent working in the use of MS Excel, Word, Power Point and Outlook and experience of using HR databases
* have the ability to deal with highly confidential and sensitive information and maintain high standards of conduct and ethics and possess cultural and political awareness and sensitivity.
* have ability to work independently without supervision and as part of a team
* hold a full clean driving licence
* be proficient in verbal and written English

**Desirable Criteria:**

* be a current registered member of CIPD and working towards achieving CIPD qualification
* be a current registered member of IITD
* Experience of using e Learning / blended Learning methods
* Experience of using a statistical analysis software system would be a distinct advantage
* Excellent report-writing skills
* An understanding of the Freedom of Information Act and Data Protection legislation
* Familiarity with National Framework of Qualifications

Salary will be paid at Clerical Officer Grade IV scale as per the HSE Consolidated salary scales, and will be reflective of experience.

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For informal enquiries for this post, please contact a member of the HR Team.

Application forms are available from theHuman Resources Department, tel: (01) 4993727, or on email at hr@cheeverstown.ie

Applicationsshould also include cover letter and detailed current CV. Please submit to the Human Resources Department, Cheeverstown, Templeogue, Dublin 6W or email to hr@cheeverstown.ie

**The closing date for receipt of applications is 5.00 pm on**

**Monday 13th March**

 **CHEEVERSTOWN HOUSE LTD IS AN EQUAL OPPORTUNITIES EMPLOYER**