



LauraLynn

IRELAND'S CHILDREN'S HOSPICE

PERSON SPECIFICATION

&

JOB DESCRIPTION

- Grade IV: Human Resources Administrator -

LAURALYNN

LauraLynn, Ireland's Children's Hospice was formed in 2011 following the merging of the long standing Children's Sunshine Home and the LauraLynn Foundation, and now comprises LauraLynn Hospice Service and LauraLynn Disability Services. All services are run from our main campus in Leopardstown, Dublin 18.

Our Hospice Service provides specialised palliative care to children with life-limiting conditions and support to their whole family. We also offer a range of bereavement care, supports and events.

Our Disability Services comprises Willow View – a residential care service that is home to seven adults with complex disabilities - and Hazel House - a residential and respite care service for children with complex disabilities. While our Disability Services are funded by the Health Services Executive (HSE) our Hospice Service is mainly funded through fundraised income and private donations, supplemented with some statutory funding.

LauraLynn is a learning organisation with a volunteer ethos, with highly trained volunteers supporting staff in all aspects of the organisation's work.

VISION

To make every day better for those in our care

MISSION

To provide a Community of Care that delivers:

- Evidence-based, personalised services to children with palliative care needs, complex care needs & complex disabilities and
- Related family support services and
- A home to our residents where quality of life is paramount

VALUES

- Compassion
- Collaboration
- Excellence

PERSON SPECIFICATION

JOB TITLE:	HUMAN RESOURCES ADMINISTRATOR
GRADE:	GRADE IV
DEPARTMENT:	HUMAN RESOURCES DEPARTMENT
REPORT TO:	HUMAN RESOURCES MANAGER, HUMAN RESOURCES OFFICERS

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ A comprehensive secondary school education (leaving certificate or equivalent). ▪ Secretarial / administrative training e.g., ECDL ▪ Third level qualification in human resources (at certificate level or higher). Alternatively have a minimum of two years' experience in a human resources (HR) department. 	<ul style="list-style-type: none"> ▪
EXPERIENCE (DURATION & TYPE)	<ul style="list-style-type: none"> ▪ Minimum of 2 years' experience working in a HR department. 	<ul style="list-style-type: none"> ▪ Previous experience in a relevant industry ideally in the public health service / public sector.
SKILLS & ABILITIES	<ul style="list-style-type: none"> ▪ Excellent computer skills, to include Microsoft Office package. ▪ Excellent organisation and time management skills with proven ability to multi-task and meet deadlines. ▪ Always strives to work to the highest standards including attention to detail. ▪ Highly motivated with demonstrated enthusiasm and commitment to the role and the organisation. ▪ Excellent communication and interpersonal skills. ▪ Always display a positive friendly attitude. ▪ Works collaboratively as part of a team. ▪ Capacity for flexible and innovative thinking to suit the needs of the department. ▪ Demonstrates capacity to exercise personal initiative. 	
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> ▪ Demonstrate and live by the LauraLynn values – compassion, collaboration and excellence. 	<ul style="list-style-type: none"> ▪ Knowledge and understanding of key HR policies. ▪ Knowledge of key employment legislation. ▪ Knowledge of Clockwise, HR software package

JOB DESCRIPTION

JOB TITLE:	HUMAN RESOURCES (HR) ADMINISTRATOR
GRADE:	GRADE IV
DEPARTMENT:	HUMAN RESOURCES DEPARTMENT
REPORT TO:	HUMAN RESOURCES MANAGER, HUMAN RESOURCES OFFICERS

SUMMARY

LauraLynn is at the early stages of implementing a number of exciting projects which will see the expansion of the service to other parts of the country. The next few years will see stronger clinical, corporate governance and compliance with legislation and best practice. For example the children's hospice will be seeking to secure an accreditation award over the next 18 months. The Human Resources (HR) function and this postholder in particular, will play an active role in this and other projects. In addition a large proportion of this role will be on GDPR compliance e.g. ensuring records and files are in compliance with data protection regulations.

In addition, the postholder will be part of the HR team and will provide an overall administrative support to the HR Manager and other members of the team.

DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES & ACCOUNTABILITIES (in no particular order of priority)

Recruitment and Selection

- Under the direction of the HR Officers provide administrative support with the recruitment and selection process.

Corporate Induction

- Working with the HR Officers in ensuring all new staff successfully complete the corporate and local induction processes.

Probation Process

- Co-ordinate the probation process ensuring managers are aware of their responsibilities and that all new staff are appropriately managed through this process.

Mandatory Training

- Provide support to the HR Officer in organising and managing mandatory training for all staff. This includes scheduling calendar management and assisting with maintaining the mandatory training database.

Data Protection

- Working closely with and under the direction of the HR Manager and HR Officers ensure the HR function complies with data protection legislation including general data protection regulations (GDPR). This includes data cleansing and scanning of personnel files and other documentation in accordance with GDPR regulations.

Accreditation

- Actively participate in supporting the hospice accreditation process from an HR perspective.

Managing Attendance

- Ensure relevant Return to Work forms are received from employees and follow up with managers for those not received.
- Where requested communicate with the Salaries Department with regard to salary deductions in relation to sick leave for all staff.
- Complete and submit referrals to the occupational health provider.
- Accurate filing of medical certificates in personnel files.

General Administration

- Provide general administrative support to other members of the HR team when required.
- Deal effectively and efficiently with general enquiries to the department as they arise.
- Maintain HR databases and files when required.
- Management of the ID Badge system if required.
- Any other duties deemed appropriate to the post.

The duties listed in this job description are not exhausted. Other duties appropriate to the grade may be added. Please note that duties may change over time.

HEALTH AND SAFETY

In respect of Health and Safety these duties must be performed in accordance with LauraLynn's health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with LauraLynn Policy as set out in the safety statement, which must be read and understood.

QUALITY, RISK AND SAFETY RESPONSIBILITIES

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety
- Participate and cooperate with LauraLynn Quality and Risk and Safety initiatives as required
- Participate and cooperate with internal and external evaluations of the organisation's structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities.
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with LauraLynn quality, risk and safety requirements.

SPECIFIC RESPONSIBILITY FOR BEST PRACTICE IN HYGIENE

Hygiene in healthcare is defined as

“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving ones health, preventing the spread of disease and recognising, evaluating and controlling health hazards”.

Being a health institution hygiene plays a central role in maintaining a clean and healthy environment for our service users, families, visitors and staff. All employees of LauraLynn must always be mindful of their responsibility to maintain a high standard of hygiene including personal hygiene and as part of their role within the organisation. It is mandatory to attend infection control training yearly.

FLEXIBILITY:

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility on occasion as and when required by their manager.

DIGNITY AND WELFARE OF SERVICE USERS:

As a health care provider all staff are expected to behave towards service users and their families in a caring, professional and responsible manner. In line with the Trust in Care policy it is the duty and responsibility of all employees of LauraLynn, including this post holder, to report any concerns for the safety and welfare of patients to their line manager or head of department.

DIGNITY AT WORK:

All members of staff at LauraLynn have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus, all staff, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/LauraLynn Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

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 service users or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information 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.

DRESS CODE / UNIFORM:

Attire and personal appearance must, at all times, conform to a standard LauraLynn considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

In order to reduce the risk of HCAIs, compliance with Infection Prevention and Control policies and the attendance at infection control training, are essential for all staff members. It is paramount that each staff member practice good hand hygiene techniques. Staff members have a responsibility to report any obstacles to maintaining high standards of Infection Control and hand hygiene to their line manager or Infection Control Team

QUALITY:

To ensure the provision of the highest possible quality of service to our patients, all employees at LauraLynn have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the organisation this job description may be reviewed in light of possible new structures and/or changing needs of the organisation.

TERMS AND CONDITIONS

TENURE:

This is a one-year temporary contract of employment.

REMUNERATION:

€28,749 - €46,468 as of 01st July 2021.

Please note that whilst this position is not HSE/public funded the salary is aligned to the national HSE pay scales. Payment is made on a monthly basis (last Thursday) by credit transfer.

HOURS:

37 hours per week, exclusive of unpaid rest breaks.

ANNUAL LEAVE:

207.2 working hours (28 days) per annum.

PENSION SCHEME: - ARRANGEMENTS FOR 1 YEAR TEMPORARY CONTRACT – NON HSE EMPLOYED

Membership of superannuation (pension) scheme is compulsory. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the determined pension scheme. Further information will be issued upon appointment to the role.

RETIREMENT AGE:

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

HEALTH:

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GARDA VETTING:

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The successful candidate will be required to complete a Garda Vetting form prior to starting with LauraLynn.