The Oberstown Children Detention Campus intend to hold a competition for the purpose of recommending persons for appointment and to form a panel for the position of:

**HR ADMINISTRATOR GRADE IV**

**OBERSTOWN CHILDREN DETENTION CAMPUS**

**IRISH YOUTH JUSTICE SERVICE**

**DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS**

**CLOSING DATE: 12th November 2019 @ 3:00pm**

Late applications will not be accepted

The Oberstown Children Detention Campus is committed to a policy of equal opportunity.
Oberstown Children Detention Campus

Information Note

Oberstown Children Detention Campus (Oberstown) provides a safe and secure environment for young people sentenced or remanded by the Courts. The facilities are located on a single site in Oberstown, Lusk, Co Dublin. Oberstown is funded by the Irish Youth Justice Service (IYJS), which is an office within the Department of Children and Youth Affairs. Oberstown is subject to a single Board of Management which is appointed by the Minister for Children and Youth Affairs.

The principal objective of the campus under the Children Act 2001 is to provide care, education, training and other programmes for young people under 18 years of age, with the aim of reintegrating them back into the community, capable of making a positive and productive contribution to society.

The proposed appointments to the grade of HR Administrator will be made by the Oberstown Board of Management. It will be a condition of appointment that the employees concerned will be available for deployment as authorised by the Board to any area within the campus.

HR Administrator Grade IV in the Oberstown Children Detention Campus

Job Title and Grade: HR Administrator Grade IV

Competition Reference: C28/2019

Closing Date: 12th November 2019 @ 3:00pm

Location of Post: Oberstown, Lusk, Co Dublin

Employer
The person appointed will be employed by the Board of Management of the Oberstown Children Detention Campus.

The Post of the HR Administrator
Oberstown Children Detention Campus is seeking for a HR Administrator to support our Human Resources Department.

The successful candidate will provide needed support to Oberstown employees and management team in a timely and confidential manner.

The post holder will work closely with the HR Team to maintain high standards of the HR Office.

The position involves working as part of a team reporting to the HR Manager or designate.

Principal Duties and Responsibilities:

- Manage daily HR queries and ensure timely responses.
- Assist in processing all employee data/files on soft/hard copy ensuring that the HR Department is compliant with data protection regulations.
- Assist and provide administrative support in the organisation’s recruitment and selection processes.
- Assist and provide administrative support to the rolling out of HR policies, procedures and Employee Handbook.
- Assist and provide administrative support with absence management.
- Ensure deadlines are met and that service levels are maintained.
- Ensure work is presented to a high standard, maintaining confidentiality at all times.
- Organise and attend meetings as required.
- Maintaining information on people systems to ensure accuracy of data.
- Assist with the preparation of data for reports and spreadsheets.
- Provide relevant administrative support as required.
- Actively be involved in HR projects as they arise in Oberstown Children Detention Campus.
- Any other tasks as may be assigned by the Director, HR Manager or designate.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria
Qualifications and / or experience

Candidates must be:

• The ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy environment.
• Excellent communication, written and interpersonal skills including the ability to present information in a clear and concise manner.
• Excellent planning and organisational skills including using computer technology effectively.
• The ability to manage deadlines and effectively handle multiple tasks.
• The ability to manage within allocated resources.
• Flexibility, problem solving and initiative skills including the ability to adapt to change.
• The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
• The ability to recognise when it is appropriate to refer decisions to a higher level of management
• The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
• The ability to work independently on own initiative and as part of a team.
• Great attention to detail and high levels of accuracy.
• A commitment to maintaining high work standards.

Applicants must by the closing date of application have the following:

Essential:

• Relevant third level qualification at a Level 6 (or higher) major academic award (or equivalent qualification) in human resources, or similar discipline.
• At least 2 years’ experience in a fast-paced HR environment.
• Experience of MS Office, Adobe, Excel, Word, Outlook.
• Experience of recruitment administration and co-ordination of recruitment processes.
• Administration experience in the areas of minute taking, letter writing, responses to queries, etc.
• Experience of managing multiple deadlines and projects.
• Can demonstrates flexibility and openness to change.
• Working and up-to-date knowledge of employment law.
• Experience of managing absence.
• Experience of full range of administration within the HR Office.

Desirable:

• Experience of working in a public sector environment (2 years).
• Experience of participating in interview panels.
• Knowledge of Softworks (HR Information System).
• Practical knowledge of performance management system.

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

Age
Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 67 years of age.

Skills, Competencies and/or Knowledge
The successful candidate will demonstrate:

Professional Knowledge & Experience:

- Experience in the creation of professional documents and presentations thereby demonstrating advanced skills in the use of MS Office skills to include, Word, Excel, PowerPoint.
- Demonstrate ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy environment.
- Demonstrate excellent numeracy skills.

Communications & Interpersonal Skills:

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Strong written communication skills.

Planning & Managing Resources:

- Excellent planning and organisational skills including using computer technology effectively.
- The ability to manage deadlines and effectively handle multiple tasks.
- The ability to manage within allocated resources and a capacity to respond to changes in a plan.

Evaluating Information, Problem Solving & Decision Making:

- Flexibility, problem solving and initiative skills including the ability to adapt to change.
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- The ability to recognise when it is appropriate to refer decisions to a higher level of management.

Team Working:

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.
- Leadership potential and strong team skills.
Terms and Conditions of Employment

Tenure
Appointment is as an employee of the Board of Management of the Oberstown Campus.

The appointment is to a whole-time permanent position.

Successful candidates shall serve a minimum period of 12 months on probation (see below).

The employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position.

Remuneration

The salary for this post ranges from €30,741, €32,851, €34,645, €36,217, €37,735, €39,786, €41,271, €42,777, €44,163 (1st LSI ), €45,554 (2nd LSI) per annum.

Allowances specific to this post are payable. These include Secure Unit Allowance €2,195.81.

The rates of remuneration and allowances may be adjusted from time to time in line with Government pay policy.

Working Week
Hours of attendance will be fixed from time to time but will amount to not less than an average of 37 hours net per week.

Successful candidates will be required to work on a roster, which may include Saturdays, Sundays and public holidays, and such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave
The annual leave allowance for this position is 22 days per annum.

Superannuation
With effect from 1st January 2013 all new recruits to the Public Service will be members of the Single Public Service Pension Scheme (“Single Scheme”), as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Probation
Successful candidates shall serve a minimum period of 12 months on probation.

Should the HR Administrator services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the officer will be finally appointed, on completion of the period.
Should the HR Administrator services be unsatisfactory, the appointment may be terminated at any time during the probationary period.

All employees will comply with supervision and any Performance Management Development system in place.

**Official Secrecy and Integrity**


**Applicants from outside the European Economic Area**

While the Board of Management will be an equal opportunities employer, in line with current Department of Jobs, Enterprise & Innovation work permit requirements, offers of appointment to non European Economic Area (EEA) citizens will only be made in the event that an EEA citizen cannot be found to fill a vacancy.

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway.

For more details on EEA countries please see below or visit the Department of Jobs, Enterprise & Innovation [www.djei.ie](http://www.djei.ie)

**European Economic Area Nationals**

EEA nationals who do not require work permits / visas / authorisations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Switzerland and Romania.

**The Selection Process**

**How to Apply**

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
  (Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.)
- Completion of the **competency questions form** (available to download from [www.oberstown.com](http://www.oberstown.com))

In order to apply for the post of HR Administrator, please forward the above requested information via email to [hr@oberstown.com](mailto:hr@oberstown.com) before 12th November 2019 @ 3pm.
Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

Incomplete or late applications will not be accepted.

Selection Process:
The Selection Process may include:
- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s);
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview which may include a presentation.

Please Note
We endeavour to give as much notice as possible for interview dates etc.; candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus. Therefore it is anticipated that interviews will take place over numbers days from late November to early December. Interview details will be issued in due course.

Shortlisting
The number of applications received for a position generally exceed that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Oberstown Children Detention Campus may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Oberstown Children Detention Campus provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

References
Candidates who are successful at interview will be requested to provide details of three referees. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.
Security Clearances
Appointments will be subject to successful Garda vetting of the candidate. Garda vetting will be sought in respect of individuals who come under consideration for appointment.

Candidates who have lived outside this jurisdiction should obtain documentary evidence of the results of a criminal record check through the relevant authorities in those countries where they have resided. Candidates who have lived outside this jurisdiction will also be required to make or swear a declaration that they have no previous convictions in any jurisdiction. Failure to supply this information may jeopardise or delay the offer of employment.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Other important information
Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.
Successful candidates may be placed on a panel from which future vacancies may be filled.

Deeming of candidature to be withdrawn
Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations
A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:
• where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
• Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.
GDPR Privacy Statement - Recruitment Process

Purpose of Processing
Oberstown Children Detention Campus conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, cover letter and complete the competency questions form for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing
- Necessary for performance of a contract or to enter into such a contract.
- Compliance with legal obligation (Terms of Employment Information Act).

Recipients
The following shall receive your information for reasons outlined below:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR (internal)</td>
<td>Storing job applications, acknowledging responses and corresponding with applicants.</td>
</tr>
<tr>
<td>HR (external Service provider)</td>
<td>If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process.</td>
</tr>
<tr>
<td>Interview Panel</td>
<td>The Interview Panel will receive your CV, Cover Letter and Competency Based questions to conduct shortlisting and assessing applicants.</td>
</tr>
<tr>
<td>Referees</td>
<td>Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference.</td>
</tr>
<tr>
<td>Occupational Health Practitioner</td>
<td>We will use your personal details to refer you to the Occupational Health practitioner if considered for appointment.</td>
</tr>
</tbody>
</table>

Details of Data Transfers Outside the EU
This does not apply to this process.

Automated Decision Making
This does not apply to this process.

Retention Period for Data
For unsuccessful candidates, CV, cover Letter, competency based questions and correspondence shall be retained for 12 months. For successful candidates, their CV, cover Letter, competency based questions will be placed on their employee file and retained during their employment and for an appropriate period thereafter.
Your GDPR Rights in Relation to this Process

<table>
<thead>
<tr>
<th>Right</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Access</td>
<td>You can request and receive access to the information requested in the process at any time.</td>
</tr>
<tr>
<td>Portability</td>
<td>You can request and receive a copy of this data, in electronic/transferable format, at any time.</td>
</tr>
<tr>
<td>Erasure</td>
<td>You can request the data held be erased. We have outlined the anticipated retention period above.</td>
</tr>
<tr>
<td>Rectification</td>
<td>You can have any incorrect information, due to this being updated or otherwise, to be corrected.</td>
</tr>
<tr>
<td>Objection</td>
<td>You can object to this information being processed</td>
</tr>
<tr>
<td>Complain</td>
<td>You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.</td>
</tr>
</tbody>
</table>

The Organisation holds personal data about you which is subject to the Data Protection Act, 2018 and the General Data Protection Regulations 2018 (GDPR). Under the Act and the Regulations it is necessary for the performance of this contract to provide Oberstown with personal and sensitive personal information for the purposes of the administration and management of your employment and/or Oberstown’s operations. This personal data may be processed manually or electronically as required.

You are also required to abide to the provisions of the Data Protection Act 2018 and the GDPR 2018 and any regulations made thereunder or amending or superseding legislation in respect of computerised or manual records relating to personal data. Oberstown Privacy Notice can be accessed on [https://www.oberstown.com/privacy-policy/](https://www.oberstown.com/privacy-policy/) for your further information.