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Job & Person Guide

HR Officer

Role Title: HR Officer

Place of Work

Primarily at Sage Advocacy's National Office

Salary: €40,00 - €50,000

Contract: One year fixed term

Reports To: Recruitment & Staff Support Manager

Key Relationships

Regional Advocates, Management Team, Service Management Group, work groups, and external HR and Legal Advisors.

Purpose of the Role

To support the Recruitment & Staff Support Manager in delivering efficient HR operations, including recruitment, onboarding, employee support, and compliance with HR policies and legislation.

Key Responsibilities

Principal Duties and Responsibilities

- To Support Recruitment & Staff Support Manager with all HR functions
- To assume responsibility of Recruitment & Staff Support Manager during their absence
- Support the Training & Education Coordinator with employee training, learning and development
- Ensure compliance with employment law
- Responsible for managing personnel documentation and maintaining electronic employee files
- Drafting monthly HR progress reports
- Assisting with employee queries / complaints and maintaining regular communication with employees until queries are resolved or escalated
- Support the implementation of any HR related project initiatives
- Assist in managing full-cycle onboarding and offboarding processes, including support of employee induction programs
- Ensure the efficient administration of area of responsibility

HR Operations

- Maintain accurate, GDPR-compliant personnel files and records
- Act as HR Systems Administrator, overseeing system maintenance, updates, and troubleshooting

- Prepare HR reports and support policy updates
- Contribute to HR related projects and continuous improvement initiatives
- Liaise with external HR consultancy/advisor

Onboarding & Offboarding

- Support with shortlisting, interviews, reference checks, and issuing offers, drafting contracts etc
- Draft and update job descriptions and recruitment materials
- Coordinate onboarding, induction, and offboarding processes
- Support the recruitment processes, ensuring effective candidate evaluation and offer management
- Assist with onboarding and offboarding processes to ensure a positive employee experience

Training, Learning & Development

- Assist with the coordination of mandatory and developmental training
- Support and collaborate with Training & Education Coordinator

Health, Safety & Wellbeing

- Support implementation of the Health & Safety Policy and training schedules
- Promote a safe working environment

General Responsibilities

- Prioritise workload effectively and maintain high attention to detail
- Undertake duties as assigned by the Recruitment & Staff Support Manager

Skills, Knowledge & Competencies

Knowledge

- Employment legislation and HR best practice.
- HRIS systems (HR Locker desirable)
- GDPR & data protection
- Health & Safety legislation

Skills

- Strong communication and interpersonal skills
- High attention to detail and organisational ability
- IT proficiency — Word, Excel, PowerPoint, Outlook, CRM/HRIS
- Problem-solving and sound judgement

Attributes

- Confidential, trustworthy, and professional
- Team-oriented with strong interpersonal skills
- Proactive, adaptable, and committed to Equality, Diversity, and Inclusion & organisational values

Essential Criteria

- HR qualification of at least Level 6 / CIPD affiliation or equivalent experience
- In-depth employment legislation knowledge
- Excellent IT literacy (Word, Excel, PowerPoint, Outlook, CRM/HRIS)
- Strong communication & interpersonal skills
- Analytical, problem-solving, decision-making abilities
- HR best-practice capability
- Strong administrative skills and Attention to detail
- Excellent written & verbal communication
- Commitment to Sage values: “Nothing About You/Without You”