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| **Job Title and Grade** | **Administrative Officer, Grade IV- One Full time WTE** |
| **Location of Post** | Maintenance Department Cork North  St Mary’s Health Campus  Gurranabraher  Cork |
| **Closing Date** | **12 noon on Friday 3rd November 2017** |
| **Organisational Area** | HSE Southern Estates Department (Cork and Kerry ) |
| **Tenure** | Full –Time 37 hours per week. |
| **Remuneration** | Candidate will transfer on their current salary (Grade IV) |
| **Details of Service** | The HSE Estates Department provides a range of professional, technical, project management, property, fire and safety and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure – including buildings, plant and equipment. In this respect the maintenance department based at St Mary’s Health Campus manages the development, maintenance and safety of the facilities and working environments used and occupied by the HSE in the Cork North area |
| **Reporting Relationship** | Maintenance Officer or Designated Officer |
| **Purpose of the Post** | Provision of general administrative support to the Maintenance Officer and to carry out the required administrative duties within the Cork North Maintenance area |
| **Principal Duties and Responsibilities** | **Financial**   * Administrative Officer must operate within agreed parameters for financial expenditure ( capital and revenue ) within the maintenance department , ensuring adherence to the HSE’s procurement policy and National Financial Regulations including ‘Purchase to Pay Policy’. These functions will include but are not limited to : * Responsibility for the efficient and effective processing of financial returns in line with current financial controls and procedures in place * Working closely with their line manager to provide advice and support in respect of financial matters * Preparation of purchase orders for tendering and contract work. * Managing the receipt of goods/services * Processing of invoices including preparation and submission of invoices for payment * Ensuring that all deadlines are met * Responsibility for administering tender documentation within department in accordance with defined process and requirements. * Preparation and monitoring of monthly expenditure reports. * Assisting with maintenance budget planning. * Recording non-direct labour unit expenditure and contract work etc. * Payment and monitoring of allocated capital expenditure budgets and preparation of year end returns. * Liaising with Finance Department and Estates Department on financial queries. * Maintain sign out ledger for issuing of stock. * Ensuring stock levels are maintained as appropriate * Ensuring that proper records are kept and that source documents , etc are properly maintained and filed * Implementation of any new Financial policies and procedures   **Payroll**   * Manage and be accountable , within agreed parameters, for payroll and staff leave within the maintenance department , ensuring adherence to the HSE’s National Financial Regulations ( Payroll). These functions will include but are not limited to : * Responsibility for the efficient and effective processing of salary returns in line with current salary controls and procedures in place * Working closely with their line manager to provide advice and support in respect of all salary related returns * Recording and tracking staff call outs/overtime . * Preparation and submission of payroll returns . * Dealing with pay related queries. * Ensuring that payroll deadlines are met * Recording of annual and sick leave in accordance with HSE procedures including Public Service Sick Leave Scheme . * Ensuring that proper records are kept and that source documents , paysheets etc are properly maintained and filed * Implementation of any new Payroll and Staff Leave policies and procedures   **ICT**   * Operate and maintain maintenance job notification system. * Produce maintenance job system activity reports. * Ensure maintenance of designated computer equipment * Manage usage of portable communication devices e.g mobile phones subject to Maintenance Officer approval * Collate and present statistical information on maintenance and technical services related activities as required. * Operate and maintain planned preventative maintenance and reporting system. * Operate and maintain store stock management system * Compile, operate and maintain various database systems relevant to the maintenance department function as required. * Implementation of any ICT new policies and procedures   **General**   * Efficient management of the office filing and record systems. * Responsibility for checking and recording energy usage in accordance with EPA Regulations. * Checking and recording of energy and water usage information. * Circulation of key information and policy documents to relevant staff as required. * Adherence to HSE Policies e.g Data Protection * Assist with maintaining and updating Risk Register * Assist with recording and updating of the Safety File * Implementation of any new /revised HSE policies e.g National Financial Regulations, Capital Protocols.HR Policies etc as appropriate to the Maintenance Department and Estates * Liaison with Contractors * Provision of cross cover for the administrative function within the Cork North maintenance department on an as needs basis * Ensuring consistency in work practices and sharing of work practices across the Cork North Maintenance Area * Any other duties with regard to the office as may be assigned from time to time.   The principal duties and responsibilities as outlined above indicate the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Assistant National Director of Human Resources or designated line manager. |
| **Eligibility Criteria** | ***Only direct employees of the HSE and Child and Family Agency Tusla at Grade IV level are eligible to apply at this time.***  Each candidate **must** on the latest date for receipt of completed CV’s for the post possess:   * Sufficient satisfactory relevant experience in a similar role in the HSE or TUSLA * experience of providing administrative support for a senior manager * experience in a role that has involved dealing with senior managers and other key internal stakeholders and external agencies * Strong IT skills and have experience of using Word, Excel and Email.   And  Possess sufficient administrative capacity to discharge the functions of the grade  **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**  No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provision) Act, 2004). In this case the candidate must be 65 years of age on the first day of the month in which the latest date for receiving applications for this office occurs. |
| **Skills, competencies, qualifications and/or knowledge required** | **Candidates must demonstrate:**  **Professional Knowledge & Experience**   * Excellent Microsost Office skills to include, Word, Excel, and Email. * Strong administrative skills including efficient use and maintenance of filing and document management systems   **Communications & Interpersonal Skills**   * effective communication and interpersonal skills including the ability to present information in a clear and concise manner. * strong oral and written communication skills including an ability to communicate with a diverse range of customers and service providers * the ability to build and maintain relationships with a variety of stakeholders. * Demonstrate initiative and ability to prioritise work and work independently   **Planning & Managing Resources**   * planning and organisational skills including using computer technology effectively. * An 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. * Being able to recognise when it is appropriate to refer decisions to a higher level of management   **Team Working**   * the ability to work both independently and as part of a team. * motivation and an innovative flexible approach to the job within a changing working environment.   **Commitment to a Quality Service**   * awareness and appreciation of the service user. * a commitment to promoting and maintaining high work standards. * a commitment to providing a professional service to internal and external stakeholders. |
| **Campaign Specific Selection process:** | A ranking and or shortlisting exercise will be carried out on the basis of information supplied in your CV. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria or skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the shortlisting stage of this process will be called to skills match meeting. |