

St. John's Hospital, Limerick
Administration Officer – Grade VI – Payroll & Pensions
Permanent, Wholetime & Pensionable

Job Specification, Terms and Conditions:

Job Title, Grade and Grade Code	Administration Officer Grade VI Payroll & Pensions Grade Code: 0574
Competition Reference	SJL05-2025-06
Whole Time Equivalent	1 WTE
Closing Date	Friday 13th June 2025 at 12.00 noon
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage. Successful candidates will be required to take up post at the earliest possible opportunity.
Duration of Post	Permanent Wholetime
Location of Post	Finance Department, St. John's Hospital, John's Square, Limerick, V94 H272
Informal Enquiries	Margaret Dumas, Finance Officer Contact details: Tel: 061 462 142 Email: margaret.dumas@stjohnshospital.ie
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/
Details of Service	St John's Hospital, Limerick is Voluntary Hospital founded in 1780 by the Little Company of Mary Sisters. It is a Model 2S, acute general hospital funded by the HSE and member of University of Limerick Hospitals Group (ULHG). It is a longstanding teaching hospital for medical, nursing and allied healthcare professional staff and is an academic partner of the University of Limerick. The hospital provides a wide range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. The Injury Unit is the busiest in the Midwest region and second busiest Unit nationally after the Mercy Hospital (Source: HSE BIU data October 2022). We are committed to providing the highest quality service to all our patients in a professional, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner at all times with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and to promote patient participation in their care. We encourage good interpersonal relationships and we collaborate extensively with key external stakeholders including the HSE, Voluntary Healthcare Forum and other local healthcare providers. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for both present and future health service staff. The Hospital has a total of 99 beds – 89 In-Patient beds and 10 Day Care beds. The In-Patient specialties are General Medicine, General Surgery and Gynaecology. Our 5-year Strategy (2022-2027) includes a key business plan for a new in-patient bed block to be built on site, bringing the total number of beds on site to 200. We are working with

	the HSE to support our business plan by approving funding for the development and resources needed for the additional bed capacity. Other clinical services provided on site include: • Consultant Out-Patient Clinics • Diagnostic Radiological and Laboratory services • Day Surgery • Clinical Nurse Specialists in the areas of Diabetes, Continence Management, Respiratory Care, Tissue Viability, Infection Control, Palliative Care and Pain Management • A Dietetic service providing nutritional assessment, dietary advice, education and evaluation • Occupational Therapy • Speech and Language Therapy • Social worker support • Physiotherapy services • Chaplaincy Service Clinical Research and Innovation: We have an active Audit, Research and Innovation Committee and access to a Rapid Innovation Unit which collaborates with clinical staff across UL Hospitals to enhance patient experience, producing many pioneering quality improvement initiatives. This “Science Foundation” sponsored unit uses 3D printing and other engineering pathways to find live patient-centric digital manufacturing solutions to bedside care issues.
Service mission, vision and values	Our Purpose Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day. Our Vision To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience. Mission statement Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services. Our Values To listen to each other and seek opportunities to help and support one another To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning and training. To deliver excellence in care through monitoring, evaluating and continually improving our services.
Reporting Arrangements	The post holder will report directly and be accountable to: Finance Manager and /or in their absence Head of Finance.

Purpose of the Post Job Summary	The Payroll & Pensions Officer is a senior position within the Finance Department, with responsibility to manage the payroll process for approximately 400 multidisciplinary staff and manage and administer monthly pension payments. The role has responsibility for overseeing a dedicated team of payroll and pension administrators. The candidate will require previous experience of payroll and pensions and extensive knowledge of statutory regulations and HSE terms and conditions. The role will contribute to the implementation of service improvements and change. Integral elements of the role include excellent people management, communication and project management skills. The successful candidate will be highly motivated, organised and possess the ability to work to tight deadlines. Collaboration with various departments including HR and Finance is vital to the success of the position along with the ability to build strong and trusting relationships with stakeholders. A strong customer service ethos is required along with the ability to problem solve.
Principle Duties and Responsibilities	The role includes managerial and administrative functions. The following are the key duties and responsibilities for this role (indicative not exhaustive): • Management and administration oversight of fortnightly and monthly pay cycles • Management of pension process (VHSS & SPSPS) • Annual benefit statements • The ability to evaluate complex information from a variety of sources and make effective decisions. • Manage the integration of HR time and attendance system with payroll system • Responsible for Implementation and/or review of payroll and pension procedures • Ensure accurate calculation of payroll and all relevant taxes and deductions • Ensuing all deadlines are met • Preparation of monthly reports for finance management team • Responsible for month and year end reporting where relevant and as requested by Finance Management team • Partake in annual external audit and internal audits where relevant as requested by Finance Management team • Ensure optimum and effective use of staff within your department to avoid backlogs. where possible, with adequate planning and monitoring of resources. • Ensure adequate cover is in place during periods of leave/absences for maintaining service provision • Conduct regular training requirement analysis for payroll and pensions team and organise when needed • Organise mandatory training requirements for all staff within the payroll and pensions department in compliance with Hospital policies and provide reports on request. • Management of queries from Payroll & Pensions team, Finance Management, hospital staff and HR department • Collaborate and work closely with HR department to ensure information flow • Attend meetings representing the payroll and pensions department • Review and implement HSE Circulars and other national agreements • Conduct look back exercises as required and in consultation with the department head/ HR department

- Key contact with payroll system provider
- Reporting Relationships: Communicating when required with external bodies and government agencies
- Demonstrate pro-active commitment to all communications with internal and external stakeholders
- Prioritising competing workload demands from internal and external stakeholders to meet pre-determined targets and timeframes.
- Demonstrate leadership and sound judgment in managing allocated assignments.
- Awareness of Data Integrity, Process Standardisation, System of Internal Financial Controls, Financial Regulations and Corporate Governance at local and national level
- Promote and participate in the implementation of change
- Embrace change and adapt local work practices accordingly by finding practical ways to make policies work.
- Participate in project assignments as may arise from time to time.
- Utilise technology to enable automation of existing processes to ensure work is completed efficiently and highest standards possible.
- Any other appropriate duties as may be determined by the senior management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Staff Supervision:

- Ensure that optimum and effective use of staff through appropriate allocation is exercised.
- Manage the performance of staff, dealing with underperformance in a timely and constructive manner
- Conduct regular staff meetings to keep staff informed and to hear staff views.
- Pursue and promote continuous professional development in order to develop management expertise and professional knowledge. This extends to completion of Performance Achievement meetings ensure these are done in a timely manner for all staff under the remit of Payroll & Pensions Officer.
- Promote and maintain a safe working environment for all staff and ensure that all Risk Management & Health & Safety strategies, policies and procedures are implemented.
- Adhere to and implement Human Resources policies and procedures & Occupational Health Policies & procedures.
- Promote an attendance culture and actively engage in measures to improve attendance.
- Foster a good working relationship with Hospital Staff and outside agencies.

Training and Development:

- Conduct regular training needs analysis for payroll and pensions staff. Ensure the provision of comprehensive training to payroll and pensions staff. Ensure effective induction processes are in place for new staff.
- Organise mandatory training requirements for all staff within the department in compliance with Hospital policies.
- Attend appropriate in-service training and education programmes and facilitate staff to attend same.

	Conduct regular training sessions in line with HSE Circulars, Memos, and employment legislation changes. Confidentiality. In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business 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 left in safe custody when no longer required. You are required to comply with the legislation in respect of the General Data Protection Regulation (GDPR). <i>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. Flexibility must be exercised in dealing with new situations and emergencies.</i> <i>It would be expected in the normal course of events at Hospital level that the role will evolve as professional and service demands change. Management structures, budgetary processes and training/education initiatives are the subject of on-going development to facilitate the exercise of the devolved functions set out above.</i> <i>This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.</i>
Eligibility Criteria Qualifications and/or experience	1. Education, Experience Requirements etc: a. Each candidate must, at the latest date for receipt of completed applications for the post possess: (i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004. Or (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish (1). Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination. Or (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction

	Or (iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI). And b. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office. And c. Candidates must possess a background in the areas of Payroll and Pensions Management in an organisation of similar size minimum of 3/5 years' experience. And d. Candidates must possess the IPASS qualification Desirable: • Knowledge & Experience of HR/Payroll system functionality • In depth experience of Megapay Payroll system/SAP Payroll system • Manager or Certified Payroll Professional with payroll experience, in a health service preferred. • Qualification in Pensions Management. • Membership of or working towards certified payroll body • Proficient in Microsoft Office packages, with particular emphasis on Excel. • Experience in people management Note (1) Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. 2. Age The Public Service Superannuation (Age of Retirement) Act, 2018 set 70 years as the compulsory retirement age for public servants. 3. Garda Vetting Applicants who do not comply with the Hospitals requirements in this regard will be excluded from the competition. 4. Health Candidates 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. 5. Character Candidates for and any person holding the office must be of good character.
	• Experienced and proficient in the use of Microsoft Office suite of applications including advanced competency in Excel

Post Specific Requirements	• Have a strong working knowledge of the Payroll Systems • Have a proven track record in delivering to strict deadline • Demonstrate experience of working collaboratively and in a professional manner with multiple internal and external stakeholders • Demonstrate experience of managing and delivering multiple concurrent pieces of work • Demonstrate a proven ability to prioritise tasks and meet deadlines
Essential Skills, competencies and/or knowledge	Candidates will demonstrate through their application form and at the interview that they have: Professional Knowledge & Experience • Proven track record in the compilation of reports • Highly proficient in the Microsoft Office suite, including MS Word and Excel • Experience of working with payroll systems • Demonstrate the ability to work in line with relevant policies and procedures • Demonstrate commitment to developing own professional knowledge and expertise • Experience in managing a payroll function and knowledge of HSE terms and conditions • Experience in preparation of retiring staff members files and calculation of pension entitlements for submission to the National Pensions Management Team for review (VHSS) • Experience in management of SPSPS pension process Managing and Delivering Results • Demonstrate excellent attention to detail • Strong results focus and the ability to achieve objectives through collaborative working • Demonstrate excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results • Demonstrate the ability to improve efficiency within the working environment ability and the ability to evolve and adapt to a rapid changing environment. • Demonstrate the ability to work to tight deadlines and operate effectively with multiple competing priorities • The ability to take responsibility and be accountable for the delivery of agreed objectives • A logical and pragmatic approach to workload, delivering the best possible results with the resources available • Ability to effectively delegate tasks to the team to ensure projects are completed • Self-motivation and an innovative approach Evaluating Information, Problem Solving & Decision Making • Display excellent analytical skills to enable analysis and interpretation of data • The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate • Demonstrate the ability to grasp and understand complex issues and the impact on service delivery • Capacity to anticipate issues and implement solutions • Recognises when it is appropriate to refer decisions to a higher level of management • Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions • Ability to make sound decisions with a well-reasoned rationale and to stand by these as appropriate Communication & Interpersonal Skills

	• Demonstrate the ability to work on own initiative as well as part of a team, promoting a positive team spirit. • Demonstrate the ability to interact in a professional manner with other finance staff, HR department and other key stakeholders from clinical and non-clinical backgrounds • Work as part of the team to establish a shared sense of purpose and unity • Demonstrate flexibility and adaptability • Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood • Demonstrate strong written, oral and presentation skills Building & Maintaining Relationships (including Team Skills and Leadership) • Demonstrate the ability to work on own initiative as well as part of a team, promoting a positive team spirit. • Demonstrate leadership potential, the ability to manage the performance of others and support staff development. • Works as part of the team to establish a shared sense of purpose and unity Commitment to Quality Service • Practices and promotes a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user • Proactively identifies areas for improvement and develops practical solutions for their implementation • Embraces and promotes the change agenda, supporting others through change and effectively seeing it through • Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks. The successful applicant will be required to work flexibly in response to changing local/organisational/network requirements.
Other requirements specific to the post	Flexible to changing needs Willingness to progress own professional development.
Competition Specific Selection Process Short listing / Interview	Applications should be submitted by completing the St. John's Hospital's standard job application form. Application forms and full particulars relating to the post are available on St. John's Hospital website, www.stjohnshospital.ie or contact the HR department St. John's Hospital. Applications to Human Resources Department, St. John's Hospital. recruitment@stjohnshospital.ie Application Process Completed application forms must be e-mailed to recruitment@stjohnshospital.ie no later than Friday 13th June 2025 @ 12 Noon. An official application form must be completed in full by the closing date for the competition. Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Ranking/Shortlisting/Interview A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on

	the requirements of the post as outlined in the eligibility criteria and 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 ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	St. John's Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.
The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. It 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.	

Administrative Officer – Grade VI Payroll & Pensions

Terms and Conditions of Employment

Tenure	The appointment is permanent whole-time and pensionable A panel may be created from which permanent full-time duration may be filled. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	The salary scale for this post is in accordance with Department of Health approved salary scales 01/03/2025 grade code 0574: €56,757; €58,110; €59,761; €62,862; €64,716; €67,025- LSI1; €69,341; LSI2
Working Week	The standard working week applying to the post is: 35 hours delivered on a Monday to Friday basis. Flexibility in consideration of service needs is required. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-9pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).
Annual Leave	30 working days per annum. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997. Pro-rata annual leave entitlement applies to part-time posts.
Superannuation	All pensionable staff become members of the pension scheme.
Probation	Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory
Termination of Employment	Two months’ notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office. The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years. All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose

Mandatory Training and Health and Safety at Work Act	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
Children First Act	Schedule 2 of the Children First Act 2015 specifies that this post falls under the classes of persons as “Mandated Persons” for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSELand training in relation to Children First and any other training the Hospital deems appropriate in this regard
GDPR	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients’ care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital’s Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018, Hospital policies and procedures at all times. Details of the Hospital’s policies are available on the intranet
Infection Prevention and Control	The post holder is obliged to adhere to Hospital policies and procedures relating to Hand Hygiene and Infection Prevention and Control and to assist in undertaking hand hygiene audits as required.