

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



Human Resources Business Partner

1 Year FTC

(Under the Governance of Mercy University Hospital Cork CLG.)

The HR Department holds strategic and operational accountability and responsibility for the delivery of a large range of HR functions to the MUH. The core objective is to deliver these services efficiently and of a high standard thus allowing frontline services to focus on patient care delivery.

Responsibilities - The post holder will be responsible for;

- Ensure the efficient day-to-day administration of area of responsibility
- Ensure deadlines are met and that service levels are maintained
- Support the preparation and issuing of office documentation, (correspondence, reports, minutes etc) to the highest possible standard by monitoring own and peers work to ensure quality and accuracy
- Provide high quality HR support during change projects, resource & headcount planning, grievances, dignity at work, training needs, audits and all other HR related needs
- Work with the HRD and HR colleagues (including external) to build and embed best practice in HR
- Continuous Professional Development – maintain and improve your knowledge of HR, relevant legislation, health sector etc.
- Leverage centers of excellence in the HSE or knowledge within MUH to grow and expand you own knowledge and efficient service
- Work collaboratively and in partnership with business units that are supported by this role with regular meetings and drop in sessions. Implementing quality improvements where possible.
- Support and collaborate with business managers and divisional leads in relation to probation management. Act as an advisory and point of contact in these instances.
- Leading and managing IR/ER issues. Engaging with unions and facilitating meetings to resolve and work through IR/ER matters
- Communicate any amendments or issues to payroll in a timely manner ensuring complete accuracy

Eligibility Criteria - Candidates:

- Must have at least a level 8 qualification in Human Resources
- CIPD membership essential
- Proven experience with IR/ER issues
- At least 3 years post graduate experience
- Healthcare knowledge a distinct advantage although not essential

Closing Date for Applications: 1pm Tuesday 26th June 2018

1. Email

E-mail a letter of application together with your CV and names and numbers of 3 referees to:

recruitment@muh.ie

2. Post

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:
Human Resources, Mercy University Hospital,
Grenville Place, Cork, Ireland

recruitment@muh.ie

Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.