



**BRINDLEY HEALTHCARE SERVICES
LIMITED**



#JOB-2408379



Brindley Healthcare Services Limited,
Dowdstown, Maynooth, Co. Kildare, W23
H028



No of positions : 1



Paid Position



39 hours per week



34000.00-40000.00 Euro Annually



21/08/2025



18/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@manorhomecare.ie



Open your camera
app & point here
to view this ad
online



HR Specialist

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Job Responsibilities

Full responsibility for the Onboarding & Offboarding process.

Supporting the delivery of a complete onboarding & offboarding programme.

Assisting in and conducting research for other onboarding initiatives, as well as using tangible data to inform the structure and building of additional induction resources.

Communicating onboarding progress to hiring managers and key stakeholders, offering solutions for onboarding issues and adopting a continuous improvement approach.

Maintain a superior working knowledge of current onboarding and offboarding legislation (probation period, unfair dismissals, retirements) and employer responsibilities and inform management of changes needed before they arise.

Monitoring the onboarding process to ensure the experience is positive for the employee and hiring manager and ensuring all new hires are set up from HR systems and processed by payroll in a timely manner.

Full responsibility for the leavers- ensuring all employees are removed from HR systems and processed by payroll in a timely manner and ensuring all the offboarding experience is positive for the employee.

Liaising with vendors to ensure employees (leavers) are removed from their listings.

Communicating offboarding (retirement, general leavers) progress to managers and key stakeholders, offering solutions for offboarding issues and adopting a continuous improvement approach.

Managing relevant ad hoc projects, ensuring that BAU activity is manage

Essential Skills and Competences

apply company policies, assess character, build trust, develop professional network, document interviews, employment law, fix meetings, hire human resources, identify with the company's goals, interview people, job market offers, labour legislation, listen actively, manage payroll, negotiate employment agreements, observe confidentiality, profile people, recruit employees, talent management strategies, use communication techniques, write work-related reports

Optional Knowledge

advertising techniques, business communication, human resource management, human resources department processes, personal reflection techniques based on feedback

Optional Skills and Competences

administer appointments, advertising techniques, apply knowledge of human behaviour, apply social media marketing, assist employee health programmes, business communication, coach employees, communicate by telephone, determine salaries, develop employee retention programs, ensure gender equality in the workplace, evaluate training, gather feedback from employees, give advice on personal matters, human resource management, human resources department processes, identify necessary human resources, manage budgets, mentor individual employees, monitor company policy, negotiate with employment agencies, organise staff assessment, organise training, personal reflection techniques based on feedback, promote human rights, support employability of people with disabilities, train employees

- **Sector:** human health and social work activities

Career Level

- Entry Level