



St Mary's Priory (Dominican Order In Ireland)



#JOB-2450444



St Mary's Priory, Dublin 24, D24 X585



No of positions : 1



Paid Position



39 hours per week



40560.00 Euro Annually



28/05/2026



25/06/2026

How to apply

Application Method :

Not available



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



HR Data and System Analyst

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

Main Responsibilities

Building and maintaining a centralised HR data repository consolidating employee data, statutory details, and emergency contacts across multiple sites, leveraging HRIS platforms to improve data accuracy, accessibility, and audit readiness.

Acting as the first point of contact for HR queries, including analysing organisational needs and formally preparing job descriptions, issuing contracts, and resolving queries related to leave entitlements and organisational policies through system-generated data and reporting.

Managing role-based compliance and L&D training administration through the HRIS, tracking completion rates across all staff, analysing training and compliance gaps, coordinating learning initiatives with certified instructors, and ensuring the organisation remains continuously audit and inspection ready.

Creating, developing, and governing a comprehensive employee handbook and HR policy framework covering roles, leave policies, data protection, health and safety, employee conduct, disciplinary and grievance procedures across all Pories operating under the Province, while ensuring ongoing compliance with employment legislation,

regulatory requirements, and organisational governance standards through continuous policy review and workforce data analysis.

Working with the Safeguarding Office to ensure systems and records, support audit trails and regulatory compliance requirements.

Partnering with an external legal firm to customise dual-role, casual, part-time, and full-time contracts by analysing workforce data and trends, translating operational requirements into compliant contract terms, and maintaining accurate contract records across the HRIS.

Managing pension administration and employee benefits analysis by collating and filing monthly returns through HR systems, ensuring new starters and departing employees are accurately reflected, updating contribution rates following salary changes, and responding to pension and benefits-related queries using system-generated data.

Maintaining and updating regulatory documentation required under Charity legislation by analysing

compliance obligations, producing accurate reports, and ensuring organisational records reflect current regulatory requirements.

Leading the digitalisation and structured migration of HR records and documentation as part of the Provincial Office transition to paperless environment, designing and implementing a structured digital records management system to improve accessibility and operational efficiency.

Working Hours: 39 Hours Per week

Annual Salary: 40,560.00

Company Name: St Mary's Priory (Dominican Order in Ireland)

Job Location: St. Marys Priory, Dublin 24, Tallaght, Dublin, Ireland D24 X585

Start date: 27/07/2026

- **Sector:** other service activities

Career Level

- Executive