

**Senior HR Executive**

**Competition Information Booklet**

Please read carefully

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| **Position:** Senior HR Executive**Grade:** Higher Executive Officer**Directorate:** Finance and Corporate Services**Reporting to:**  Head of Human Resources**Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model.**Starting salary:** €58,264Closing date for receipt of completed applications:**12pm (noon) on Friday, 11th July 2025****Contact:** careers@nationaltransport.ie |

The National Transport Authority is committed to a policy of equal opportunity.

**Overview of the National Transport Authority**

The National Transport Authority (NTA) is a statutory body established by the Minister for Transport on 1 December 2009.

At national level, the Authority has responsibility for securing the provision of public passenger land transport services, including subsidised bus and rail and light rail services. The Authority also licenses public bus passenger services delivered by private operators and has responsibility for the regulation of the small public service vehicle (SPSV) industry (taxis, hackneys and limousines). Other areas of responsibility include the State’s rural transport programme, integrated information systems for public transport customers, management of the Integrated Ticketing Scheme for Ireland (the Leap Card system), and regulation of vehicle clamping.

Within the Greater Dublin Area (GDA) the Authority carries additional responsibilities including:

* Strategic planning of transport;
* Development of an integrated, accessible public transport network;
* Promoting cycling and walking;
* Provision of public transport infrastructure generally including light rail, metro and heavy rail; and
* Effective management of traffic and transport demand.

The GDA includes the local authority areas of Dublin City, Fingal, Dún Laoghaire-Rathdown, South Dublin, Kildare, Meath and Wicklow.

The Authority’s Capital Investment Programme includes an exciting and challenging range of projects and programmes for development and delivery over the coming years. These include mega-projects such as MetroLink, BusConnects Dublin and the DART+ Programme, together with numerous other major projects/programmes in the heavy rail area, light rail area, bus infrastructure and public transport fleet, in addition to a large portfolio of projects in the active travel area. Along with other initiatives in the areas of micro-mobility, transport technology and climate adaption, there are stimulating and rewarding opportunities to make a real contribution to enhancing Ireland’s overall transport system.

Further information on the Authority is available on its website [www.nationaltransport.ie](http://www.nationaltransport.ie)

The National Transport Authority wishes to establish a panel of suitably experienced and qualified Senior HR Executive from which vacancies may be filled as they arise. The panel will be live for one year and may be extended for a further year.

**Duties and Responsibilities**

The National Transport Authority wishes to assemble a panel of suitably qualified and experienced HR professionals to join a busy and dynamic HR team to support a fast-paced growing organisation. The successful candidates will have demonstrable broad experience across all areas of HR with suitable recent experience working in a busy HR team. The successful individuals must have excellent communication and influencing skills, the ability to prioritise and manage a busy workload with conflicting deadlines and must possess very strong attention to detail.

Below is a sample list of what is required of a Senior HR Executive. Every HR team member is trained in all areas of HR within the team and will then be given their own areas of responsibility to manage. There is one immediate vacancy available.

**Compensation and Benefits**

* Lead on payroll inputs from HR to the Payroll team including new joiners, increment management, public sector pay increases, deductions and benefit administration, attending weekly payroll/HR meetings
* Manage the administration of the NTA pension schemes, Purchases and Transfers, and annual benefit statements
* Lead the annual Single Pension Scheme data bank upload
* Oversee all employee queries on compensation and benefits
* Provide information and training to employees on NTA pension schemes
* Manage internal and external audit activity for the department
* Prepare associated reports and data analytics for the Head of HR and Executive Team
* Update and manage standard operating procedures and policies

**Leave Management**

* Manage all applications for statutory and non-statutory leave types
* Monitor and manage the Authority’s sick leave and absence management processes
* Manage the flexi-leave system ensuring compliance
* Manage the Leave System Clockwise including liaising with the system provider and internal IT when required
* Ensure payroll is notified of any changes as required in a timely manner
* Prepare associated reports and data analytics for the Head of HR and Executive Team
* Update and manage standard operating procedures and policies
* Manage the leave mailbox

**Employee Relations**

* Lead on employee relations issues as required.
* Support and guide managers and staff through problem solving procedures and policies
* Update policies and standard operating procedures
* Prepare reports and data analytics for the Head of HR and Executive Team as required

**Recruitment and Onboarding**

* Support the recruitment process through all stages from drafting role specs and providing administrative support to chairing recruitment selection panels.
* Support the onboarding process for all incoming personnel ensuring full compliance with our procedures.
* Conduct the fortnightly induction process for all incoming personnel
* Gather feedback on recruitment and develop reporting to support continuous improvement and best practice.
* Prepare associated reports and data analytics for the Head of HR and Executive Team.
* Support on the recruitment mailbox

**Performance Management and Development**

* Support managers and employees through the probation process for all new employees of the Authority, ensuring full compliance with the procedures.
* Drive the Performance Management and Development process (PMAD) for all employees of the Authority ensuring compliance targets are achieved.
* Deliver training on PMAD to both employees and managers and provide ongoing support to achieve full compliance.
* Provide training and support to managers and employees on the Performance Improvement Plan (PIP) process
* Extract the learning and development requirements from the PMAD process to ensure there is a development plan for every employee.
* Continuously improve and update the PMAD process inline with best practice and the needs of the organisation
* Prepare associated reports and data analytics for the Head of HR and Executive Team

**Policies and Procedures**

* Promote, update and review all HR policies and procedures in line with best practice and ensuring compliance with legislation and Circulars
* Provide guidance and support in line with prevailing legislation, Circulars and policy to line managers and employees in the Authority.
* Develop and deliver training on policies and procedures on a regular schedule to employees and management
* Monitor the effectiveness of current policies, guidelines and procedures, recommending improvements where appropriate including compliance with new legislation and Circulars.
* Ensure the full suite of HR policies and procedures is kept up to date and reviewed annually or as required.

**Data Protection**

* Manage Data Protection for the section ensuring compliance with GDPR regulations
* Manage and update the Data Protection Unit Guidelines
* Manage and update the Business Unit Retention Policy, and oversee the archival and deletion of HR records in line with same
* Responsible for drafting Privacy Impact Assessments (PIA) for HR and liaising with the relevant data controllers and processors
* Manage Data Subject Access Requests (DSAR) for the business unit
* Act as HR Data Champion on the NTA GDPR Working Group.
* Prepare reports for the Head of HR

**Workforce Planning**

* Assist the Head of HR with headcount planning to ensure the Authority has the right people in place to deliver on the NTA programme of work.
* Support the business units with the development and implementation of succession planning.

**Data Analytics and Reporting**

* Draft reports for the Head of HR and the Executive team as required
* Contribute to the continuous improvement of HR support services across the organisation by using data analytics to identify improvement opportunities in all areas
* Produce weekly, monthly and ad hoc management information reports for the Head of HR and Senior Management, including but not limited to EDI, headcount, recruitment, salary, and absence

**Operations**

* Manage the HR mailbox to ensure timely responses to queries
* Ensure all personnel files are maintained and up to date in the HRIS Strandum
* Manage the purchase orders for HR related vendors to ensure timely payments and avoid late payment penalties.
* Conduct exit interviews with outgoing employees on their experiences within the Authority with a view to continuous improvement.
* Any other duties as delegated by the Head of Human Resources.

**Note:** The functions and responsibilities initially assigned to the positions are based on the current organisational requirements and may be changed from time to time. The persons appointed require the flexibility to fulfil other roles and responsibilities at a similar level within the Authority.

**Essential Criteria**

**Please note: In order to satisfy the shortlisting panel that you meet these criteria you must explicitly reference how you meet same in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.**

Each candidate must meet the following requirements at the time of the competition closing:

1. Hold a minimum of an NFQ Level 7 in Human Resources, Business, Law or equivalent;
2. Have minimum of four years recent satisfactory experience working in a busy HR department across all areas of HR;
3. Have demonstrable recent satisfactory experience in Compensation and Benefits;
4. Have demonstrable recent satisfactory experience in Absence Management;
5. Have demonstrable recent satisfactory experience in Employee Relations;
6. Ability to prioritise and manage a busy workload with conflicting deadlines;
7. Excellent communication skills both written and oral with good report writing skills;
8. Advanced Microsoft skills – Word, PowerPoint, Excel and Teams, with an aptitude for new systems;
9. Strong attention to detail; and
10. CIPD qualified.

**Desirable Criteria**

**Please note: Should further shortlisting be required after essential criteria above, a selection of the following may be assessed.**

The ideal candidate will also:

1. Demonstrable experience in Performance Management;
2. Demonstrable experience in the administration of Data Protection for a HR department;
3. Demonstrable experience recruitment and interviewing;
4. Experience with HR systems, preferably Strandum; and
5. Experience of public sector HR policies, procedures and circulars.

**Remuneration**

**Salary Grade: Higher Executive Officer**

**Salary Scale: €58,264, €59,967, €61,668, €63,366, €65,072, €66,769, €68,472, €70,928, €73,378**

**Personal Pension Contribution (PPC) rate.** This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995).

**€55,492, €57,093, €58,692, €60,304, €61,918, €63,545, €65,159, €67,48, €69,815**

**Non Personal Pension Contribution (non-PPC) rate.** This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.

**Annual Leave:** 29 days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

**Note:**

* entry will be at point 1 of the scale and will not be subject to negotiation;
* different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
* the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Contract:** Permanent Contract

**Probation:** There is a 6 month probationary period which may at the discretion of the CEO be extended to 10 months.

**Selection Process**

Prior to completing your application please read the Important Candidate Information Booklet on our careers page here: [www.nationaltransport.ie/about-us/careers](https://www.nationaltransport.ie/about-us/careers/)

**How to Apply**

Please submit your application in one single word document or PDF referencing the title of the role you wish to apply for in the subject of the email to careers@nationaltransport.ie with the following:

1. A comprehensive cover letteroutlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the role of Senior HR Executive; and
2. A comprehensive CV (not to exceed 3 pages).

Please note that omission of any or part of the 2 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

**Closing Date**

**The closing date and time for applications is strictly 12pm (noon) on Friday, 11th July 2025. Applications received after the specified deadline cannot be accepted.**

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email careers@nationaltransport.ie**.**

**Senior HR Executive - Key Competencies**

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| **Team Leadership** | Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise |
| Provides clear information and advice as to what is required of the |
| Strives to develop and implement new ways of working effectively to meet objectives |
| Leads the team by example, coaching and supporting individuals as required |
| team Places high importance on staff development, training and maximising skills & capacity of team |
|  | Is flexible and willing to adapt, positively contributing to the implementation of change |
| **Judgement, Analysis & Decision Making** | Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors |
| Takes account of any broader issues, agendas, sensitivities and related implications when making decisions |
| Uses previous knowledge and experience in order to guide decisions |
| Uses judgement to make sound decisions with a well-reasoned rationale and stands by these |
| Puts forward solutions to address problems |
| **Management & Delivery of Results** | Takes responsibility and is accountable for the delivery of agreed objectives |
| Successfully manages a range of different projects and work activities at the same time |
| Structures and organises their own and others work effectively |
| Is logical and pragmatic in approach, delivering the best possible results with the resources available |
| Delegates work effectively, providing clear information and evidence as to what is required |
| Proactively identifies areas for improvement and develops practical suggestions for their implementation |
| Demonstrates enthusiasm for new developments/changing work practices and strives to implement these |
| Applies appropriate systems/ processes to enable quality checking of all activities and outputs |
| Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers |
| **Interpersonal & Communication Skills** | Builds and maintains contact with colleagues and other stakeholders to assist in performing role |
| Acts as an effective link between staff and senior management |
| Encourages open and constructive discussions around work issues |
| Projects conviction, gaining buy-in by outlining relevant information and selling the benefits |
| Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances |
| Presents information clearly, concisely and confidently when speaking and in writing |
| Collaborates and supports colleagues to achieve organisational goals |
| **Specialist Knowledge, Expertise and Self Development** | Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others |
| Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work |
| Focuses on self development, striving to improve performance  |
| **Drive & Commitment to Public Service Values** | Strives to perform at a high level, investing significant energy to achieve agreed objectives |
| Demonstrates resilience in the face of challenging circumstances and high demands |
| Is personally trustworthy and can be relied upon |
| Ensures that customers are at the heart of all services provided |
| Upholds high standards of honesty, ethics and integrity |