

**HR Generalist**  
**Executive Officer Grade**

**Role Purpose**

The HR Generalist provides operational human resources support across the employee lifecycle within a public sector environment. The role delivers high-quality, timely, and compliant HR services while supporting managers and employees in line with legislation, industrial instruments, and government policies.

**Reports to:** HR Manager

**Key Responsibilities**

**HR Operations & Advisory**

- Provide first-line HR advice to managers and employees on policies, procedures, and employment conditions.
- Support recruitment and selection activities, including job advertisements, shortlisting, interview coordination, and pre-employment checks, this includes sitting on interview panels.
- Assist with onboarding and offboarding processes, ensuring accurate documentation and system updates.
- Respond to HR enquiries and escalate complex matters as appropriate.

**Employee Relations**

- Support case management activities relating to performance, conduct, attendance, and workplace issues.
- Support disciplinary and grievance processes by coordinating documentation, meetings, and timelines
- Assist in the interpretation of HR policies and government circulars to provide accurate advice within defined parameters.
- Maintain confidentiality and exercise sound judgement in sensitive matters.

**Workforce & People Services**

- Maintain accurate worker records in HR Systems (Strandum & SharePoint), in compliance with GDPR and internal policies.
- Contribute to workforce reporting and HR data integrity.

### **Policy, Compliance & Governance**

- Assist with the implementation and review of HR policies, procedures, and guidelines.
- Ensure HR practices comply with public sector legislation, industrial instruments, and agency frameworks.
- Contribute to a safe working environment by supporting health and safety initiatives, participating as a Safety Representative and Fire Warden, and ensuring completion of manual handling and other statutory training.
- Support audits and governance activities as required.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

### **Key Capabilities & Skills**

- Sound knowledge of HR practices within a public sector or regulated environment.
- Understanding of employment legislation, industrial instruments, and policy frameworks.
- Experience using HR information systems and Microsoft Office applications.
- Strong communication and interpersonal skills.
- Ability to manage competing priorities and meet deadlines.
- High level of professionalism, discretion, and attention to detail.
- Customer-focused approach with the ability to work collaboratively.

### **Qualifications & Experience**

#### **Essential**

- Relevant qualification in Human Resources, Business Administration, or a related field, or equivalent relevant experience.

#### **Desirable**

- Demonstrated experience in an HR or people services role (public sector experience desirable but not essential).

**Additional Information:**

**Contract:** Full-time, Permanent Contract.

**Salary Scale:** EO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

**Location:** Sport Ireland, National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15

**If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Friday 15<sup>th</sup> May 2026, 5pm.**

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