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###### **CANDIDATE INFORMATION BOOKLET**

# PLEASE READ CAREFULLY

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| The Health Information and Quality Authority (HIQA) is undertaking a competition for the purpose of identifying a suitable candidate for appointment to the position of:Payroll and Pension SpecialistHealth Information and Quality AuthorityCLOSING DATE for receipt of completed applications: 5.00pm on Tuesday 30th October 2018 |

This recruitment campaign will be in compliance with the Code of Practice, Appointment to the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). The campaign will be conducted under the recruitment licence of the Health Information and Quality Authority.

This Code of Practice is published by the CPSA and are available on

[www.cpsa-online.ie](http://www.cpsa-online.ie)

Payroll and Pension Specialist

Reporting to: Finance Manager

Grade: Higher Executive Officer

Location: Cork

Assignment: Corporate Operations Directorate

Overall Purpose

This position of Payroll and Pension Specialist will report to the Finance Manager and is responsible for ensuring timely and accurate monthly payroll to HIQA’s employees, pensioners and board members. The role will also involve the coordination of pension queries, calculations and transfers.

The successful candidate will work within the Operations Directorate that provides support services to the Authority.

Key Duties and Responsibilities

The main duties and responsibilities of the role, which may be adjusted in the light of changing priorities, include the following:

* Coordination of HIQA’s monthly payroll between HIQA and the external payroll bureau, ensuring that salaries are consistently paid, accurately and on time.
* Processing the required information back to Revenue via Revenue Online System (ROS).
* Dealing with all payroll and pension queries, including the generating of ad hoc calculations for explanation purposes.
* Administering HIQA’s payroll related schemes such as “Bike to Work”, commuter tickets and union deductions.
* Working with HIQA’s Human Resource team to ensure that all relative payroll and pension legislation, including any future changes, are enforced in full and in a timely manner.
* Generating and posting of monthly payroll journal to HIQA’s finance system.
* Completion of various payroll to nominal ledger control account reconciliation on a monthly basis.
* Completion of quarterly CSO returns.
* Liaising with external agencies to establish pensionable service or determine employee pension entitlements.
* Fostering and maintaining good relationships with internal and external stakeholders, such as work colleagues, payroll bureau, Irish Revenue and pension advisors.
* Carry out any other duties as required by the Finance Manager.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to ongoing review and will evolve in line with the constantly evolving practices and functions of the Authority’s work.

Requirements

Candidates must, on or before 5.00pm Tuesday 30th October 2018, have the following essential requirements:

Eligibility Criteria:

1. Minimum of three years’ experience of processing full payroll and using a computerised payroll system; and
2. IPASS diploma in Payroll Management; and
3. Minimum of three years’ experience using Microsoft Office such as Excel, Word and Email.

Desirable Requirements:

1. Public sector payroll experience is highly desirable.
2. Public sector pension administration and calculation experience is highly desirable.
3. A relevant qualification in Information Governance would be advantageous.

HIQA will support the successful candidate in the development of their career in pension including participation in relevant further education

Core Competencies:

The candidate must be able to clearly demonstrate the following:

Specialist Knowledge, Expertise and Self Development

• Detailed knowledge and understanding of Republic of Ireland (ROI) payroll processing and relevant legislation.

• Evidence of proactive self-development so as to remain knowledgeable and up to date, particularly in the area of ROI payroll.

• A commitment to undertake further development, particularly in the area of public sector pension knowledge and ROI payroll must also be demonstrated.

Interpersonal & Communication Skills

• An ability to build and maintain effective working relationships with internal and external stakeholders.

Management & Delivery of Results

• An ability to produce high quality work, while working under pressure and handling several projects at once.

• An ability to achieve accurate output in accordance with agreed deadlines.

Analysis & Decision Making

• An ability to gather and analyse information from multiple relevant sources so as to inform decision making and proposed solutions.

Principal Conditions of Service

Probation:

A probationary period of six months applies to this position.

Pay:

As per current Government pay policy, the starting pay for this position will be at the minimum point of the Higher Executive Officer salary scale (€48,028 pa). Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

The salary scale for this position is as follows:

€48,028 €49,432 €50,832 €52,233 €53,638 €55,040 €56,441 €58,466¹ €60,486²

*1. After 3 years satisfactory service at the maximum*

*2. After 6 years satisfactory service at the maximum*

Superannuation:

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. Please note that the Single Public Service Pension Scheme applies to all pensionable first-time entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from other public service employment where the break in service, if any, is less than 26 weeks), the terms of the Health Information and Quality Authority Superannuation Scheme will apply.

Annual Leave:

Annual leave is 29 days rising to 30 days after 5 years’ service.

Selection Procedure

An information booklet and application form are available for download at https://www.sigmarrecruitment.com/clients/hiqa

For further information please contact Sigmar Recruitment on 01 4744653 or via email at vlavin@sigmar.ie

How to Apply and Closing Date:

The completed application form must be submitted by **5:00pm on Tuesday 30th October 2018. Only applications uploaded to http://www.talentpack.com/A/OWwB will be accepted. CVs will not be accepted.**

*Note: Please ensure to upload your application form for the correct role as this could lead to disqualification from the competition.*

Selection Process:

The Health Information and Quality Authority will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

* Shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview. Please ensure that you complete all sections of the application form as comprehensively and as accurately as possible;
* A preliminary interview which may in turn include a written exercise;
* A competitive interview which may also include an assessment and/or presentation.

Interview Dates:

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

General Information

Interview Expenses:

The Health Information and Quality Authority will not be responsible for any expense, including travelling expenses that applicants may incur in connection with their application for this post.

Candidates Obligations:

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

* knowingly or recklessly provide false information;
* canvass any person with or without inducements;
* impersonate a candidate at any stage of the process;
* interfere with or compromise the process in any way.

Where a candidate is found guilty of canvassing or in breach of any of the above, then:

* where he/she has not been appointed to a post, he/she will be disqualified as a candidate; or
* where he/she has been appointed to a post, he/she shall forfeit that appointment.

Deeming of Candidature to be withdrawn:

Candidates who do not attend for interview when and where required by the Health Information and Quality Authority, or who do not, when requested, furnish such evidence as the Health Information and Quality Authority require in regard to any matter relevant to their candidature, will have no further claim for consideration.

Quality Customer Service:

The Health Information and Quality Authority aims to provide an excellent quality service to all our customers. If, for whatever reason, an applicant is unhappy with any aspect of the service received, we urge applicants to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

The Importance of Confidentiality:

We would like to assure applicants that protecting confidentiality is our number one priority. Applicants can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by the Health Information and Quality Authority are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Applicants should note that all application material will be made available to the Health Information and Quality Authority.

Data Protection:

For further information on how the Health Information and Quality Authority processes your data, please review the privacy notice on our website: <https://www.hiqa.ie/reports-and-publications/corporate-publication/hiqa-privacy-notice>

Equality: The Health Information and Quality Authority is committed to a policy of Equal Opportunity.

Guidelines for Dealing with Appeals/Requests for Review

The Health Information and Quality Authority will consider requests for review in accordance with the provisions of the codes of practice published by the Commission for Public Service Appointments (CPSA). Where a candidate is unhappy with an action or decision in relation to their application he/she can seek a review under Section 7 of the Code of Practice governing the recruitment process by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a “decision arbitrator”.

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis, as set out below. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review.

Informal process:

* The candidate can avail of the informal review within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision (or relevant person).
* Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
* Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
* If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Formal process: Initial review:

* The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.
* A request for review must be made within 10 working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
* Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
* The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.
* Should a candidate be dissatisfied with the outcome of the initial review, he/she may request a review by a decision arbitrator of the conduct of the initial review.

Review by the decision arbitrator:

The decision arbitrator is appointed by the Chief Executive. The decision arbitrator is unconnected with the selection process and he/she will adjudicate on requests for review in cases where a candidate is not satisfied with the outcome of the initial review. The decision of the decision arbitrator in relation to such matters is final.

* A request made to the decision arbitrator must be received within 7 working days of the notification of the outcome of the initial review;
* The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Where a candidate believes that an aspect of the process breached the CPSA’s Code of Practice, he/she can have it investigated under Section 8 of the Code of Practice.

Informal process:

* The CPSA recommends that the candidate avail of the informal process to try to resolve the matter with the recruiting body. If the candidate is still dissatisfied he/she may resort to the formal process within 2 working days of receiving notification of the informal process.

Formal process:

* If you are requesting a formal review you must write to the licence holder providing details of the breach of the code of practice and enclosing any relevant documentation that might support the allegation.
* The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. If a decision cannot be made within this timeframe, the reviewer will keep the candidate informed of the status of the review.
* Should a candidate be dissatisfied with the outcome of this review, he/she may request a further review by referring the matter to the Commission for Public Service Appointments in the form of an appeal of the review of the licence holder. She/he must write to the Commission for Public Service Appointments within 10 working days of receiving the outcome of the licence Holder’s review.

The codes of practice are available on the website of the Commission for Public Service Appointments, [www.cpsa-online.ie](http://www.cpsa-online.ie).