

Workforce Time & Attendance Specialist



Role	Workforce Time & Attendance Specialist
Duration of Post	12 Month Fixed Term Contract - Full Time (37 hours per week)
Location	Palmerstown, Dublin 20
Reporting Relationship	Workforce Planning Manager
Job Purpose	The post holder will play a key role in supporting the effective and smooth running of all aspects of the Time & Attendance and Workforce Planning Team.
Scope of the Role	The post holder will work as part of the Time & Attendance and Workforce Planning Team. They will play a key role in monitoring and analysing departmental data and ensuring compliance in accordance with organisational policies and procedures and resource allocations.
Key Duties and Responsibilities	<ul style="list-style-type: none"> • Co-ordinate and process the intake of leave queries from employee annual leave self-service system. • Communicate and consult with line managers and stakeholders regarding potential process and/or employee issues associated with annual leave entries and work to resolve identified issues. • Liaise with line managers on employee annual leave allocations. • Provide line managers with assistance throughout the annual leave lifecycle. • Acts as a point of contact for incoming calls and emails. • Serves as a subject matter expert to explain and consult on organisational annual leave entitlements. • Audit and reconcile annual leave records and usage. • Provide administrative and business support to the Time & Attendance and Workforce Planning Team • Make appropriate use of technology to advance the quality and efficiency of service provision. • Respond to information requests and ensure deadlines are met. • Contribute to project planning, implementation and reporting within the department as appropriate. • Ensure accurate attention to detail in own work. • Follow through on each query and issue timely and accurate responses. • Escalate queries when appropriate to your line manager. • Communicate with HR in relation the return to work process and implications on annual leave. • Work in collaboration with HR Department.

	<ul style="list-style-type: none"> • Develop, generate and present reports on a regular basis to analyse annual leave usage. • Identify upcoming leavers and returns to work to ensure system is updated accurately. <p><i>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</i></p>
Qualifications & Experience	<p>Education and Skills</p> <ul style="list-style-type: none"> • A minimum of 2 years' experience working in a Time and Attendance and/or Payroll department. • Knowledge and experience of Time and Attendance systems is essential. • Knowledge of self-service annual leave systems would be a distinct advantage. • Ability to work in a fast paced environment with changing priorities. • Ability to work effectively in a team environment while handling multiple tasks. • Ability to gather and analyse data and generate reports. • Strong attention to details • Strong and effective communication skills.
	<p><i>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned</i></p>

Terms and Conditions of Employment
Workforce Time & Attendance Specialist - Stewarts

Remuneration	<p>Remuneration is in accordance with the Department of Health consolidated pay scales</p> <p>Current Salary Scale: Grade IV</p> <p>€28,749 - €46,468 pro rata per annum</p> <p>Salaries and increments are paid in accordance with DOH salary scales. Your salary is paid monthly (16th unless when 16th falls on Saturday or Sunday you are paid on the Friday prior to the 16th) by direct credit transfer into any Bank or Building Society of your choice where the paypath system operates.</p>
Annual leave	24 Days per annum

Working week	The hours allocated to this post are 37 hours per week. The allocation of these hours will be at the discretion of the Director of Care and in accordance with the needs of the service.
Probation	All employees will be subject to a probationary period of 6 months, with an extension if required to 9 months. This probationary period applies to all employees irrespective of their role or type of role.
Garda Vetting	Stewarts will carry out Garda vetting on all new employees. An employee will not take up employment with the organisation until the Garda Vetting process has been completed and the organisation is satisfied that such an appointment does not pose a risk to the service users and employees.
References	Stewarts will seek up to two written references from current and previous employers, educational institutions or any other organisation with which the candidate has been associated. Stewarts reserves the right to determine the merit, appropriateness and relevance of such references and referees.

This is not an exhaustive list of duties. You may be required to perform any other such duties as may be assigned by your manager or person nominated by them. As the duties and responsibilities of any post in Stewarts are likely to change with on-going needs of services users, staff are expected to have high level of flexibility and a willingness to develop new approaches to their work.