

Open position

Higher Executive Officer, Human Resources Department (HR Operations)

Higher Executive Officer, Full Time, Three-Year, Fixed Term Position

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Collins Barracks, Dublin 7

Closing Date for Application
Friday 31st October 2025

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Applications must be received no later than 17:00. Please note that late applications will not be accepted. The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline.

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of **Higher Executive Officer (HEO), Human Resources (HR Operations)** based in the National Museum of Ireland, Collins Barracks, Dublin 7. This is a three-year fixed-term contract. This position will be filled by open competitive interview.

Job Title

Higher Executive Officer, Human Resources (HR Operations).

Location

The successful candidate will be based in the National Museum of Ireland, Collins Barracks, Dublin 7 or any other site as may be designated from time to time by the Director.

Reporting to

The successful candidate will report to the Head of Human Resources.

Job Purpose

The HEO will be responsible, in conjunction with the Head of HR, for providing professional support, leadership and advice to Managers/ Heads of Departments in relation to HR Operations best practice.

The HEO will be responsible for the management of the HR operations functions including, recruitment and on-boarding, HR Payroll inputs, superannuation administration, NSSO liaison and instructions, audits, HR point of contact with NMI Finance dept. and reporting /returns to parent department and state bodies.

The primary focus of the role is managing, supervising, and overseeing the instructions to payroll in respect of NMI staff and pensioners to the National Shared Services payroll section, ensuring compliance with regulations, and enhancing operational efficiency.

Duties and Responsibilities

- Co-ordinating day-to-day activities of HR Operations team, supervising staff, including allocating and monitoring workloads, overseeing and co-ordinating work, reprioritising and troubleshooting, as necessary to ensure efficient delivery of services.
- Promoting teamwork within the HR Operations Team, providing guidance and training to enhance skills and competencies of staff. Conduct regular team meetings and one-to-ones for direct reports
- Oversee the accurate and timely preparation, approving, processing, and instructions to payroll in respect of NMI staff and pensioners to the National Shared Services payroll.
- Liaising with National Payroll Shared Services as necessary, ensuring the accurate and timely completion of payroll processing.
- Ensure compliance with all relevant circulars, legislation, regulations, and organisational policies relevant to the role.
- Handle complex payroll enquiries and resolve discrepancies or issues in a prompt and efficient manner.
- Ensure high levels of customer service and meeting timeframes for response to queries.
- Serve as a primary point of contact for pay and leave related queries from employees.
- Address and resolve employee concerns regarding payroll, benefits, or deductions.

- Liaise with Payroll and the Pensions Unit to administer and collate the pension data for retiring staff.
- Collaborate with the NMI Finance Department payroll lead to refine payroll systems, ensuring they support organisational quality standards i.e.
 - Identify areas for improvement in payroll processing systems and recommend enhancements to increase efficiency and accuracy.
 - Identify risks related to payroll processing and develop mitigation strategies including a quality review of any overpayments.
 - Ensure compliance with procedures, regularly undertaking quality assurance checks on all aspects of Payroll Admin work in the HR and Finance Department
 - Conduct and oversee audits and ensure that payroll processes meet the standards set by auditors.
- Contribute to the development and implementation of pay-related policies and procedures.
- Ensure that all payroll policies/procedures are communicated effectively to staff and are consistently applied.
- Keep informed of changes in legislation and ensure the organisation remains compliant.
- Establish and maintain a system for tracking payroll discrepancies and overpayments and ensure timely resolution.
- Lead initiatives aimed at enhancing the accuracy and efficiency of payroll processes.
- Use data-driven insights to recommend and implement changes that improve payroll quality.
- Reporting and providing information and statistics for Head of HR and Senior Management as required.
- Support the Head of HR to ensure proper implementation of the Service level Agreement.
- Participate in Quarterly meetings with NSSO to an agreed Agenda to ensure that all NMI issues/queries are fully addressed.
- Oversight of the Recruitment and Selection Policy.
- Ensure that the recruitment process, the issuing of contracts of employment and the terms and conditions of employment meet all relevant employment legislation, relevant national policies, regulations and public service policies and procedures.
- Provide best practice recruitment and selection advice and guidance to hiring managers, and interview board members.
- Administer and maintain all HR personnel files and ensure records are accurate, including salary, probation, sick, maternity, parental, annual leave and any other special leave arrangements.
- Develop and maintain the human resources and other management information/data.
- Ensure that the HR Operations Team makes the most effective and efficient use of developments in information technology for administrative support in a manner that integrates well with systems throughout the public service.
- Assist in the collection, interpretation and presentation of staff, data and information on NMI activities and staffing as required.
- Ensure compliance with the requirements of GDPR in respect of HR activities and records.

- Compile and ensure the timely return of specified quarterly and annual reports to the Department of Culture, Communications and Sport as required.
- Maintain good open constructive communications with staff.
- Develop and maintain a good working relationship with trade union and professional representative organisations.
- Participate to the HR Department Team Development Process.
- Assist in leading the HR Team in identifying improvements and initiatives to the service in line with best practice.
- Promote a culture of dignity at work, diversity and equality.
- Encourage a culture of continuous improvement within the team, focusing on reducing errors and enhancing service delivery.
- Undertake any relevant HR assignment / projects necessary and undertake any other duties as appropriate to role.

Person Specification

Essential Requirements:

- A third level qualification (at Level 8) in HRM or an equivalent related discipline or a minimum of 5 years relevant experience.
- Previous experience of HR payroll processes and administration in a public sector environment.
- A good working knowledge of public service pay and remuneration policy and procedures.
- Excellent numeric and accuracy skills and attention to detail.
- Team leader/People Management Skills and Experience.
- A high level of computer proficiency is required inclusive of Microsoft Windows 10 Enterprise and Microsoft Office 365, Excel and other data analytics/reporting tools and systems, SharePoint.
- Knowledge and understanding of employment law, industrial procedures, data protection and GDPR Regulations.
- An ability to maintain high levels of confidentiality.
- Ability to communicate clearly and with required sensitivity.

Desirable Requirements (but not essential):

- Qualification and/ or previous experience in payroll administration.
- Previous experience of working with National Shared Service providers in respect of HR/Payroll functions.
- Knowledge of project management and process improvement methodologies.
- Committed to ongoing personal and professional development.
- An interest in cultural institutions and the Museum sector.

Selection Process

In the event that the number of applications received significantly exceeds that required to fill existing and anticipated future vacancies over the lifetime of the panel, the National Museum of Ireland may implement a shortlisting process to select a number of candidates to be invited to interview on the basis of the information contained in their application. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that, on this occasion, there are some candidates who are, on the basis of the information provided, better qualified, and /or have more relevant experience.

The National Museum of Ireland does not reimburse the cost of travel to interview.

Citizenship Requirements

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa: or
- (d) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa: or
- (e) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria. Further information regarding the Common Travel Area is available [here](#).

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under the Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration: Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a public service pension benefit (in payment or preserved) from any other public service employment and/or where they have received a payment-in-lieu in respect of service in any public service employment.

APPLICATION INSTRUCTIONS

Applications are submitted on the vacancies section of the **National Museum of Ireland website**: <https://www.museum.ie/en-IE/About/Careers/Vacancies>

Applicants must submit the completed application form, an up-to-date CV, and a cover letter.
We request that all three documents be combined and submitted in one single PDF.

The application form must be completed in full and submitted in typescript. Handwritten applications and applications in the incorrect format type will not be accepted. Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our Vacancies page.

Steps to apply:

- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into **one single PDF** along with your CV and cover letter.
- When this is complete, return to the NMI website to finish the application process.
- Again, from the [Vacancies](#) page, find the position you wish to apply for.
- Click the **Apply Now** button.
- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address**. The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants.

Closing Date for Applications

**Applications must be received no later than 17:00
On Friday, 31 October 2025**

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Higher Executive Officer Principal conditions of service

Pay:

The salary scale for this position is as follows, Higher Executive Officer PPC Scale (Public Service Agreement 2024-2026 - 1% Increase - 1st Aug 2025):

| | | | | | | | | |
|---------|---------|---------|---------|---------|---------|-----------|------------|-------------|
| €58,847 | €60,567 | €62,285 | €64,000 | €65,723 | €67,437 | €69,157 | €71,637 | €74,112 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 NMAX | 8 LSI1* | 9 LS12** |

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

* After 3 years satisfactory service at the maximum

**After 6 years satisfactory service at the maximum

Starting Salary

Entry will be at the minimum of the scale - **€58,847** per annum, the 1st point on the Higher Executive Officer PPC Scale (Public Service Agreement 2024-2026 - 1% Increase - 1st Aug 2025). The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure

The appointment will be in a probationary capacity for a period of one year. Subject to successful completion of the probation period, a fixed term contract of a further two years will be offered. The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 and 1991.

Annual leave

Annual leave will be **29** working days a year. This leave is on the basis of a Five-day week and is exclusive of the usual public holidays.

Hours of Attendance

Hours of attendance will be fixed from time to time in line with central agreements but will amount to not less than 43.25 gross hours per week (35 net hours per week). Flexible working hours are available in line with the National Museum of Ireland’s policy on flexible working hours.

You will agree to co-operate in assisting NMI to maintain accurate records of your working hours for the purpose of *Section 25 of the Organisation of Working Time Act, 1997*.

Duties

You will be required to perform any duties which may be assigned to you from time to time as appropriate to the position. The position will be whole-time, and you will not be connected with any outside business which would interfere with the performance of official duties. You agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.

General

The appointment is subject to the Civil Service Regulation Acts, 1956 to 1996, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the civil service. The appointee will be subject to the National Museum's policies in respect of Code of Standards and Behaviour.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the National Museum of Ireland at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

a. Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age:

Scheme members must retire at the age of 70.

c. Pension Abatement

- If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2**

or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme **will immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement.** Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that **a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme**. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

f. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>

Sick leave

Full pay during properly certified sick absence, provided that there is no evidence of permanent disability for service, may be allowed up to a maximum 92 days in one year and at half pay thereafter, subject to a maximum of 183 days sick leave in any period of four years or less.

The appointee will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the National Museum of Ireland and payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Official secrecy and integrity

The appointee will be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 1997. The appointee will agree not to disclose to third parties any confidential information especially that with commercial potential either during, or subsequent to, the period of employment.

Prior approval of publications

The appointee will agree not to publish material related to official duties without prior approval by the Director of the National Museum of Ireland.

Political activity

During the term of employment, the appointee will be subject to the rules governing civil servants and politics.

Further details

Detailed provisions regarding various other terms and conditions, such as categories of leave (including maternity, adoptive and health & safety leave), some or all of which may be relevant to the appointee, are set out in circulars available on www.personnelcode.gov.ie.

This is intended only as a guide. Full terms and conditions will be issued as part of the contract of employment.