

Title of Post	Group Administrator - People & Culture
Location	National Office, Christchurch Square Dublin city
Employment Type	Permanent and Full-time (37 hours per week)
Salary	€31, 599.65 - €49 ,830.97 D.O.E.
Contact Person	Kim.arnold@barnardos.ie
Closing date	12pm noon on 14th May 2026

Job Description

Post:	People & Culture Group Administrator
Location:	People & Culture department, Dublin
Responsible to:	Team Leader – People & Culture
Works with:	People & Culture (HR) Team, Internal & External Stakeholders

Job Purpose

To deliver high quality People & Culture administration and payroll support, providing frontline advice to managers and employees. Ensure records, systems and processes are maintained accurately and efficiently.

Core Job Requirements

- Work collaboratively within the People & Culture team and across the wider organisation to ensure effective information flow and service delivery.
- Maintain accurate employee records within the hr system, Healthbox HR, including starters, leavers, contractual changes and work pattern updates.
- Carry out payroll preparation tasks, including data input, changes, checks and standard payroll reporting.
- Respond to routine payroll and People & Culture queries and provide first line advice to employees.
- Provide support and cover to other colleagues in the People & Culture Team

- Administer end to end recruitment activity through the Applicant Tracking System (ATS)
- Administer leave, absence and statutory entitlements, escalating issues where required.
- Support audits, inspections and information requests.
- Ensure confidentiality, data protection and record-keeping standards are maintained.
- Participate in HR related projects, including system improvements and organisational initiatives such as diversity forums, staff wellbeing programmes, and employee groups.

Any other duties as required.

Requirements of all Barnardos staff

- Commitment to the purpose of Barnardos and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within Barnardos as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance¹ to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or local Health and Safety Officer.
- To be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Barnardos Designated Person in a timely manner, in keeping with the Barnardos Child Protection policies.

- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your work in a manner that is friendly, flexible and informal.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

Person Specification

People & Culture Group HR Administrator

Personal Attributes

- Ability to work on own initiative and to consult where appropriate.
- Ability to work to tight schedules and prioritise with competing demands
- Attention to detail and consistent accuracy while processing high volume tasks
- Ability to provide ongoing support to managers in various locations across all regions.
- Excellent communication and interpersonal skills: face to face, telephone and email.
- Presentation and Reporting and writing skills.
- Numerical ability.
- Strong awareness of confidentiality, data protection and the ability to deal with sensitive queries.
- Teamwork required and the ability to work in collaboration with others.
- Flexibility and adaptability in terms of tasks and time essential.
- Ability to problem solve proactively work through queries, suggest solutions.

Experience

Minimum of 3 years directly relevant experience.

Experience working with HR systems and database(s) essential.

Demonstrated experience of dealing with a high volume of administration requirements essential.

Knowledge of employment legislation an advantage.

Qualifications

Leaving Certificate or equivalent minimum level of education essential.

A qualification in human resources is an advantage.

Barnardos is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all.