



## Health Research Board

# Head of Human Resources & Organisational Development (HR & OD)

Candidate Information Booklet

June 2026

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## The Position

<b>Title of position:</b>	Head of Human Resources & Organisational Development(HR & OD)
<b>Tenure:</b>	Permanent contract
<b>Employing Authority:</b>	Health Research Board
<b>Location:</b>	Grattan House 67-72 Lower Mount Street, Dublin 2, D02 H638
<b>Organisation website:</b>	<a href="http://www.hrb.ie">www.hrb.ie</a>

## The Organisation

The Health Research Board (HRB) is a statutory agency under the aegis of the Department of Health. As the lead agency in Ireland responsible for supporting and funding health research, generating health information and promoting the use of evidence in policy and practice, we are motivated and inspired by our vision – for better health through excellent research, data and evidence.

The HRB's mission is to support research that improves people's health, promotes evidence-informed care and creates solutions to societal challenges. An overview of the HRB's objectives and activities may be found in The HRB Strategy 2026-2030, Bringing research to life ([www.hrb.ie/strategy-2026-2030](http://www.hrb.ie/strategy-2026-2030))

## The Role

Reporting to the Director of Corporate Operations, the role of Head of Human Resources & Organisational Development (HR & OD) is a key senior leadership role responsible for leading a modern, professional HR & OD function that enables a high performing, values driven Public Service organisation. They will also have line authority over the Facilities function.

The role will design and deliver people strategies covering workforce planning, capability building, organisational design, cultural development, talent & leadership, engagement and evidence informed people practices aligned to Better Public Services – Public Service Transformation 2030.

A key responsibility is to promote a positive organisational culture and ensure our people have the skills, processes and capabilities needed to continuously develop, improve and adapt to changing needs.

The role also requires strong Strategic HR Management, Relationship Building & Management, and Cultural Intelligence to ensure leadership influence, cross organisational alignment, and inclusive, culturally aware decision making.

## Key Responsibilities

The successful candidate will be responsible for, but not limited to the following:

### *Strategic HR Management*

- Provide strategic leadership across all HR & OD domains, ensuring people strategies, organisational development initiatives, and workforce priorities are fully aligned with organisational outcomes, long-term capability needs, and the ambitions of *Transformation 2030*.

- Shape and steer a forward-looking, integrated People Strategy, anticipating workforce, skills, cultural and organisational challenges arising from policy, demographic, technological and public service reform trends, and positioning the organisation to meet future service demands with agility and resilience.
- Act as a trusted strategic adviser to senior leadership, bringing insight, foresight and authoritative HR expertise to inform decision-making; leveraging data, evidence and external best practice to guide strategic choices on workforce capability, organisational effectiveness, culture, leadership, and people-centric transformation.
- Oversee / Support the development and design of KPI/KPO frameworks and Business Management processes, using performance data and insights to drive informed decision-making, strengthen strategic workforce and capability planning, and enhance organisational performance and accountability.

#### *Relationship Building & Management*

- Build trusted relationships with staff, leaders, unions, and external partners.
- Facilitate collaboration across departments and cross-functional initiatives.
- Strengthen internal communication channels to improve understanding, alignment and engagement.

#### *Cultural Intelligence*

- Apply cultural awareness and sensitivity in HR policy, leadership support, recruitment, engagement and OD initiatives.
- Support leaders to recognise and navigate cultural differences to build inclusive, respectful, and high-trust teams.
- Ensure decisions and interventions consider diverse perspectives and foster equity.

#### *People Strategy & Workforce Planning*

- Develop and periodically refresh a People Strategy aligned to organisational objectives and Better Public Services 2030, translating strategy into clear roadmaps, KPIs and outcome measures.
- Lead integrated workforce planning, capability mapping and succession planning using the Civil Service Capability Framework.
- Apply strategic management principles to ensure workforce planning anticipates change, mitigates risk, and supports long-term organisational resilience.
- Ensure plans are evidence-informed using HR analytics and insights.
- Proactively review and develop flexible, innovative ways of working, including the use of emerging technologies.

#### *Recruitment, Selection & Onboarding*

- Deliver a robust Recruitment, Selection and Retention process including induction, probation management, and early tenure development supports.
- Embed diversity, inclusion, and cultural intelligence into all recruitment processes to ensure fairness and broaden representation.

- Monitor recruitment KPIs and report to senior leadership.
- Introduce digital recruitment tools and streamline onboarding.

#### *Organisational Development, Culture & Change*

- Foster an inclusive, engaged, and psychologically safe workplace.
- Implement EDI strategy, mandatory training, wellbeing supports, and survey-led engagement.
- Diagnose organisational effectiveness and lead OD interventions including organisational design, role clarity and process improvements.
- Lead strategic change management programmes including co-design, readiness, adoption, and benefits realisation.
- Use cultural intelligence to understand diverse perspectives, enable inclusive engagement, and support behavioural and cultural change.
- Partner with leaders to embed evidence-informed, collaborative ways of working.

#### *Employee Engagement, Wellbeing & People Experience*

- Lead organisation-wide engagement cycles, action planning, recognition initiatives and continuous listening.
- Ensure wellbeing supports reflect diverse needs, cultural awareness and employee voice.
- Shape hybrid/blended working policies in line with Public Service direction.

#### *Talent, Leadership, Learning & Development*

- Deliver a positive Learning and Development programme aligned to organisational needs.
- Build leadership capability through targeted pathways, coaching, action learning and talent management.
- Apply strategic management in talent planning to ensure future capability and succession readiness.
- Oversee digital learning, L&D strategy and ensure evaluation demonstrates impact.
- Lead and optimise the annual PMDS cycle, linking outputs directly to capability frameworks and talent planning.

#### *Employee/Industrial Relations (IR/ER) & Policy Governance*

- Provide strategic leadership on IR/ER including constructive union relationships, complex case management, and WRC/Labour Court representation as required.
- Use relationship building and management skills to maintain trust-based, solution-focused interactions with stakeholders.
- Ensure compliant, up-to-date HR policies and procedures across all HR domains.

#### *HR Operations, Systems & Insights*

- Ensure efficient HR operations including HRIS accuracy, payroll liaison, pensions/benefits administration (where applicable) and high-quality HR service delivery.

- Utilise HR technology and analytics to provide evidence-based dashboards and insights for leadership decision-making.

#### *OD & Innovation*

- Deliver organisational change programmes and embed new ways of working.
- Apply structured change management, engage stakeholders, and track benefits realisation.
- Champion innovation in people practices such as skills passports, capability marketplaces, digital learning and AI-enabled insights.

#### *Facilities and Sustainability*

- Deliver facilities and environmental sustainability initiatives in line with regulations and organisational needs.
- Apply structured change management and stakeholder engagement to ensure adoption and impact.

### **The Person**

#### **Essential Criteria**

The successful candidate will demonstrate evidence of:

- A NFQ Level 9 qualification (Master's or Postgraduate Diploma) in HR, OD, Business or related field
- A minimum of 10 years HR experience, with at least 5 years at senior leadership level and strategic HR & OD leadership in a complex organisation
- Experience in talent and leadership development, and a proven track record in workforce planning and organisational change
- Significant experience in public sector HR leadership, and an understanding of public service pensions and HR policy governance
- A proven track record of credible stakeholder management across senior leadership, unions, sector bodies, and / or oversight forums / HR Networks
- Expertise in Capability-based recruitment/selection and performance development, and strong HR analytics capability.
- A strong understanding and experience of EDI, wellbeing and cultural development
- A CIPD qualification or membership

#### **Desirable Criteria**

The successful candidate may demonstrate evidence of:

- Excellent verbal and written communication skills, and influencing skills
- Strong ICT and digital capability
- Strong Interpersonal skills and a demonstrable track record in building and maintaining impactful partnerships with stakeholders (internal and external).

### **Key Capabilities**

This role aligns with the Civil Service Principal Officer Capability Framework. The essential and desirable criteria along with key capabilities relating to effective performance at Principal Officer level will be used in the selection process.

Each of the key capabilities is supported by a list of key performance indicators which are available on <https://www.publicjobs.ie/en/information-hub/capability-framework/principal-officer>

## **Conditions of Service**

### **Tenure**

The appointment will be based on a permanent contract basis.

### **Probation**

The successful candidate must serve a probationary period which will be of twelve months duration.

### **Salary**

The role will be appointed on the following salary scale:

€99,533 – €118,707

New entrants will be appointed on the first point of the scale in line with the Department of Health guidelines..

### **Location**

This role is based in the HRB's office at Grattan House, 67-72 Lower Mount Street, Dublin 2. The HRB reserves the right, at its discretion, to change the primary location to any other place within Ireland.

### **Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 35 hours net per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

### **Outside Employment**

The position will be whole time, and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with their official duties, impairs performance or compromises their integrity.

### **Annual Leave**

The annual leave allowance is 30 days. This allowance is based on a five-day week and is exclusive of the usual public holidays.

### **Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing the HRB. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

## How to Apply

Forvis Mazars have been retained by the HRB to assist with the appointment of the Head of Human Resources and Organisational Development (HR & OD) role. Forvis Mazars, on behalf of the HRB, invites applications from suitably qualified candidates and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Forvis Mazars will be managing all aspects of this recruitment project on behalf of the HRB. No enquiries or canvassing should be made directly to the HRB.

1. A cover letter (max. two A4 pages) outlining why you wish to be considered for the role and where you believe your skills and experience meet the requirements of the role
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date

Only applications fully submitted online via the Forvis Mazars application portal will be accepted into the campaign.

Please be advised that the use of Artificial Intelligence (AI) tools is not permitted in the development of your application for this position.

To apply for this role, visit [www.forvismazars.com/ie/en/executiverecruitment](http://www.forvismazars.com/ie/en/executiverecruitment) and search Ref. HRB0126.

Please note that the use of artificial intelligence (AI) tools is not permitted in the preparation of your application.

### Closing date

**Deadline for application:** 12 noon, Monday, 27<sup>th</sup> July 2026.

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within 24 hours of submission, please contact the Forvis Mazars Executive Recruitment Team by email ([execrecruit@mazars.ie](mailto:execrecruit@mazars.ie)) to ensure your application has been received.

### Interviews

Candidates will be notified of interview details at the earliest convenience. Candidates should ensure that the contact details specified on their application are correct.

### Reasonable accommodations

The HRB places a strong emphasis on diversity, inclusion and equality at all levels of the Organisation. Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to the [execrecruit@mazars.ie](mailto:execrecruit@mazars.ie) or telephone to +353 (1) 4494400.

### Selection process

The Selection Process may include the following:

- shortlisting of candidates, based on the information contained in their application
- a competitive preliminary interview
- a competitive interview(s) which may include a presentation

- a technical test
- a psychometric assessment
- Work simulation/role play/media exercise/presentation, and any other tests or exercises that may be deemed appropriate
- satisfactory references (referees will not be contacted without the candidate's prior agreement)

The HRB reserves the right to require candidates to attend a second interview.

## **Shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. Whilst a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the HRB may decide that a number only will be called to interview. In this respect, the HRB will provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application, appear to be the most suitable for the position. An expert panel will examine the applications against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

## **Other important information**

The HRB will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the HRB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview, you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position, the HRB will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline or having accepted it, relinquish it or if an additional vacancy arises the HRB may, at its discretion, select and recommend another person for appointment.

## **Deeming of candidature to be withdrawn**

Candidates who fail to apply in advance of the application deadline, fail to submit the required application documentation as set out in this document, or do not attend for interview or other test required, will not be considered for the role.

## **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process. In addition, candidate must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate, and,
- where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

### **Equal Opportunities Employer**

The Health Research Board is committed to equality of opportunity in employment and welcomes applicants irrespective of disability, gender, race, age, religious belief / political opinion or sexual orientation. All applications for employment are considered on the basis of merit.

## General Information

### Citizenship

The Health Research Board has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. Where applicable and to support an applicant's application, applicants must submit a valid work permit/visa confirming permission to work in Ireland. Failure to submit the required evidence will result in the application and/or contract of employment being rendered void.

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

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 the United Kingdom (UK); or
- c. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- e. 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
- f. 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.

### Reference checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

### Security Clearances

Please note that Garda Clearance may be required for this position. Where required, if you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful applicant cannot be appointed without this information being provided and being in order.

### Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material would be made available to those with direct responsibility for the recruitment process within the Health Research Board.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

### Legal compliance

Forvis Mazars and the Health Research Board are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

### GDPR compliance

Forvis Mazars collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.