

## Terms & Conditions as at 03/07/2019

Title	<b>Assistant Specialist – HRM</b>
Grade	Grade 4
Appointment type	Full time Permanent – 37 hours per week (Secondment Applications welcome for 2 year secondment arrangements)
Reporting to	Senior HRM Specialist,
Line Manager's title	Senior HRM Specialist,
Weekly hours	37 hours per week with some early and late hours required from time to time
Evening work	Yes, as required. Contact Katherina McCaul , Director of HR for further details
Weekend work	Yes, as required. Contact Katherina McCaul , Director of HR for further details
Flexi time	Yes
Parking	Available on site on a first come first served basis
Salary range	€34,263 - €51,352 (12 points) + 2LSIs €52,836 and €54,656 as at 01.04.2019
Salary on appointment	In line with Circulars relating to salary on appointment and salary on promotion
Annual leave	27 days per annum pro rata rising to 28 days per annum pro rata after 5 years, rising to 29 days per annum pro rata after 10 years
Sick Pay Scheme	IPA Sick Pay Scheme in operation in line with Public Sector bodies
Probation	Probation period will apply
Pension	Access to the IPA Superannuation (Consolidation) Scheme 2010 or to the Single Public Service Pension Scheme (SPSPS) as appropriate