

Job Specification – Talent Acquisition & Social Media Officer

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| Statement of Purpose | <p>Aurora Community Services will enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.</p> <p>Aurora will enable a supported self- directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.</p> |
| Job Title | Talent Acquisition & Social Media Officer Grade V (Grade Code 0566) |
| Remuneration | <p>Permanent – 35 hours per week (will consider job share/part-time)</p> <p>The salary scale for this post as at (01.02.26)</p> <p>€52,235, €53,798, €55,391, €57,021, €58,659, €60,569, €62,486 (LSIs)</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p> |
| Location | <p>The role is primarily based in Aurora, Unit 11/12 Danville Business Park, Kilkenny. However, the Aurora Services includes all services run by the Company; you may be required to work from an alternative community location in accordance with the needs of the service.</p> |
| Purpose of the Role | <p>The Talent Acquisition & Social Media Officer will be responsible for the delivery of effective, timely and compliant recruitment and selection services within Aurora. The post holder will support the organisation in attracting, selecting and appointing suitably qualified staff in line with organisational needs, national HR policies, public service requirements and best practice in recruitment. The post holder will support the organisation’s communications and engagement objectives by creating, managing, and monitoring social media content that reflects the values, services and public accountability of Aurora. This role involves developing accessible, compliant and sensitive content to promote services, raise awareness, and engage people supported, families, employees and the wider community. The post holder ensures all content aligns with Aurora communications guidelines, safeguarding</p> |

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| | requirements, data protection (GDPR) and organisational policies, while monitoring performance and responding appropriately to enquiries. |
| Key Working Relationships | <ul style="list-style-type: none"> • CEO • Director of HR • Senior Management Team • ADOS & Wellness, Culture and Integration Managers • Administration Team • Relevant support functions such as HR, Finance, Maintenance, Housing, and Quality etc. |
| Principal Duties and Responsibilities | <p>Under the direction of the Director of HR, will provide duties according to:</p> <ul style="list-style-type: none"> - Professional Guidelines - National and regional HSE guidelines - Local policies, protocols and guidelines - Current legislation as it applies to the role <p><i>The Talent Acquisition & Social Media Officer will:</i></p> <ul style="list-style-type: none"> • Manage end-to-end operational recruitment • Guide and support hiring managers and various stakeholders in the recruitment process to produce job descriptions, determine appropriate selection criteria, arranging interviews, providing feedback, delivering on their requirements and advise on HR best practice in relation to recruitment processes. • Manage multiple recruitment campaigns at different stages of their lifecycle, while having the ability to manage and control candidates and vacancies. • Ensure recruitment competitions are in line with Aurora’s recruitment and selection policy and that all stages from shortlisting to interview to reference checks and contract stage comply with the relevant legislation, policies and procedures. • Resolve all recruitment challenges through professional consultation and market knowledge. • Create and maintain a strong talent pipeline for current hiring needs including building future talent pipelines through relief employees and student placements. • Develop a workforce planning strategy to focus on continuous |

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| | <p>improvement and make suggestions to improve the recruitment process, policies, and strategy.</p> <ul style="list-style-type: none"> • Manage the implementation of recruitment projects: competency-based gap analysis, succession planning/talent management, exit interview process etc. • Oversee the development and review of all recruitment and selection policies and processes relevant to the above areas of responsibility in line with Aurora’s policy management framework. • Develop Graduate programmes and Early Career initiatives. <p>Recruitment Metrics and Data Analysis</p> <ul style="list-style-type: none"> • Provide monthly recruitment metrics, open vacancies, time to fill roles, time to hire candidates, attrition rates, cost per hire, offer acceptance rates etc. • Provide timely statistical analysis and reports to support decision-making and using the recruitment data to build and improve the strategy. • Ensure that that recruitment team objectives are aligned to the overall organisational goals using performance management process. • Report to Director of HR with regular updates on recruitment and projects. <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Participate in HR projects and initiatives as assigned. • Keep up to date with changes in employment law, public service HR policy and recruitment best practice. • Undertake any other duties appropriate to the grade and role. • Develop, schedule and manage social media content across approved platforms in line with organisational communications strategy and guidelines. • Ensure all social media activity complies with GDPR, safeguarding, accessibility standards and relevant organisational policies and procedures. • Promote organisational services, initiative and events in a clear, sensitive and inclusive manner appropriate to a public-funded healthcare setting. |
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| | <ul style="list-style-type: none"> • Monitor social media channels, respond to enquiries appropriately, and escalate issues in line with agreed protocols. <p>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.</p> |
| <p>Professional Expectation</p> | <p>The Talent Acquisition & Social Media Officer must make themselves familiar with the Health Information and Quality Authority (HIQA) Regulations & standards as they apply to the role and comply with associated HSE policies & protocols for implementing and maintaining these standards.</p> <p>The Talent Acquisition & Social Media Officer must be aware of ethical policies and procedures which pertain to his / her area of practice including:</p> <ul style="list-style-type: none"> • Statutory legislation in particular but not exclusively the Health Act 2007 • National and Aurora agreed Policies and Codes of Good Practice • Notification of accidents and other Health and Safety requirements in compliance with Aurora’s instructions • Fire precautions • Health & Safety • Equal Opportunity principles • Attend training as and when required |
| <p>Qualifications / Experience / Skills / Competencies / Knowledge</p> | <p>Essential:</p> <ul style="list-style-type: none"> • Demonstrate experience in a recruitment or HR role, preferably within the public sector, healthcare or a similarly regulated environment. • Strong knowledge of recruitment and selection processes and employment legislation. • Excellent organisational, communication and stakeholder management skills. • High attention to detail and commitment to compliance and governance. • Ability to work independently and manage competing priorities. • Excellent written and verbal communication skills. • Confidential, professional, and ethical approach to work. • Demonstrable experience managing social media platforms in a professional or organisational context. |

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| | <ul style="list-style-type: none"> • Knowledge of GDPR, confidentiality, safeguarding and appropriate use of social media within a public-sector or regulated environment. • Experience using social media management and analytics tools to monitor engagement and performance. • A full, clean driving licence and own transportation <p>Desirable:</p> <ul style="list-style-type: none"> • Qualification in HR/Business Administration desirable but not essential <p>Health:</p> <ul style="list-style-type: none"> • In order to be successful a candidate must be fully competent and capable of undertaking the duties as above and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |
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