

Headway: Quality, Standards & HR Officer **(<https://www.activelink.ie/node/113447>)**



Quality, Standards & HR Officer

Location: Blackhall Place, Dublin 7

Hours: Full-time (35 hours per week) / Part-time (28 hours per week)

Contract type: Permanent (subject to probationary period)

Salary range: €40,000-€60,000

Closing date: 17th February 2025

Applications: Cover letter and CV to **Fiona Murphy** - murphyf@headway.ie (<mailto:murphyf@headway.ie>)

Headway is an internationally accredited service organisation that supports adults who are affected by an Acquired Brain Injury, whether from stroke, traumatic head injury or other cause. With over 80 staff throughout the country, Headway serves over 1200 clients and family members and answers around 1000 helpline queries per annum.

We are currently seeking to recruit a Quality & Standards Officer to join our team. This permanent role will report to the CEO and will be based in our head office in Dublin 7.

We welcome applications from candidates from a range of different backgrounds, including quality and standards in the social care/disability sector, human resources generalist, policy development, risk management. Very strong administration and communication skills are essential.

This is a broad role with scope for development. Key responsibilities will depend on the background and experience of the successful candidate. Training and support will be provided as required on an ongoing basis.

Role Overview:

- Work closely with managers to facilitate and develop Headway's systemic approach to continuous improvement, quality frameworks and risk management.
- Oversight and development of organisational policies, processes, and systems to achieve compliance with quality standards and strategic priorities.
- Human Resources and Health & Safety administration (with support of CEO and national safety officers).
- Support CEO in policy development, internal evaluation, information management, administration and other projects arising.

Headway is an equal opportunities employer and welcomes applications from all sections of the community. Applicants must be legally entitled to work in Ireland at the time of application.

Region

Dublin 7

Date Entered/Updated

28th Jan, 2025

Expiry Date

17th Feb, 2025

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