**Human Resources Executive : Patient Advocacy Service**

The Patient Advocacy Service is seeking to recruit a **Human Resources Executive** for a full time position (35 Hours per week). The post will be based in Dublin. The Patient Advocacy Service is currently implementing a Blended Working Model trial therefore some remote working will also be supported.

The Patient Advocacy Service provides a free, independent, and confidential service to support service users of public acute hospitals and nursing homes making or intending to make a formal complaint through the relevant complaints process. We also support service users in the aftermath of a patient safety incident.

The contract for the Patient Advocacy Service was awarded to the National Advocacy Service for People with Disabilities (NAS) following a competitive tendering process.

**Salary:** €51,590 to €57,376

(It is anticipated that new entrants to the Patient Advocacy Service will be appointed on the 1st point of the scale however incremental credit, should it be awarded, will be based on previous relevant experience as set out in the application form).

**Location:**

NAS National Office, Marshalsea Court, Merchants Quay, Dublin 8

The successful candidate will be required to attend the office base one to two days per week in line with our organisational Blended Working Model which is currently in place. This will be subject to review based on the operational needs of the organisation. Where the successful candidate does not have an appropriate space to work from home other local arrangements can/will be explored.

The successful candidate will be required to attend the Patient Advocacy Service National Office for two days per week for an initial six-week period.

**Hours:**  The position is full time, 35 hours per week and may involve working some unsocial hours.

A national panel may be formed of qualified candidates from which HR Executive posts which arise within the next 12 months will be filled, should vacancies arise in this period.

**Requirements:**

The HR Executive will be asked to obtain Garda Clearance before they begin work.

**Application Procedure**

The completed application form should be emailed (as an attachment) to [recruitment@patientadvocacyservice.ie](mailto:recruitment@patientadvocacyservice.ie) (stating ‘HRE2025’ in the subject line)

A relevant application form can be accessed at the following link:

[www.patientadvocacyservice.ie/about-us/careers/](http://www.patientadvocacyservice.ie/about-us/careers/)

Shortlisting may apply. Canvassing will disqualify. Applications must be typed. CVs, late or incomplete applications will not be accepted.

**CLOSING DATE FOR RECEIPT OF APPLICATION: Thursday 17th July 2025 at 2pm.**

**The Patient Advocacy Service is an equal opportunity employer**

**The Patient Advocacy Service is funded by the Department of Health**