

# Candidate Briefing Pack

Human Resources Administrator

Closing Date for Applications  
**12<sup>th</sup> January 2026**





**BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish state agency responsible for developing the Irish seafood industry. It is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.**

The organisation has four business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services**, and these are supported by the office of the CEO. BIM's Head Office is in Dún Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Clonakilty, Galway and Killybegs. In addition, BIM's two National Fisheries colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following key strategic priorities:

- Lead and nurture leadership.
- Deliver results with solutions that effect change.
- Protect our environment and our sector.
- Invest for long-term growth.

#### **Our Mission**

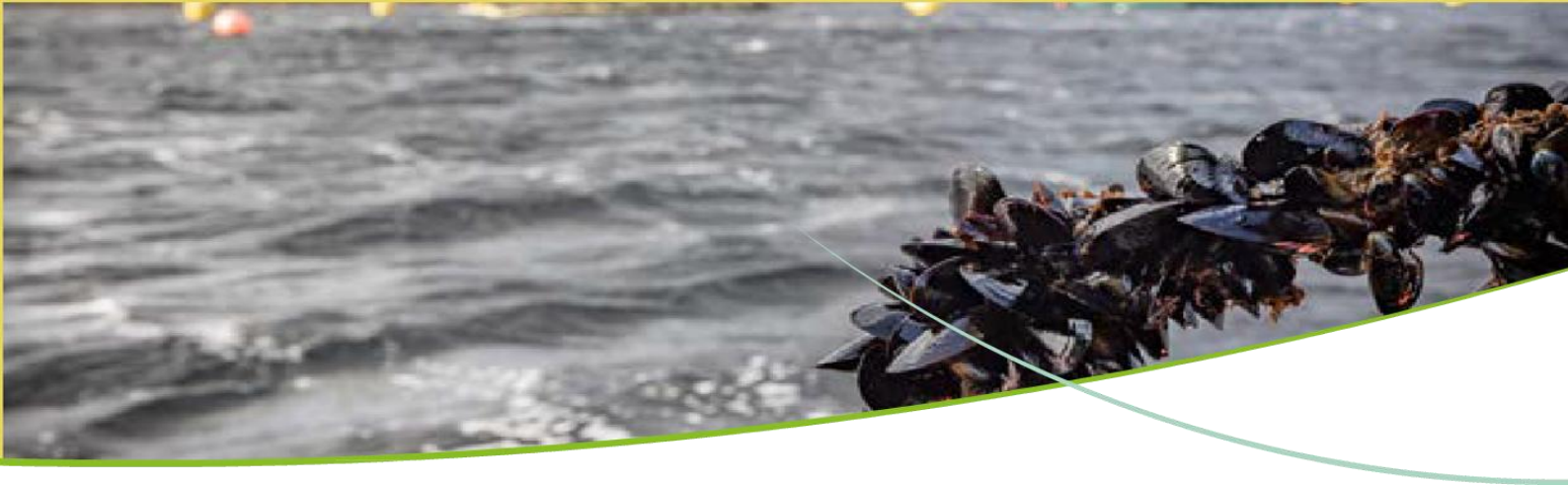
To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

#### **Our Vision**

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

#### **Our Values**

- Trust
- Partnership
- Teamwork
- Inclusion
- Integrity



## Role Profile

Job Title:	Human Resources Administrator
Contract:	Full-time; Indefinite Duration
Location:	BIM Head Office, Dún Laoghaire, Co. Dublin
Reporting to:	Head of HR
Business Unit:	Corporate Services
Overview of Business Unit:	Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

## Overview of Role

The HR Administrator will work within the HR Team of Corporate Services and will play a vital role in supporting our people and BIM through a range of Human Resources activities, helping us create a positive impact for all stakeholders. This role will report into the Head of HR and will hold the responsibility for key administration and analysis tasks as well as a number of projects within the HR Team.



## Background to Requirement

BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.

The HR Administrator will work within the HR Team of Corporate Services which plays a key role in the Corporate Services Unit.

## Key Responsibilities

### General HR Administration

- Provide an effective, efficient and confidential administrative support function to the HR Team.
- Maintain the HRIS with accurate information on employee profiles and ensure all global documents are updated when required.
- Maintain a strong understanding of all policies and procedures and provide advice to staff where required.
- Assist with onboarding new staff including dealing with all relevant documentation and ensuring all relevant internal and external stakeholders receive relevant data for smooth onboarding.
- Assist with processing of leavers and ensuring all relevant internal and external stakeholders receive relevant data for smooth exiting process.
- Manage the administrative processes in relation to various leave types and ensure that these are adequately inputted and reported in relevant systems.
- Conduct reports on sick leave and absenteeism and action, unless escalation is required.
- Manage the payroll report, ensuring all changes are supported with adequate documentation where required (e.g. staff salary updates/changes re: absence/leave, new starters, leavers)
- Ensure a transparent audit trail is visible for the Payroll Changes report.
- Provide HR data to the finance team to assist with payroll administration.
- Deal with employee and BIM pensioner queries as they arise and providing assistance if required.
- Provide assistance and support for auditing procedures.
- Deal with procurement administration process on behalf of the HR Department.
- Provide reception cover, where required.

### Recruitment:

- Liaise with HR Team to ensure the various roles are advertised on the correct channels.
- Assist the HR Team and hiring managers with scheduling interviews and conducting reference checks when required for preferred candidates.
- Participate on interview panels when required.
- Support the HR Team in relation to the Employee Induction Programme, ensuring all induction presentations are up to date with new Strandum developments and circulars etc.
- Ensure the completion of all relevant documentation for colleagues' personnel files.
- Ensure Organisational Chart is up to date.
- Ensure up-to-date job descriptions are on all employee files.
- Set up all new hires onto Strandum and ensuring all annual leave is pro-rated where required.
- Train all new hires on Strandum.
- Support the Graduate Recruitment Programme and any work experience programmes BIM may engage in.





## Key Responsibilities (contd)

### **Budget Management**

- Ensure compliance with financial processes via BIM's electronic payment system.
- Provide monthly budget reports to the HR Manager.
- Process payments for all HR Suppliers.
- Ensure procurement requirements are adhered to.

### **Learning and Development**

- Engage with Learning and Development Group and source courses that align with colleagues and organisational requirements.
- Develop portfolio of training providers and courses.
- Carry out analysis and reports on learning and development requirements and outcomes.
- Book all external courses for staff, ensuring information regarding cost and rebate period is noted on the employees file.
- Liaise with the HR team to ensure all training is approved prior to booking the relevant course.

### **BIM Schemes for Employees**

Manage the administration of range of schemes available to colleagues including but not limited to VDU refunds, Healthcare Schemes, Cycle to Work Scheme and Tax Saver Scheme.

### **Other:**

Act as Access Officer and engage with BIM's Equality, Diversity and Inclusion commitments.

Perform any other related duties as might reasonably be required and which may be assigned from time to time.

Please note the above list is not intended to be an exhaustive list of all responsibilities and activities required for the role.



## Essential Experience and Qualifications

- HR related qualification, complete or in progress.
- A minimum of 2 years' experience of working in an administrative function ideally in HR.
- Demonstrate an understanding of business processes across various areas to include HR and payroll.
- Demonstrate an aptitude and ability to identify processes for improvement and be capable of delivering such a project to a successful conclusion.
- Good interpersonal skills and an ability to work with and effectively communicate with stakeholders.
- Effective organisation and administration skills.
- Good time management and the ability to prioritise and meet deadlines.
- The ability to work unsupervised and as part of a team.
- Good written and verbal communication skills in addition to effective numeracy skills.

## Desirable Experience and Qualifications

- Experience of Microsoft Dynamics NAV.
- Public sector HR experience.
- Public sector procurement experience.



## Personal Attributes Required for the Position

- Dynamic and reliable.
- Capable of working independently as well as being an effective team player, with drive, initiative and creativity.
- An aptitude for precision, attention to detail and commitment to quality results.
- Flexible approach.
- Strong interpersonal and communication skills, with the ability to work diplomatically in resolving issues with internal stakeholders.
- Good judgement, decision-making, analysis and problem-solving skills.
- Excellent attention to detail.

## Contacts

Within BIM	Corporate Services Director, Head of HR, Head of Finance, BIM staff in HR Team, Finance Team and other members of the Corporate Services Unit.
Outside BIM	Time & Attendance Supplier, Pensioner provider, training providers, recruitment agencies and any other HR service providers, Auditors, Revenue Commissioners and any other regulatory bodies.



## Terms and Benefits

### Salary

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Executive Officer with a salary range €37,919 to €61,216 (as of 1<sup>st</sup> August 2025) per annum pro-rated with time worked.

Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

### Annual Leave

Annual leave entitlement for this role is 23 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

### Employee Assistance Programme (EAP)

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

### Occupational Health Service

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

### Visual Display Unit

Employees can avail of up to €117 back on an eye test.

### Travel and Subsistence

Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

### Taxsaver Commuter Scheme

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

### Cycle to Work Scheme

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.





### How to Apply

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill-sets applicable to the position should be emailed to:

[jobs@bim.ie](mailto:jobs@bim.ie)

### The closing date for applications:

**12<sup>th</sup> January 2026**

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

This is an Executive Officer post and BIM is aligned with the Public Appointment Service [Competency Model](#) PAS Competencies.

### Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

All information will be treated with the strictest confidence and accessed only by those directly involved in the campaign.

Any queries in relation to this role should be emailed to [jobs@bim.ie](mailto:jobs@bim.ie)

*BIM is an equal opportunities employer, and we are committed to ensuring that all recruitment candidates have complete and equitable access as can reasonably be provided. If you require any support or accommodation as part of the recruitment process, please contact us directly at [HRinbox@bim.ie](mailto:HRinbox@bim.ie).*

