



FSS an Iarthair agus an Iarthuaiscirt
HSE West and North West



Job Specification & Terms and Conditions

Job Title and Grade	Radiation Therapy Service Manager III (3974), Galway University Hospitals /Bainisteoir Seirbhíse Radaíochta III, Ospidéal Ollscoile na Gaillimhe.
Campaign Reference	G11975
Applications	Applications must be submitted via Rezoomo only. Applications received in any other way will not be accepted. There will be no exceptions made
Remuneration	<p>The salary scale for the post at (01/02/2026) is: €88,294 - 89,740 - 91,182 - 92,700 - 94,299 - 95,896 - 97,176.</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> <p>As per HR Circular 012/25 Please note that previous experience working in the public service counts only where the individual was employed directly by the relevant Civil Service/Public Body. It does not apply for temporary assignments with those bodies while engaged as an agency worker and employed by a private sector employment agency. Exemptions can be found at the following link.</p> <p>HSE Guidelines on Terms and Conditions of Employment provides additional information. https://www2.healthservice.hse.ie/organisation/national-pppgs/guidelines-on-terms-and-conditions-of-employment/</p>
Closing Date	10:00am Friday 1 st of May, 2026 via Rezoomo only.
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week's notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	To be agreed at job offer stage
Organisational Area	HSE West & North West
Location of Post	<p>There is currently one permanent, whole-time vacancy available in the Radiotherapy Department in Galway University Hospital.</p> <p>A panel may be formed as a result of this campaign for Radiation Therapy Service Manager III from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	<p>We welcome enquiries specific to the role to:</p> <p>Maria Molloy, Deputy General Manager, GUH Phone: 091893668 Email: Mariam.molloy@hse.ie</p>

<p>Details of Service</p>	<p>HSE West and North West is responsible for the provision of all acute and community services across the 6 counties of Galway, Mayo, Roscommon, Sligo, Leitrim and Donegal and is operationally divided into 4 Integrated Health Areas (IHAs) – Galway Roscommon IHA, Mayo IHA, Sligo/Leitrim/West Cavan/South Donegal IHA and Donegal IHA. Each managed by an Integrated Health Area (IHA) Manager.</p> <p>To support the delivery of high quality, consistent care, Networks of Care are being developed across the region which are multidisciplinary clinically led regional structures, which will provide leadership, set the strategy for the relevant clinical/care area, support quality, risk and safety structures/processes, and help support the regional leadership team in the assurance processes related to the relevant services.</p> <p>The establishment of Networks of Care (NoC) across HSE West and North West, will support the sharing of clinical/specialty/programme expertise, strengthen the operational resilience, and ensure sustainable safe and quality services. Key components for the NoCs include:</p> <ul style="list-style-type: none"> • The provision of a regional wide clinical/care service under an integrated governance framework and providing the care group lens across the region/nationally. • A standard system of governance; policies, audit meetings, quality assurance, incident reporting, incident management, risk management, oversight of regulation etc., across services in the Region. • Risk stratification of patients to ensure that higher risk patients are dealt with at the most appropriate facility within the NoC. • Quality assurance on the basis of one integrated service, although operating at different geographical sites; this will require data to be pooled across the NoC. • A integrated approach to service delivery which ensures that each Integrated Health Area (IHA) delivers care appropriate to the resources, facilities and services available in that area. • Accountable structures to support high quality education and clinical research, and active engagement with evolving regional academic structures. <p>An integrated approach to service delivery which ensures that each IHA in the Region delivers care appropriate to the population needs, resources, facilities and services available. The NoC will work closely with all stakeholders relevant to Network.</p> <p>Galway University Hospital, Radiation Oncology Department currently houses Elekta Versa HD Linear Accelerators, Womed Superficial Machine, Siemens Somatron CT's, HDR Brachytherapy Suite with Varian Brachytherapy unit, and Philips Radiotherapy MRI and will expand as required to meet the needs of the service and evolving technologies are relevant</p> <p>The department delivers treatment to almost 1,400 patients. In 2025 the service treated 1,108 were new patients and 291 patients that had previous treatment.</p> <p>The department services to the entire West/ North West region along with Brachytherapy treatment for Gynaecological cancers and Prostate seed implants.</p> <p>The Radiation Service Therapy Manager III is the Line Manager for all Radiation Therapists</p>
<p>Our Mission</p>	<p>Our mission is to ensure that the people of West and North West:</p> <ul style="list-style-type: none"> • are supported by accessible health and social care services to live healthier lives, • have access to safe, high quality, compassionate, and integrated care, delivered by highly skilled and valued staff, • can be confident that we will deliver the best health outcomes and value through a culture that supports continuous improvement, excellence in clinical practice, teaching, research and innovation

Our Values	The HSE's values of Care, Compassion, Trust and Learning, influence everything the Health Regions do. All HSE Health Regions encourage a culture where all staff live by these values every day, as they interact and deal with colleagues and members of the public.
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Recruit.guh@hse.ie
Reporting Relationship	The post holder will: <ul style="list-style-type: none"> • Report to the Deputy General Manager, GUH. • Have a working relationship with the relevant Clinical Lead/Clinical Director.
Key Working Relationships	<ul style="list-style-type: none"> • Senior leadership, including the Hospital Management Team and Heads of Service/Department across GUH. • Cross-functional colleagues across West North West services, as required • Key external stakeholders across statutory and non-statutory organisations
Purpose of the Post	<p>The overall purpose of this post is to manage the Radiation Therapy service at Galway University Hospital.</p> <p>The RTSM III is responsible for the delivery, management and development of Radiation Therapy Services in GUH which are consistent with, and in support of, the functions and service objectives of Galway University Hospital.</p> <p>The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and the management of the changes necessary to achieve patient focused support and intervention and organisational objectives.</p>
Principal Duties and Responsibilities	<p>Details of the role, responsibilities and relationships are as follows:</p> <ul style="list-style-type: none"> • The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Maintain awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of the role and you will be required to participate in the Group's performance management programme <p><u>Leadership and Accountability</u></p> <ul style="list-style-type: none"> • Provide strategic and clinical leadership which results in the delivery of effective, efficient, quality assured and patient centred Radiation Therapy services. • Develop a shared sense of commitment and participation among staff in the development of the service. • Keep the Hospital Management office and Clinical lead apprised of any significant developments within their area of responsibility and perform such additional duties as may be assigned from time to time. • Provide a leadership role in identifying and implementing changes in their area of responsibility and contribute to implementing wider change management initiatives as part of wider service development. • Provide a leadership role in managing all aspects of radiation safety, including HIQA and EPA requirements for their service • Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines, Freedom of Information (FOI) and GDPR Acts.

Planning

(Key objectives will be set on an annual basis)

- Be involved in the Formulation of policies and the selection, introduction and development of information and other systems for co-ordination of data collection, communication and management.
- Advise on equipment selection, purchase, replacement or upgrading.
- Participate in the preparation of plans, including an annual report, for the service and monitor and report on their implementation as required
- Participate and co-operate with any internal or external evaluation of the service.

Operations

- Develop operational policies, protocols and guidelines to maximise utilisation of resources and ensure systematic audit of such usage.
- Act as spokesperson for the Organisation as required
- Demonstrate pro-active commitment to all communications with internal and external stakeholders
- Develop collaborative planning in conjunction with other professionals.
- Flexible in approaches to attending meetings or study days etc outside the department

Personnel Management

- Participate, as required, in the recruitment, selection and appointment of staff.
- Ensure the optimum and effective use of staff through efficient rostering, skills/grade mix planning, workload measurement and staff deployment.
- Initiate the implementation of a staff development, team based performance management and individual performance review process.
- Foster a high level of morale among staff by effective motivation and communication.
- Participate in the formulation of relevant personnel policies and procedures and deal with human resource problems in association with hospital management.
- Provide service delivery reports as required e.g. service plan, annual report and ensure that there are appropriate systems in place to gather relevant information.
- Provide leadership and motivation in optimising service delivery by developing teams and promoting change management.
- Oversee the implementation of appropriate induction and probationary systems.
- Oversee the implementation of an appropriate performance management system for the delivery of a high quality radiation therapy service, including the development of performance metrics and workload management across all services
- Ensure the use of available resources to achieve effective outcomes in planning and delivering a flexible service that meets the needs of service users.
- Record and monitor all leave taken by the Radiation Therapists.
- Promote and maintain a safe environment for staff. Develop and implement Risk Management and Health and Safety strategies in consultation with appropriate personnel.
- Effectively manage Radiation Therapy staff and other staff as assigned.
- Be responsible, in partnership with partner Academic Institutions for the practice education of student therapist through provision of placements and through support for therapists who are practice educators within their departments.

- To manage, participate and play a role in the practice education of student therapists'
- Be responsible, in partnership with local and regional Management for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments'

Finance

- Prepare annual financial estimates in respect of staffing including education and training needs.
- Participate in the overall financial planning of the service including the negotiation of resources and the assessment of priorities in pay and non-pay expenditure.
- Ensure expenditure is controlled within budget and identify potential for efficiency savings through improved practices and innovation.
- Record and monitor spend such as overtime, temporary staffing etc and be accountable to controlling these

Quality Assurance

- Ensure that modern standards of clinical care are in operation and that regular monitoring is undertaken through audit.
- Investigate and take appropriate action regarding complaints, accidents and incidents.
- Implement a policy on complaints and patient services.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organizations responsible for and/or participating in health care.
- Ensure adherence to all codes and guidelines relating to professional practice including the maintenance of Quality Assurance standards.
- Monitor research and new developments. Initiate, facilitate and take part in relevant research and promote awareness of ongoing and current research.
- Ensure compliance with all legislation and EU Directives on Radiation Safety and adherence with Radiation Safety strategies in the hospital.

Key Performance Criteria

- The extent to which there is patient satisfaction with services.
- The effectiveness of financial management, in particular, ability to operate within budget.
- The extent to which good working relationships are fostered and maintained.
- The effectiveness of performance in relation to personnel management and development.
- The quality and standard of radiographic services.
- The extent to which service plan objectives have been achieved.
- Provide operational and clinical leadership which results in the delivery of effective, efficient, quality assured and patient centred Radiation Therapy services.
- Non-executive membership of technical and operational meetings if they arise.

- Participate in the preparation of plans for the service in consultation with the Hospital management office and Clinical lead and monitor and report on their implementation as required.
- Daily responsibility for the running of the department i.e. staffing, machines etc
- Management representative at the staff and clinical specialist meetings
- Ownership of specific projects as and when they arise
- Monitor regular leave (sick leave/annual leave)– exceptional leave such as force Majeure, parental leave, career breaks to be decided in consultation with Hospital management office and Clinical lead.
- Mandatory education & safety i.e. manual handling, CPR, DPIIP, hand hygiene
- Consultative responsibility for long term rosters and temporary staff recruitment
- Consultative responsibility for education
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organizations responsible for and/or participating in health care

Health & Safety

- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.
- Staff have a duty to familiarise themselves with the relevant Organisational Policies Procedures & Standards and attend training as appropriate in the following areas: -
 - Continuous Quality Improvement Initiatives
 - Document Control Information Management Systems
 - Risk Management Strategy and Policies
 - Hygiene Related Policies, Procedures and Standards
 - Decontamination Code of Practice
 - Infection Control Policies
 - Safety Statement, Health and Safety Policies and Fire Procedure

- **Data Protection and Confidentiality Policies:** In the course of the employment, you will have access to information regarding the personal affairs of patients or staff. Such information is strictly confidential. Unless acting on the instruction of an authorised officer, on no account must information concerning patients, staff or health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them. Records must be stored in safe custody when no longer in use.
- You are responsible for ensuring that you become familiar with the requirements stated within the GUH Risk Management Strategy and that you comply with the Hospitals Risk Management Incident /Near Miss reporting Policies and Procedures.
- You are responsible for ensuring that you comply with infection control and hygiene services requirements in your area of responsibility. Infection Control and Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment
- You must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
- Your specific responsibility for Quality & Risk Management, Hygiene Services, and Health & Safety will be clarified to you in the induction process and by your line manager.
- Each employee must take reasonable care for his or her own actions and the effect they may have upon the safety of others.
- Employees must cooperate with management, attend Health & Safety related training, and not undertake any task for which they have not been authorised and adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.

- In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
 - Continuous Quality Improvement Initiatives
 - Document Control Information Management Systems
 - Risk Management Strategy and Policies
 - Hygiene Related Policies, Procedures and Standards
 - Decontamination Code of Practice
 - Infection Control Policies
 - Safety Statement, Health & Safety Policies and Fire Procedure
 - Data Protection and confidentiality Policies
- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures.
- The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- The post holder must foster and support a quality improvement culture throughout your area of responsibility in relation to hygiene services.
- The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
- The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
- The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

	<ul style="list-style-type: none"> • It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. <p>Risk Management, Quality, Health & Safety</p> <ul style="list-style-type: none"> • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>Education & Training</p> <ul style="list-style-type: none"> • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. <p>The above Job Description 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>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must by the closing date for receipt of completed application forms for the post, possess:</p> <p>1. <u>Statutory Registration, Professional Qualifications, Experience, etc</u></p> <p>(a)</p> <p>(i) Be registered or be eligible to registration on the Radiation Therapists Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. (https://www.coru.ie/)</p> <p style="text-align: center;">And</p> <p>(ii) Have 6 years fulltime (or an aggregate of 6 years) post qualification clinical experience.</p> <p style="text-align: center;">And</p> <p>(iii) Possess a minimum of 10 postgraduate ECTS credits or equivalent relevant to the profession or the management of the profession as adjudged by the HSE and verified by the IIRRT** see Note 1 below.</p> <p style="text-align: center;">And</p> <p>(b) Requisite Knowledge & Ability</p> <p>Candidates must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">And</p>

(c) Candidates must provide proof of Statutory Registration on the Radiation Therapists Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU **before a contract of employment can be issued.**

2. Annual Registration

i) Practitioners must maintain annual registration on the Radiation Therapists Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.

And

ii) (ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

3. Health

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

4. Character

Candidates for and any person holding the office must be of good character.

Note 1:

Portfolio Requirements for meeting the educational requirement for the post of Radiation Therapy Service Manager III.

All candidates wishing to apply for the role of **Radiation Therapy Service Manager III.** must submit a portfolio for review, along with their application form, to demonstrate how they meet the educational requirements of the post. A minimum of 10 postgraduate ECTS credits, or equivalent as recognised by the IIRRT, is required to meet the eligibility for this post and certified proof of completion must be included.

Ten European Credit Transfer System (ECTS) credits equates to **250 hours of learning, effort with one ECTS equating to 25 hours of work.** *'Effort includes all courses, lectures, tutorials, seminars, time spent in independent study or research and any additional time and effort expected of a Radiographer/Radiation Therapist'*). A minimum of 5 ECTS must be accumulated through direct learning i.e. through attending courses, lectures, tutorials, seminars or completing e-learning modules.

The portfolio should be pertaining to the preceding 6 years and should include:

- Details of relevant education undertaken including copies of certificates of any relevant courses completed*;
- Copy of transcripts of any academic courses completed bearing the stamp of the awarding body and details or the curriculum of the completed course**.
- Details of relevant continuing professional development*.
- Details of relevant research activity*.
- Details of involvement in relevant educational activities*.
- Details of relevant professional activities, which demonstrates acquired prior learning of the specialty*.

*Include details of the time spent on the activity and the acquired competencies relevant to the context of practice gained through this form of learning.

**The IIRRT reserve the right to request original transcripts.

	<p>Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Each candidate for and any person holding the office must be of good character</p>
<p>Post specific Requirements</p>	<p>Demonstrate depth and breadth of experience in Radiation Therapy and supervision of staff as relevant to the role.</p>
<p>Other requirements specific to the post</p>	<p>Access to appropriate transport to fulfil the requirements of the role.</p>
<p>Skills, competencies and/or knowledge</p>	<p><i>Candidates must:</i></p> <p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of effective planning and organising skills, including an awareness of resource management • Has a thorough understanding of the practicalities of service planning, budgetary management, value for money and cost-benefit analysis. • Aligns the profession with the strategy of the organisation. • Develops service plans that aim to anticipate the changing needs of service users and harness developing professional practice. • Takes responsibility for the achievement of delivery targets by regularly quantifying and evaluating activities against service plans (including value-for-money audit) and takes timely action to correct potential difficulties. <p><u>Knowledge & Professional Knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate knowledge of own role and contribution to provision of the service. • Demonstrate knowledge and awareness of current provision of the service and also future delivery models and emerging technologies. • Demonstrate awareness of developments within own area of work and within Galway University Hospitals • Demonstrate evidence-based clinical knowledge in making decisions regarding client care. • Demonstrate experience of supervisory or management of staff • Demonstrate a clear understanding of risk assessment and management. • Demonstrate a willingness to engage with ICT and develop ICT skills relevant to the role. • Demonstrates a strong interest in ongoing learning and a commitment to continuing professional development. <p><u>Leadership & Teamwork</u></p> <ul style="list-style-type: none"> • Demonstrate leadership and team management skills including the ability to work as part of a multi-disciplinary team. • Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise workloads for self and others. • Demonstrates effective leadership and team management skills. • Demonstrate motivation and an innovative approach to job and service developments • Demonstrate evidence of ability to empower and motivate others. • Leads by example. Displays motivation, is flexible during challenging times and perseveres despite setbacks to ensure that goals are achieved.

- Demonstrate ability to take responsibility and use own initiative.

Patient /Customer Focus including Commitment to providing a Quality Service

- Demonstrate a commitment to the delivery of a high-quality, person-centred service.
- Clearly accepts accountability for standards of performance in area of responsibility.
- Ensures that the full potential of their profession is fully considered in the development of strategic plans for their area of the organisation.
- Strives to keep staff directed towards the longer-term change agenda, while maintaining efficiency of day-to-day service.
- Demonstrate awareness that the patient/client is the focus of all the Health Service Executive activities.
- Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
- Demonstrate a focus on quality patient service delivery

Communication & Interpersonal Skills

- Demonstrate effective interpersonal and communication skills including the ability to present information in a clear and concise manner
- Demonstrate an understanding of change management and evidence of adaptability skills
- Demonstrate a willingness to share knowledge and/or new ideas with staff and colleagues
- Display effective communication (verbal & written) and interpersonal skills.
- Demonstrates sensitivity, diplomacy and tact when dealing with others.
- Works collaboratively with multiple stakeholders in understanding and establishing expectations and desired outcomes.
- Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
- Demonstrate high level of computer skills

Evaluating Information and Judging Situations

- Recognises the implications and consequences of decisions in political and strategic terms for the organisation as a whole; considers precedence to ensure consistency.
- Demonstrates the ability to critically analyse, evaluate information, and make effective decisions with regard to service user care.
- Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input.
- Makes decisions in a transparent manner by involving and empowering others where appropriate.

Additional eligibility requirements:

Citizenship requirements

Eligible candidates must be:

- (i) EEA, Swiss, or British citizens

OR

- (ii) Non-European Economic Area citizens with permission to reside and work in the State

Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.

To qualify candidates must be eligible by the closing date of the campaign.

Read more about [Department of Enterprise, Trade & Employment Work Permits](#)

<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting/ Interview</p>	<p>A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
<p>Code of Practice</p>	<p>The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates".</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	

Terms and Conditions of Employment

<p>Tenure</p>	<p>The current vacancy available is pensionable permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<p>Remuneration</p>	<p>The salary scale for the post at (01/02/2026) is:</p> <p>€88,294 - 89,740 - 91,182 - 92,700 - 94,299 - 95,896 - 97,176.</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>
<p>Working Week</p>	<p>The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.</p> <p>You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.</p>
<p>Annual Leave</p>	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
<p>Superannuation</p>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.</p>
<p>Age</p>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <i>Public Servants not affected by this legislation:</i></p> <p>Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>

Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.</p> <p>Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.</p> <p>You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

	<ul style="list-style-type: none"> • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>
<p>Ethics in Public Office 1995 and 2001</p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 70,373 as at 01.10.2021) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;</p> <p>A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.</p> <p>B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.</p> <p>C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website http://www.sipo.gov.ie/</p>

² See link on health and safety web-pages to latest Incident Management Policy