

**Grade IV, Assistant Staff Officer - Cork**

**Nursing & Midwifery Planning & Development Unit Cork and Kerry, HSE South West**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Grade IV, Assistant Staff Officer – Cork (Grade Code 0558)Nursing & Midwifery Planning & Development Unit Cork and Kerry, HSE South West  |
| **Campaign Reference** | HSESWNMPDU |
| **Closing Date** | Friday, 27th June at 12.00 noon |
| **Proposed** **Interview Date (s)** | Proposed interview dates will be indicated at a later stage.  |
| **Taking** **up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Nursing & Midwifery Planning & Development Unit (NMPDU) Cork and Kerry, HSE South West, Administration Building, St Marys Health Campus, Gurranabraher, Cork, T23 X440.There is currently **1 permanent whole-time** vacancy available in Nursing & Midwifery Planning & Development Unit (NMPDU) Cork and Kerry, HSE South West. |
| **Informal Enquiries** | Ms Sinéad Connaire, Director, Nursing & Midwifery Planning & Development Unit Cork & Kerry, HSE South West, Email: Sinead.Connaire1@hse.ie Tel: 087 0960320 |
| **Details of Service** | The Nursing & Midwifery Planning and Development Unit (NMPDU) has a geographical remit to support nursing and midwifery services to enhance healthcare delivery, support safe quality care and improve patient outcomes across the HSE South West region. The NMPDU is within the governance structure of the Office of Nursing and Midwifery Services Director.This post forms part of the overall NMPDU team involved in the strategic development of Nursing and Midwifery in the HSE South West region. The unit provides supports to Nursing and Midwifery services and administrates education-funding streams.The NMPDU comprises of a Director, Nursing and Midwifery Planning and Development Officers and an administration team. |
| **Reporting Relationship** | The post holder will report to the Section Officer, Nursing & Midwifery Planning & Development Unit (NMPDU), Cork and Kerry, HSE South West. |
| **Purpose of the Post**  | The purpose of this role is to support the administration role and function of the NMPDU Cork and Kerry including supporting the Section Officer and Director NMPDU as required. |
| **Principal Duties and Responsibilities** | The position of Grade IV encompasses both managerial and administrative responsibilities, which include the following:**Administration*** Ensure the efficient day-to-day administration of area of responsibility
* Ensure that deadlines are met and service levels maintained
* Support the preparation and issuing of office documentation (correspondence, reports, etc.) to the highest possible standard by monitoring and reviewing the work of the team to ensure quality and accuracy
* Provide support in financial processing in compliance with National Financial Regulations
* Provide support with database management
* Ensure that archives and records are accurate and readily available
* Maintain confidentiality of documentation, records, etc.
* Maximise the use of technology in ensuring work is completed to a high standard
* Ensure line management is kept informed of issues
* Ensure that stakeholders are kept informed and that their views are communicated to middle management
* Organise and attend meetings as required
* Take minutes at meetings and prepare for timely circulation following meeting

**Customer Service*** Promote and maintain a customer focused environment including monitoring efficiency of service provided by the team and notifying Line Manager of any deficiencies
* Ensure that service users are treated with dignity and respect
* Act on feedback from service users / customers and report same to Line Manager

**Human Resources / Supervision of Staff*** Manage the performance of staff
* Ensure an even distribution of workload amongst the team, considering absence due to annual leave etc.
* Supervise and ensure the well-being of staff within own remit
* Co-operate and work in harmony with other teams and disciplines

**Service Delivery and Improvement*** Actively participate in innovation and support change and improvement initiatives within the service; implement agreed changes to the administration of the service
* Encourage and support staff through change processes

**Standards, Policies, Procedures and Legislation*** Maintain own knowledge of employer policies, procedures, guidelines and practices, to perform the role effectively and to ensure current work standards are met by own team
* Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts, GDPR
* Ensure consistent adherence to procedures within 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

**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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application: -** **1. Professional Qualifications, Experience, etc** **(a)** Eligible applicants will be those who on the closing date for the competition: **(i)** Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 **Or****(ii)** Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination. **Or****(iii)** Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction. **Or****(iv)** Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI). *Note1:* *Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable.* *Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.* *The Leaving Certification Applied Programme does not fulfil the eligibility criteria.*  **and****(b)** Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office. **2. Age** Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. **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. |
| **Post** **Specific Requirements** | Demonstrate: * An adequate level of administrative skills to undertake the role
* An adequate level of IT skills including database management, use of email system, MS Office to undertake the role
* Knowledge of the NMPDU function
* Knowledge of financial processes including ordering, accounts payable and budgets in adherence to the National Financial Regulations
* Experience working in a busy office environment both independently and as part of a team
* Excellent attention to detail and accuracy
* Ability to work efficiently and attend to tasks promptly in a fast paced environment
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| **Other** **requirements specific to the post** | Access to transport if required. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience***Demonstrate:** General knowledge of the Health Service and how it works
* Knowledge of the NMPDU and the wider HSE transformation programme
* Sufficient knowledge & expertise to carry out the functions of the post
* Comprehensive skill in IT and communications to effectively manage deadlines and prioritise work accordingly
* Demonstrate effective analytical and decision making skills
* Demonstrate the ability to work in line with relevant policies and procedures including National Financial Regulations

**Planning and Managing Resources** *Demonstrate:** The ability to plan and organise own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met using computer technology effectively
* The capacity to set realistic goals and time-scales, taking account of potential problems and competing priorities and multiple tasks
* The ability to devote time and energy to the most important task at any given time
* Maintains an awareness of value for money
* Managing within allocated resources and a capacity to respond to changes in a plan.

**Commitment to a Quality Service***Demonstrate:** Commitment to providing a quality service
* Awareness and appreciation of the service user and strong customer service skills in customer focused environment
* Embraces the change agenda; demonstrates flexibility, initiative and adaptability in a changing work environment
* Commitment to promoting and maintaining high work standards and providing a professional service to internal and external stakeholders

**Evaluating Information, Problem Solving & Decision Making** *Demonstrate:** Numeracy skills, the ability to evaluate information, problem solve and make effective decisions
* Ability to makes decisions and solve problems in a timely manner before they accumulate
* Capacity to gather information from enough sources and other people to make well founded decisions / solve problems

**Team working***Demonstrate:** The ability to work on own initiative as well as part of a team
* Contributes to a positive team spirit
* Willingness to become involved and help team members if they are under pressure
* Ability to establish good working relationships with a wide range of internal and external stakeholders

**Communication & Interpersonal Skills** *Demonstrate:** Effective communication skills including the ability to present information in a clear and concise manner
* Strong written communication skills
* Strong interpersonal skills including the ability to build and maintain relationships with a variety of stakeholders; treats others with dignity and respect
* Demonstrate the ability to influence people and events
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| **Campaign Specific Selection Process****Ranking / Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) may be placed on an order of merit and may be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive 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”.Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification 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. |



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**NMPDU Cork and Kerry, HSE South West**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is 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. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is: 01/03/2025€35,256, €37,367, €38,215, €40,356, €42,317, €44,033, €45,694, €47,935, €49,563, €51,206, **€52,768, €54,370 LSIs**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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***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.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. |
| **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. |
| **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 employer protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | 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). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), 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.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* 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.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)