



## **EXPRESSION OF INTEREST- GRADE FOR GRADE**

### **Business Support Officer - Grade VI (GRADE CODE 0574)**

#### **National Ambulance Service- Critical Care Retrieval Services (NAS-CCRS)**

Expressions of Interest are invited from all staff of the HSE and bodies which provide services on the behalf of the HSE under Section 38 of the Health Act 2004 are eligible to apply and currently employed at Grade VI (Business Support) who are interested in reassigning to the above permanent role by grade-to-grade transfer (on same terms and conditions).

- **The NAS-CCRS** (Critical Care Retrieval Service) operates as an operational clinical service within the National Ambulance Service. It delivers three specialist retrieval services across across distinct patient groups: National Neonatal Transport Programme (NNTP) 0 to 4 weeks corrected gestational
- Irish Paediatric Acute Transport Service (IPATS) 4 weeks corrected gestational age to 16 years.
- Mobile Intensive Care Ambulance Service (MICAS) 16 years and above.

#### **Purpose of the post:**

The post holder will work as part of the Business Support team in the provision of administrative support to NAS-CCRS and will support the Business Manager in the effective day-to-day running of a busy office environment. The post holder will ensure that administrative, financial, and governance processes, operate efficiently, in line with organisational policies and statutory requirements. The role will support the effective coordination, planning and delivery of services, ensuring consistency with organisational priorities and service requirements.

#### **Key Responsibilities**

The Business Support function is currently developing and plays a key role in supporting the Operation and Clinical Team. As the service continues to evolve, it requires a flexible and responsive team to help implement the necessary changes and ensure the service remains effective, accessible to patients, and aligned with centralised models of care.

- schedule meetings & minute meetings
- handle correspondence, and maintain electronic records
- Finance Support: Manage invoicing, and purchase orders
- Communication  
Manage FOI & SARS Requests
- All other duties assigned by the Business Manager

**Base:** HSE National Ambulance Service, Laurel Unit, Cherryorchard Hospital, Ballyfermot, Dublin 10 D10 Y821.

**Informal Enquires:** Please contact Mellisa Lunney, Business Manager, NAS Critical Care & Retrieval Service

- Phone: 087 7176363
- Email: [mellisa.lunney@hse.ie](mailto:mellisa.lunney@hse.ie)

### **How to apply**

Eligible applicants are invited to complete the attached application form and return it to [nashr@hse.ie](mailto:nashr@hse.ie) no later than **15:00pm on Friday 05<sup>th</sup> of June 2026**. Late or incomplete application forms will not be accepted.

### **Eligibility**

Candidates must be currently employed at Grade VI (grade code 0574) within the HSE and bodies which provide services on the behalf of the HSE under Section 38 of the Health Act.

### **Appointment process**

As this is a grade for grade opportunity, a skills match exercise will take place.