



EXPRESSION OF INTEREST- CONFINED CAMPAIGN

Grade V Staff Officer (0566) – Grade to Grade

National Ambulance Service- Dublin/Midlands

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 V (Staff Officer) who are interested in reassigning permanently on a grade-to-grade basis (on same terms and conditions).

Purpose of the post:

To provide administrative support to the functions of the NAS Business Support Unit and supervise assigned staff .

Key Responsibilities

- Maintain high levels of effectiveness and efficiency by ensuring compliance with Standing Operational Procedures and fostering positive working relationships with Key Stakeholders, both internal and external.
- Processing with the IFMS (Integrated Financial Management System) for purchase orders, invoice management, and timely supplier payments. VIM (vendor invoice management) processing experience essential. Preparation and assisting in any financial audits.
- Assisting in public procurement processes (procurement support requests, operating HBS Pass and Buyerzone for contract compliance queries).
- Ensure compliance with HSE Financial Regulations and all relevant legislation, including Health & Safety, Employment Law, FOI Acts, and GDPR.
- Maintain awareness of internal and external factors impacting service delivery, including national and local developments relevant to the area.
- Oversee the efficient day-to-day administration within the area of responsibility.
- Delegate responsibilities appropriately, ensuring accountability and effective team performance.
- Supervise and ensure the well-being of staff within own remit.
- Identify and agree training and development needs of team and design plan to meet needs.
- Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships
- Monitor deadlines and service levels to ensure consistent delivery of high-quality services.

- Ensure all policies and procedures are clearly documented, communicated, and adhered to by the team.
- Maintain accurate, confidential, and accessible records and archives in line with data protection requirements.
- Keep Senior Management informed of key issues, risks, and developments in a timely manner.
- Provide administrative support for meetings, including preparation and attendance as required.
- Maximise the use of technology to enhance efficiency and maintain high standards of work.
- Gather and respond to feedback from service users, implementing improvements in consultation with the Line Manager.
- Ensure a high level of accuracy and attention to detail across all work outputs.
- Actively support innovation, change initiatives, and continuous improvement within the service.
- Monitor team performance and service efficiency, identifying and implementing improvements where necessary.
- Maintain up-to-date knowledge of HSE policies, procedures, and best practices, ensuring compliance across the team.
- Manage National Ambulance Service processes, Freedom of Information requests, complaints, Subject Access Requests, and Garda Vetting.
- Identify, assess, manage, and monitor risks within the area of responsibility.
- Ensure access to suitable transport to meet the operational requirements of the role.
- Undertake any other duties appropriate to the grade as required.

Base: The post is based in Ambulance HQ, Midland Regional Hospital, Tullamore, Co. Offaly

Office Opening Hours: Weekly working hours are 35 hours per week.

Informal enquiries: Please contact Elaine Clear, Business Manager, NAS Dublin Midlands Area for more information.

- Phone: 087 1246001
- Email: elaine.clear2@hse.ie

How To Apply

Eligible applicants are invited to complete the attached application form and return it to nashr@hse.ie no later than **15:00pm on Friday 15th of May**. Late or incomplete application forms will not be accepted.

Eligibility

Candidates must be currently employed at Grade V (grade code 0566) 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.