**Occupational Therapist Manager  
Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Occupational Therapist Manager**  *(Grade Code: 331X)* |
| **Remuneration** | The salary scale for the post is:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | €76,281 | €79,027 | €80,528 | €83,253 | €86,027 | €88,804 | €91,575 | |  |  |  |  |  |  |  | |
| **Campaign Reference** | NFMHSOTM01 |
| **Closing Date** | Friday 27th June 2025 @ 12.00 |
| **Proposed Interview Date (s)** | It is anticipated that interviews will take place week commencing 14th July 2025, this is  subject to change. Please note you may be called at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Forensic Mental Health Service**  The post holder will be based in the National Forensic Mental Health Service(NFMHS) in Portrane, North Co Dublin.  A panel may be created for the NFMHS from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Pauline Ackermann,  Head of Service,  [Pauline.Ackermann2@hse.ie](mailto:Pauline.Ackermann2@hse.ie)  01 – 7787102 / 0877166830 |
| **Details of Service** | **National Forensic Mental Health Service (NFMHS)**  The NFMHS is based in the Central Mental Hospital (CMH). The CMH is the only specialist HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE.  The CMH has transitioned to a new purpose built campus facility in Portrane, in North Co. Dublin and includes the provision of of additional Forensic Mental Health Services nationally.  The campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex. Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).  <https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/> |
| **Reporting Relationship** | The Occupational Therapist Manager will report to the Head of Service. |
| **Purpose of the Post** | To lead and develop the delivery of Occupational Therapy services within the National Forensic Mental Health Service and to manage the needs of Occupational Therapy and / or other designated staff.  To lead and develop, in conjunction with other team members, in co-ordinating and developing the service to meet the needs of the service user group and the objectives of the organisation. The Occupational Therapist Manager will be responsible for the provision of a high quality Occupational Therapy forensic mental health service. To work as part of the Area Management Team of the NFMHS. |
| **Principal Duties and Responsibilities** | *The Occupational Therapist Manager will:*  **Professional / Clinical**   * Be responsible for the overall management and performance of Occupational Therapy activity within the designated area in keeping with good professional practice and subject to agreed national policy directives and priorities including the clinical programmes. * Provide clinical and professional leadership in the delivery of a high quality Occupational Therapy service. The post holder will carry a clinical caseload in a multidisciplinary team-working environment. * Will ensure best practice Occupational Therapy needs assessments and appropriate ranges of service-user goal orientated interventions are in place. * Ensure the provision of high quality professional and clinical supervision to Occupational Therapists. * Ensure that discipline-specific professional standards are maintained. Ensure, monitor and develop quality of Occupational Therapy service provision through clinical audit, supervision and training. * Contribute to National Forensic Mental Health Service regulatory compliance and Quality and Patient Safety activities. * Be responsible for the delivery of the Occupational Therapy service within the framework of the financial control limit of the National Forensic Mental Health Service and support the service to deliver on its commitments under allocations received by the National Forensic Mental Health Service under the National Service Plan. * Develop, foster and maintain good working relationships with other Heads of Discipline, members of the Area Management Team, professionals and services, community and voluntary organisations and other stakeholders to provide integrated quality care to service users. * Develop and promote integrated models of service delivery between relevant stakeholders. * Help and advise the Head of Service and the members of the Area Management Team in the planning and provision of Occupational Therapy services, in line with relevant national policy, strategy, and clinical programmes. * Foster and maintain professional working relationships internal and external to the Occupational Therapy Department and the National Forensic Mental Health Service.   **Education & Training**   * Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. * Engage in career and professional development planning. * Encourage and support the promotion of continued professional development and training by making recommendations with regard to the on-going education, research, training and in-service needs of Occupational Therapists to meet HSE standards. * Participate in the education and training of Occupational Therapy staff as required. * Build and communicate an understanding of the role and contribution of Occupational Therapy within multidisciplinary teams to ensure a clear pathway for service users. * Ensure all therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.   **Health & Safety**   * Take responsibility for all aspects of staff and client safety within their area of responsibility. * Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same. * To carry out risk assessments as appropriate within the Occupational Therapy service as required, using the HSE corporate framework. * To ensure all staff are aware of all appropriate policies and trained to implement them including clinical risk assessments with patients.   **Management**   * Oversee the implementation of appropriate induction and probationary systems. * Oversee and implement appropriate performance management systems (e.g. clinical audit/quality assurance programmes) for the delivery of a high quality Occupational Therapy service. * Keep updated on current and impending legislation and the perceived impact on practice. * Keep up to date with national and organisational developments within the Irish Health Service. * Ensure service delivery corresponds to best national and international practice. * Ensure Occupational Therapy service complies with relevant HR and other policies, procedures and guidelines. * Contribute to the development of policies, procedures and guidelines in relation to the Occupational Therapy service, engaging staff as appropriate. * Participate in and contribute to service planning and development. * Provide service delivery reports as required e.g. service plan, annual report, etc. * Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and relevant legislation e.g. FOI, GDPR. * Ensure effective and efficient use of resources within the Occupational Therapy service. * Represent Occupational Therapy on the Management Team. * Liaise formally & informally with other health services, hospital departments and outside agencies, both statutory and voluntary. * 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. * To 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **1. Statutory Registration, Professional Qualifications, Experience, etc**  **(a) Candidates for appointment must:**   1. Be registered, or be eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.   **AND**  (ii) Have five years full time (or an aggregate of 5 years fulltime) post qualification clinical experience.  **AND**  (iii) Have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.  **AND**  (iv) Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU **before a contract of employment can be issued.**  **2. Annual registration**  (i) On appointment, practitioners must maintain annual registration on the  Occupational Therapists Register maintained by the Occupational Therapists  Registration Board at CORU  **AND**  (ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **3. 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.  **4. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | * Demonstrate significant depth and breadth of experience in Occupational Therapist Services as relevant to the post. * Demonstrate significant depth and breadth of experience facilitating therapeutic programmes relating to the needs of this population. |
| **Other requirements specific to the post** | * Access to transport is required. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrates a level of clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. * Demonstrates an appropriate level of understanding of the Occupational Therapy process, the underpinning theory and its application to the role. * Demonstrates evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users. * Demonstrates the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of responsibility. Has a sound knowledge of clinical risk management. * Demonstrates knowledge of legislative requirements relating to the healthcare services and the workplace. * Demonstrates a commitment to continuous professional development and knowledge sharing. * Demonstrates a willingness to engage with and develop IT skills relevant to the role.   **Planning and Managing Resources**   * Demonstrates the ability to lead on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money. * Co-ordinates work with other professions to ensure an optimum service is provided for service-users. * Demonstrates a high level of initiative and adaptability in response to workforce demands.   **Managing and Developing (Self and Others)**   * Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility. * Provides clear direction on a regular basis and adopts an approachable management style, promotes collaborate working relationships. * Deals positively and constructively with obstacles and conflict within teams. * Demonstrates a commitment to the development of self and others. * Fosters a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.   **Commitment to providing a Quality Service**   * Demonstrates the ability to lead on the delivery, design, implementation of a high quality, person centred service. * Embraces and promotes change - demonstrates an ability to plan strategically to drive change / make improvements to service delivery. * Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care. * Displays strong awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect.   **Evaluating Information and Judging Situations**   * Demonstrates the ability to collate, analyse, interpret, and report on service activity and assigned/agreed KPI’s. * Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Demonstrate effective problem-solving strategies, including the ability to be flexible and innovative, and manage challenging scenarios. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.   **Communications and Interpersonal Skills**   * Display effective communication skills (verbal & written), including the ability to present complex information. * Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills. * Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others. * Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * Demonstrates strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view. |
| **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) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  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.  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.  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.  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/> |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <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. | |

**Occupational Therapist Manager**

**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**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **€76,281** | **€79,027** | **€80,528** | **€83,253** | **€86,027** | **€88,804** | **€91,575** |   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. |
| **Protection of Children Guidance and Legislation** | 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.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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** | 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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale 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:  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.  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.  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 <https://www.sipo.ie/>. |

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/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)