

**National Health & Social Care Professions Strategic Projects Manager**

**Job Specification, Terms and Conditions**

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| **Job Title, Grade Code** | **National** **Health & Social Care Professions Strategic Projects Manager**  *Grade: National HSCP Strategic Projects Manager, Grade Code: 3146)* |
| **Campaign Reference** | NRS14716 |
| **Closing Date** | Thursday, 5th June 2025, 12:00pm |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There are currently two permanent whole-time vacancies available.  The posts will be based at the National HSCP Office, Clinical & Administration Block A (2nd Floor, Green Corridor), HSE, Merlin Park, Galway, H91 N973 or Dublin base: Phoenix Hall, St Mary’s Campus, Phoenix Park, Dublin 20. D20 CK33  The line manager is open to engagement as regards the expected level of on-site attendance at above base (Galway or Dublin), in the context of the requirements of this role and the HSE’s Blended Working Policy.  The post holder will be required as part of this role to travel to different parts of the country and they will also be required to attend meetings at the National HSCP Offices in Dublin and Galway.  A panel may be formed as a result of this campaign for **National Health & Social Care Professions Strategic Projects Manager** **within National Health and Social Care Professions Office** from which current and future whole-time or part-time permanent vacancies may be filled. |
| **Informal Enquiries** | Ruth Kilcawley, HSCP Assistant National Lead, National HSCP Office.  **Email:** [Ruth.Kilcawley@hse.ie](mailto:Ruth.Kilcawley@hse.ie)  **Mobile:** 087 7036857  Sinead Fitzpatrick, HSCP Assistant National Lead, National HSCP Office  **Email:** [sinead.fitzpatrick2@hse.ie](mailto:sinead.fitzpatrick2@hse.ie)  **Mobile:** 087 0985658 |
| **Details of Service** | The National HSCP Office is a national strategic function for HSCP leadership and support.  The National HSCP Office is led by the National HSCP Lead who is also Health and Social Care Professions Advisor to the CEO.  The National HSCP Office’s vision is to enable HSCP to work collaboratively, harnessing and developing their strengths to lead the delivery of integrated care for population health.  The NHSCPO supports the delivery of high-quality, safe health and social care for the population by promoting innovation and best practice, assuring standards and national consistency for the Health and Social Care Professional workforce in education, development, integration and workforce planning by:   * Providing strategic HSCP leadership, horizon scanning and linkage between stakeholders. * Providing a unified channel for professional advice, support and development. * Interpreting and contextualising HSCP information, knowledge and data to support the organisation. * Working in partnership with our stakeholders.   The National HSCP Office reports to the Chief Clinical Officer. The Clinical function is accountable for connecting, aligning and integrating clinical leadership across the healthcare system, from service and policy design, to planning and implementation; placing clinicians at the heart of decision making, creating a healthcare system informed and shaped by care pathways which meet patient expectations. The function is responsible for designing and implementing clinical models of care and public health strategies, and ensuring that these are implemented in line with guidelines, setting quality and patient safety standards across the health system and ensuring these are met. The function is also responsible for leading on providing clinical expertise to strategic programmes.  The clinical function sets the framework and ensures that processes are being followed to drive the highest professional standards across the HSE, informs workforce requirements and ensures compliance across the system with clinical recruitment processes, manages partnerships with academic institutions and ensures clinical professionals advise and contribute to clinical design and service planning.  HSCP Deliver – A Strategic Guidance Framework for Health and Social Care Professions 2021 – 2026 sets out the direction for Health and Social Care Professions. It has been designed for action to enable HSCP, managers, leaders and policy makers to apply it in their own context, implementing in a way that supports local action on local priorities. HSCP Deliver sets out the full collective potential of the family of 26 Health and Social Care Professions and offers:  - A clear view on the impact on our health services and most importantly, the population served when HSCP work to their collective potential.  - A description of the commitments that HSCP collectively make to delivering on that potential.  - Details of the supports and actions required from colleagues and other specific relevant stakeholders to realise this potential.  Health and Social Care Professions (HSCP) is a term used to encompass a diverse, highly educated and skilled range of professionals with significant contributions to make to the health, care, wellbeing and quality of life of the population. The Health and Social Care Professions (HSCP) are the second largest clinical grouping of the healthcare workforce. There are 26 Health and Social Care Professions providing interventions in therapeutic, rehabilitative, re-enablement, health and social care and diagnostic services. HSCP work in all settings including acute, community, disability, specialist, mental health, primary care, residential and services for older persons. There are 18,723 Health and Social Care Professionals employed by the HSE (HSE Staff Census October 2021) representing 25% of the clinical workforce and 14% of the overall health services workforce. |
| **Reporting Relationship** | The post-holder will report to a designated HSCP Assistant National Lead, National HSCP Office. |
| **Key Working Relationships** | The post holder will be required to work in close collaboration with the relevant National HSCP Office workstream team (Education and Development, Workforce Planning and Integration), the wider HSCP Office and other internal and external stakeholders across the Health Service Executive and including CORU, Professional Bodies and HEIs as appropriate. |
| **Purpose of the Post** | The post of strategic project manager has a pivotal role in service planning, development and co-ordination within the areas of   * Education and Development * Workforce Planning and Integration   The post holder will be responsible for developing and implementing assigned pieces of work fundamental to the function of the National HSE HSCP Office.  The post holder will work closely with all members of the National HSE HSCP Office, together with key stakeholders such as the relevant HEIs, CORU, Professional Bodies, and HSCP management across the HSE. |
| **Principal Duties and Responsibilities** | **Responsibilities will include:**  **Strategic development and implementation**   * Participate in the design, delivery, and implementation of assigned project in either Education and Development or Workforce Planning and Integration. * Identify key priority areas for the implementation of assigned project. * Proactively identify relevant opportunities for HSCP input that will enhance service user outcomes and /or service effectiveness. * Collaborate and support the development of policies as appropriate * Take the lead on agreed work-streams within your specified project to plan and set realistic objectives and deliverables. * Consider all policy and strategic factors relevant to progressing your specific work stream for HSCP development. * Establish Governance process for your specified project as appropriate * Work with the Business Management Executive of the Office and ensure compliance with finance procedures and overall procurement of the activities as appropriate. * Maximise the return for money invested in your specified project by enhancing efficiency and effectiveness of the training delivered * Regular reporting to inform key stakeholders * Ensure compliance with all relevant HSE policies and procedures including relevant guidance from Health Protection Surveillance Centre and Antimicrobial Resistance and Infection Control Division. * Build up a detailed understanding and knowledge base in relation to each of the professions. * Support the development of quality improvement and change capacity within HSCP. * Contribute to the development and maintenance of a database of projects and innovations. * Actively support the sharing of best practice and dissemination of information. * Actively support the development of a culture of practice based research. * Model and support interprofessional learning and collaborative practice in all work. * Communicate pro-actively with all stakeholders, internal and external, to promote engagement making creative and professional use of multiple modalities and technologies * Manage and oversee any budget allocations assigned for specific projects or developments. * Prepare reports, presentations and other documents as required and seek opportunities to share learning as appropriate.   **Programme management**   * Senior engagement with the broad range of stakeholders involved in the specific project area. * Identify risks and issues with regard to programme plan and implement effective mitigation and management strategies. * Manage and provide leadership to achieve deliverables. * Draft appropriate responses to FOI requests, parliamentary questions and other queries, as required. * Model and support inter professional learning and collaborative practice in all work. * Represent the National HSCP Office on specific groups and networks as required. * Manage and oversee any budget allocations assigned for specific projects or developments. * Prepare reports, presentations and other documents as required and seek opportunities to share learning as appropriate. * Work collaboratively with the whole National HSCP team to achieve the functions goals and deliverables. * Contribute to service planning and development in conjunction with senior management / relevant others and in accordance with national strategies. * Advise senior management on the planning and provision of National HSCP Office services in line with the National Service Plan and local operational plan. * Ensure project planning and progression corresponds to best national and international practice. * Foster and lead a culture and practice of evaluating project outcomes and implementing quality improvement initiatives. * Provide line management to staff as required in line with HR * Participate in the implementation of appropriate staff management, induction and probationary systems. * Ensure compliance with a high standard of documentation in accordance with local guidelines and relevant legislation e.g. FOI, GDPR. * Keep up to date with national and organisational developments within the Irish Health Service. * Act as spokesperson for the organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Report on key performance indicators within your area of responsibility.   **Standards, Regulations, Policies, Procedures & Legislation**   * Effectively discharge day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures. * Maintain knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * 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. * 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   **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.** 2. Eligible applicants will be those who on the closing date for the competition: 3. Have a relevant and recognised professional qualification in a Health and Social Care profession1 and where appropriate, have statutory registration or professional registration / accreditation.   **And**   1. Have a minimum of five years post qualification work experience (consecutive or aggregate) within their profession which has included significant strategic management experience at Manager level or other significant leadership experience.   **And**   1. Have the requisite knowledge and ability, (including a high standard of suitability and management ability) for the proper discharge of the duties of the office   **Note1**: Candidates must have a recognised HSCP qualification relevant to the professions encompassed in the National HSCP Office –Please refer to Additional Campaign Information for a list of the professions.   1. **Health**   A candidate for and any person holding the office must be fully competent andcapable 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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Experience in managing and delivering projects to successful outcomes * Experience in inter-professional working to achieve a common goal |
| **Other requirements specific to the post** | * Flexibility in relation to working hours to fulfil the requirements of the role. * Access to appropriate transport to fulfil the requirements of the role as this post will involve travel. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * Demonstrate a proven track record of achievement in their profession to date. * Demonstrate a track record of excellence, development and innovation in their career to date. * Demonstrate good knowledge base in relation to the Health and Social Care Professions and current challenges and opportunities. * Demonstrate evidence of inter-professional working * Have a good working knowledge of the health services. * An understanding of health service reform and HSE service improvement. * An understanding of change management approaches and processes. * Project and/or programme management experience. * Experience of professional writing e.g. reports, briefing papers etc. * Experience of data analysis and data interpretation including use of critical appraisal skills. * Knowledge of legislation, regulations, and strategies as relevant to this role. * Excellent ICT skills including use of MS Office suite and email.     **Leadership and Direction**   * Effective leadership in a challenging environment including a track record of implementing improvements * The capacity for management responsibility and demonstration of initiative * An ability to effectively lead groups or projects to successful outcomes. * Initiative in proactively identifying inefficiencies and implementing solutions * The ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources * The capacity to encourage others to embrace the change agenda * The ability to balance change with continuity – continuously strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions. * Flexibility and adaptability * Strategic awareness and thinking.   **Working With and Through Others (Influencing to Achieve)**   * Excellent influencing and negotiating skills * A track record of collaborative and inter professional working. * Excellent skills in relationship building and influencing. * An ability to influence and negotiate effectively to achieve objectives. * A real interest in and commitment to developing others.   **Operational Excellence – Managing and Delivering Results**   * Excellent project planning and organisational skills including an awareness of resource management and the importance of value for money * Strong evidence of excellent planning and implementation of programmes of work. * A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. * A capacity to negotiate and then ensure delivery on objectives * Perseveres and sees tasks through – is a completer/finisher * Shows a strong degree of self-sufficiency, being capable of proactively suggesting improvements and adapting readily to change * The capacity to operate successfully in a challenging operational environment while adhering to quality standards * An ability to take personal responsibility to initiate actions/activities and drive objectives through to a conclusion. * Adequately identifies, manages and reports on risk within area of responsibility   **Critical Analysis, Problem Solving and Decision Making**   * The ability to complete data extraction from multiple data sources, * The ability to analyse, interpret, collate and summarise complex data. * The ability to consider the range of options available, involve others at the appropriate time and level to make balanced and timely decisions. * Effective problem solving. * The ability to think strategically, with strong analytical and judgement skills. * Demonstrates knowledge and application of evidence based decision making practices and methodologies.   **Communication & Interpersonal Skills**   * Excellent interpersonal and communications skills to facilitate work with a wide range of stakeholders at all levels. * The ability to present information clearly, concisely and confidently in speaking and in writing * An ability to influence and negotiate effectively to achieve objectives * Excellent writing skills * The ability to tailor the message to meet the needs of the audience and plan engagement with stakeholders including the most appropriate fora.   **Personal Commitment and Motivation**   * Is self-motivated and shows a desire to continuously perform at a high level * Is driven by a value system compatible with the goals and values of the HSE * Is capable of coping with competing demands without a diminution in performance * A core belief in and passion for the sustainable delivery of high quality customer focused services * Maintains composure when dealing with crises and keeps a sense of perspective and balance in challenging circumstances   **Commitment to a Quality Service**  ***Demonstrate:***   * A commitment to a service user focus and service excellence * A core belief in and passion for the sustainable delivery of high quality service user focused services * An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected * An ability to cope with competing demands without a diminution in performance * Evidence of delivery of a safe & quality service through multidisciplinary, interdisciplinary and cross sectoral working |
| **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 progressing 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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| 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. | |



**National Health & Social Care Professions Strategic Projects Manager**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are **permanent** and **whole time.**  The posts are 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: (as at 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 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.  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. |
| **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.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and 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-2), 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-3). * 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 [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)