

**Programme Manager (Grade VIII)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Programme Manager (Grade VIII)  *(Grade Code: 0655)* |
| **Campaign Reference** | NRS14786 |
| **Closing Date** | 3pm on Monday 7th July 2025 |
| **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 is currently one permanent and whole time vacancy available in National Health Intelligence Unit, 4th Floor, Jervis House, Jervis St., Dublin 1.  A panel may be formed as a result of this campaign for **Programme Manager (Grade VIII), National Health Intelligence Unit (NHIU), Public Health** from which permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Dr Fionnuala Donohue, Consultant Public Health Medicine, NHIU  email: fionnuala.donohue2@hse.ie |
| **Details of Service** | The [Health Service Executive](http://www.hse.ie/favicon.ico) (HSE) is responsible for delivering all public health services across the country of Ireland. For a description of HSE services and operations and accountability mechanisms please see the latest [Annual Report](http://www.hse.ie/eng/services/publications/corporate/annualreport14.pdf).  The HSE’s Vision is for a healthier Ireland, with a high-quality and social care valued by all.  **HSE Public Health**  The HSE’s Public Health Service protects and promotes the health of the Irish population, contributes effectively to major service design and policy implementation, strives to address health inequalities, and ensures a population needs based approach to integrated healthcare delivery.    The new Public Health model has changed the governance and operating structure within Public Health, introducing a more fit-for-purpose national and area management structure, with strong clinical leadership across each of the pillars of Public Health practice. The model seeks to rebalance capacity to deliver effectively across all four domains of public health: Health Protection, Health Intelligence, Health Service Improvement and Health Improvement.    The model for public health is a ‘hub and spoke’ model, where the national role (the hub) coordinates, sets standards and policies, provides leadership, and centralises critical expertise. The area role (the spokes), input to the national function, respond to service delivery needs, retain local expertise, identify, and implement improvement initiatives, and support integration with area healthcare delivery structures and external stakeholders.    **Health Intelligence**  Health Intelligence is one of four domains of Public Health practice and is focused on using population health surveillance and monitoring of trends, and using an evidence-based assessment of policies, programmes, and services to inform health service planning, prioritisation, evaluation and public health action. In this way, Health Intelligence underpins the Public Health function and is integral to the better use of health information for better decisions and better health across the HSE and wider health system.    The operating model for Health Intelligence in the new Public Health model includes “hub and spoke” national and area structures, working together collaboratively to a shared vision and plan. Through a National Public Health Intelligence Network (NPHIN), so as to deliver effectively and efficiently across an innovative, responsive and agile health intelligence agenda for new Public Health function, the wider Health Service Executive and the overall Health System.    **HSE National Health Intelligence Unit**  The NHIU enables the achievement of the HSE vision by leading greater use of better health intelligence to improve health and healthcare.  We combine public health leadership with multidisciplinary expertise and work  collaboratively at regional and national levels to build greater use of better health  intelligence in the health services and across the wider system.  Some of the key delivery areas for the NHIU include:   * **Health Information and Systems** - Influencing health information ecosystem improvement, realising the full potential of health information for better health intelligence and growing the impact of Health Atlas Ireland * **Health Data Science -** Building trusted and valued health data science capability, leading health data science programmes that improve health and healthcare and seizing opportunities to innovate in health data science * **Knowledge Management -** Building trusted and valued capability to identify, mobilise, translate and implement evidence, leading knowledge product programmes that improve health and healthcare, identifying use-inspired evaluation and research priorities across public health and building trusted and valued capability for impactful evaluation and research across public health   On foot of recent service developments, we are appointing a Programme Manager for Health Information and Systems in the NHIU.  This post arises at a critical juncture for the NHIU. A new HSE Public Strategy is being finalised which sets out ambition and direction in relation to Health Information and Systems. EU Regulation on the European Health Data Space (EHDS) has recently been published. Digital For Care has set out plans for digital health transformation in Ireland, and the HSE is responding through its Digital health Strategic Implementation Roadmap, including the development of a Data Strategy and AI Implementation Framework. This senior role will provide programme leadership and management to enable the NHIU to leverage opportunities in this fast-changing environment for better health intelligence to improve health and healthcare.  This Grade VIII Programme Manager will work as a senior member of the NHIU - leading on a key set of work responsibilities (see further below) and in this context will link directly with multiple stakeholders (see below). |
| **Reporting Relationship** | The post-holder will report directly to the CPHM Clinical Lead for Health Information and Systems, NHIU, HSE or other nominated senior manager.  Where appropriate staff working in NHIU in the area of Health Information and Systems will report to the Programme Manager. |
| **Key Working Relationships** | Key Stakeholders:  Internal: The post-holder will liaise directly with colleagues within Public Health and across other functions of the HSE as appropriate. These Include:  • HSE National: Office of the National Director of Public Health, including Directors of National Health Service Improvement and National Health Improvement, and respective teams; Office of the Chief Clinical Officer; Office of the National Director of Planning and Performance; Office of the National Director of National Services; Chief Technology and Transformation Officer; Chief Data and Analytics Officer; Integrated Information Service; National Centre for Clinical Audit; Healthcare Pricing Office; Primary Care Reimbursement Service; Business Intelligence Units.  • HSE Health Regions: Offices of the Regional Executive Officer, including Planning and Performance Leads and Area Directors of Public Health; Regional Departments of Public Health including Health Intelligence, Health Service Improvement and Health Improvement Teams.  External: The post-holder will liaise directly with colleagues within key external organisations including the Department of Health, Central statistics Office (CSO), Ordnance Survey Ireland (OSI), Economic and Social Research Institute, Institute of Public Health, National Office for Clinical Audit, academic institutions, and other public service bodies and organisations as appropriate. |
| **Purpose of the Post** | The Grade VIII Programme Manager will be responsible for health information and systems leadership and programme management within the NHIU in support of priorities identified in the HSE National Service Plan, Sláintecare, Digital for Care – A Digital Health Framework for Ireland 2024-2030, Digital Health Strategic Implementation Roadmap and other national health initiatives.  The Programme Manager is responsible for ensuring that objectives of the Health Information and Systems pillar within NHIU are met through effective planning and delivery of a defined work programme within available resources. |
| **Principal Duties and Responsibilities** | **Operational & Strategic**   * Programme Management for NHIU Health Information and Systems designing and delivering a programme of projects to drive the potential of health information for better health intelligence and to enhance the scope and impact of Health Atlas Ireland. * Working with relevant stakeholders to contribute to the strategic direction of NHIU in influencing the health information ecosystem improvement. * Lead on the delivery of key information products for the health service utilising co-design processes to meet real stakeholder needs and implement appropriate health information solutions for better health and healthcare including, but not limited to Population Profiling, Health mapping and data visualisation, Population Health Management, Disease Registries and Surveillance. * Lead on the updating of NHIU data governance, data quality and data security strategies as they apply to current NHIU health information products and systems. * Implement measures for the evaluation and review of all aspects of the services for which s/he is responsible and take appropriate actions to deal with variances. * Ensure that all projects are delivered on time, within budget and to a specified level of quality. * Stay up to date with relevant legislation/regulations and where appropriate link with the DPO, to ensure that any data accessed, processed and stored complies with data protection and other relevant legislation. * Effectively discharge day to day operations including compliance with HSE National Financial Regulations and all relevant HSE policies and procedures particularly in the area of third party vendor management. * Carry out any other appropriate duties or assignments as requested by the Clinical Lead. * Maintain confidentiality in all aspects of work. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **Risk Management, Quality, Health & Safety**   * Adequately identifies, assesses, manages and monitors risk within their 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.   **Education & Training**   * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Participate in training activities within the NHIU as relevant 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** | **Candidates must have at the latest date of application: -**   * Hold a major academic award at Level 8 or higher on the National Framework of Qualifications (NFQ) maintained by Quality & Qualifications Ireland (QQI) in a health or health related field * Experience of operating within a complex programme management role and/ or function within a large scale multi stakeholders environment overseeing all of the following: * Programme / Project Management and delivery to successful outcomes * Risk and Issue Management * Budget Management * Third party vendor management * Data governance, data quality and data security strategies * Project management certification (e.g. PMBOK/PRINCE) * Experience in relationship management and working with multiple internal and external stakeholders, as relevant to this role. * Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.   **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as post will involve travel. * Flexibility in relation to working hours to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Knowledge and experience of third party vendor management including contracts, finance and project management in the area of health technology / digital health * Knowledge of the health information ecosystem and it’s main component parts * Knowledge and understanding of legislation and policy in the area of health information and digital health technology * Knowledge and experience of co-design and delivery of products in the area of software development within a healthcare setting * Knowledge and experience of project management in the delivery of projects on time, within budget and to a high standard * Experience and knowledge of project and programme management including certification (e.g. PMBOK/PRINCE) * Knowledge of the health service, wider health service structures and HSE reform * Excellent technical report writing skills   **Leadership, Direction and Team working Skills**   * Ability to build, lead and motivate a high-performing team in a challenging and busy environment including a track record of innovation / improvements * Effective leadership in a challenging and busy environment including a track record of innovation / improvements * Ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources. * Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion * Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes * Evidence of being a positive agent of change and performance improvement * Ability to work with multi-disciplinary team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives   **Managing & Delivering Results (Operational Excellence)**   * The ability to influence key stakeholders to enable positive outcomes via data driven decision making. * 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. * The ability to work on a self-directed basis. * The ability to seek and seize opportunities that are beneficial to achieving organisation goals and strives to improve service delivery. * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment. * Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion. * The ability to adequately identify, assess, manage monitor and report risks within their area of responsibility.   **Critical Analysis, Problem Solving & Decision Making**   * The ability to evaluate complex information from a variety of sources and make effective decisions * The ability to consider the impact of decisions before taking action. * Anticipates problems and recognises when to involve other parties (at the appropriate time and level). * Effective problem solving in complex work environments * Makes timely decisions and stands by those decisions as required. * Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources * A capacity to develop new proposals and put forward solutions to address problems in a timely manner.   **Building & Maintaining Relationships / Interpersonal Skills**   * Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups. * A track record of building and maintaining key internal and external relationships in achieving organisational goals. * The ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation. * An ability to influence and negotiate effectively in furthering the objectives of the role. * Effective conflict management skills * The ability to interact in a professional manner with staff and other key stakeholders * The ability to work independently as well as work with a wider (multidisciplinary / multi-agency) team in a complex and changing environment.   **Communication Skills**   * The ability to present complex information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience * Excellent presentation skills. * Excellent written communication skills including the ability to produce professional reports.   **Commitment to a Quality Service/Leading a Quality Service**   * 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 * Places strong emphasis on achieving high standards of excellence * A client user and customer focus in the delivery of services * A core belief in and passion for the sustainable delivery of high quality customer focused services |
| **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. | |

**Programme Manager (Grade VIII)**

**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 at 01/03/2025 is:  €81,444; €82,175; €85,389; €88,616; €91,818; €95,033; €98,231  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)