

**Grade VIII Senior Research and Development Manager**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Grade VIII Senior Research and Development Manager *(Grade Code: 0655)* |
| **Campaign Reference** | NRS14787 |
| **Closing Date** | Friday 22nd August 2025 @12:00PM |
| **Proposed Interview Date (s)** | Mid September 2025Please note these dates are subject to change. 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 whole-time vacancy available in Research and Development Department, Strategy and Research, 2nd floor Jervis House, Jervis Street, Dublin 1.A panel may be formed as a result of this campaign for **Grade VIII, Senior Research and Development Manager** for **National Research and Development** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role. Contact Ana Terres, Assistant National Director for further information about the role. Ana.terres@hse.ie Contact Linda Devlin, Business Manager, linda.devlin@hse.ie for enquiries relating to the recruitment process or if you would like to arrange a site visit. |
| **Details of Service** | The Health Service Executive (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. The HSE is the largest public body in Ireland. It has an operating budget of over €20billion and employs over 100,000 staff. The HSE is currently undergoing an organisational reform in line with Slaintecare, resulting in 6 HSE Integrated Care Regions and one HSE coordinating centre. The HSE National Research and Development (HSE R&D) was created in 2018 and currently sits in the HSE Centre under the Chief Clinical Officer Division. The office is currently supporting the establishment of Research Directorates in each of the 6 HSE Regions. HSE R&D is responsible for the implementation of the HSE Action Plan for Health Research 2019-2029. The key objective of this plan is to ensure that the health service can leverage the significant body of ongoing research that is hosting for the benefit of the patients, the health service users and the service itself. Research generates critical evidence to inform decision making, ensures that practices are evidence based, and has indirect benefits such as attracting and retaining the best staff. The plan aims to embed a culture of research and enquiry as part of health service delivery, by creating a supportive environment for innovation and collaboration to ensure that the health service can benefit from the talent of our research active staff. Key outputs of this plan are the HSE National Framework for the Governance, Management and Support of Health Research (September 2021) and the Roadmap for the Reform of the HSE Research Ethics Committees. Key priorities include the development of a suite of tools, policies, guidance materials and supports in areas such as research governance implementation, research ethics committee reform, knowledge translation and impact, and data protection. · Further information is available from the website at hseresearch@hse.ie. |
| **Reporting Relationship** | The post-holder will report to the Head of Research and Evidence or another senior manager as appropriate. |
| **Key Working Relationships** | **Internal:** The post-holder will liaise with team colleagues across the Research and Development Function, with the Chairs and managers of the HSE and hospital Research Ethics Committees and with the Regional Directors of Research. They will liaise with the Research Ethics Committee Community of Practice, HSE research active staff and with other Departments within HSE Centre as required. **External:** The post-holder may liaise with colleagues at the Department of Health, the National Office of Research Ethics Committee, the Health Research Consent Declaration Committee Office, with Research Ethics Committees in the private hospital and academic sectors, and may also liaise with funding agencies, Higher Education Institutions and representative groups, Statutory Agencies, Professional Bodies [e.g. Royal College of Physicians of Ireland (RCPI), Royal College of Surgeons in Ireland (RCSI) and Irish College of General Practitioners (ICGP)] private sector, philanthropy, the State Claims Agency, the HPRA, NREC, the Department of Health, and others as appropriate. |
| **Purpose of the Post**  | The Senior Research and Development Manager is a key member of the R&D team. The Senior Research Manager will support the Regional Directors of Research and relevant REC chairs to progress the Research Ethics Committee Reform, will develop a national support, coordination function within National R&D for the HSE Reference RECs and other Hospital RECS and will play a key role in supporting the national role out of the HSE National Electronic Research Management System to HSE and Hospital Research Ethics Committees. |
| **Principal Duties and Responsibilities** | The following sets out in more detail the duties and responsibilities of the post-holder in the provision of a comprehensive set of business and operations supports in the R&D function, including:* Work with the National R&D team and support the HSE Regional Directors of Research in progressing the ongoing implementation of the roadmap for the reform of the HSE research ethics committee system.
* Establish a Support and Coordination service within National HSE R&D for the HSE Reference RECs and Hospital RECs.
* Develop the PEPA (Planning, Enabling, Performance and Assurance) function of National HSE National R&D with regards to HSE Reference Research Ethics Committees in the regions.
* Support the development of relevant research governance and management policies.
* Lead the roll out of the National Electronic Research Management System to the HSE Reference RECs and Hospital RECs.
* Maintain all steering, advisory, and working groups as well as communities of practice required to progress the REC reform.
* Provide a leadership and coordination role to maintain, develop and improve the Research Ethics Committee Standard Application form in collaboration with all relevant stakeholders.

. **Administration/Management*** Ensure the efficient administration of area of responsibility.
* Ensure deadlines are met.
* Appropriately delegate responsibility and authority.
* Ensure regular two-way communication happens between line management and senior management.
* Execute assignments in accordance with agreed plans, budgets, and deadlines.
* Prepare regular reports on the progress of work against the operational plan.
* Provide information to Management in a timely manner.
* Advise, promote, and participate in the implementation of best practice.
* Participate in and lead project working groups.
* Represent the HSE on committees and groups as required.
* Contribute to service plans for own area and implement service plan objectives within own area.
* Undertake special assignments as directed.
* Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on own area.
* Maintain relationships with key stakeholders to gather support for new initiatives.
* Promote co-operation and working in harmony with other teams and disciplines.
* Deliver presentations to groups as required.
* Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them, making sure team knows how to action them.
* Gather information from a variety of sources to ensure decisions are in line local and national agreements.
* Organise and attend meetings as required.

**Human Resources / Supervision of Staff*** Supervise and enable other team members to carry out their responsibilities.
* Review the conduct and completion of assignments of other staff in accordance with the operational plan and expected quality standards.
* Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships.
* Manage the performance of staff, dealing with underperformance in a timely and constructive manner.

**Change Management*** Promote and participate in the implementation of change.
* Proactively identify inequities / inefficiencies in service administration and implement solutions to improve service delivery, in line with legislation and benchmarking against best practice structures.
* Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes.

**Standards, regulations, policies, procedures & legislation*** Contribute to the development of policies and procedures for own area.
* Effectively discharge the day-to-day operations, including compliance with HSE policies and procedures.
* Assess and analyse compliance with National and EU legislative obligations, and national policies and procedures.
* Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
* Maintain own knowledge of relevant policies, procedures, guidelines, and practices.
* Maintain own knowledge of relevant regulations and legislation.
* Pursue continuous professional development in order to develop management expertise and professional knowledge.

**General*** 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.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

***The above Job Description 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 him/her 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**:*** Significant operational experience at a senior level within a civil or public service environment or comparable and relevant business environment of equivalent complexity
* Experience in managing and delivering projects to successful outcomes
* Experience in leading and managing a team
* 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** Candidates 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**Candidates for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** Demonstrable experience in the management of multifaceted and complex programmes or project of significant scale in a research management related area.
* Demonstrable experience of leadership in implementing initiatives involving organisational change in a research management related area
* Demonstrable experience of presenting complex research management information in a summarised way suitable for senior management or lay audiences.
* Demonstrate experience in the development of written policy or complex documentation and of delivering oral presentations to senior stakeholders in the area of research management.
* Understanding of health research governance requirements in relation to sponsorship, data protection and sharing, ethical governance, indemnity and insurance, contractual requirements etc.
* Understanding of Health Research Ethics environment in Ireland, of the administrative requirements for the optimal functioning of research ethics committees
* Understanding of the role of the National REC and that of the Research Ethics committees outside the Health Service (i.e academic institutions, professional bodies, etc)
* Understanding or experience in the use of electronic research management systems
* Excellent MS Office skills to include, Word, Excel, PowerPoint, in addition to Outlook.
* Familiarity with the HSE Action Plan for Health Research and the HSE National Framework for the Governance, Management and Support of Research.

**Managing & Delivering Results (Operational Excellence)*** The ability to successfully plan, manage and execute a range of different projects and work activities concurrently, using programme or project management tools across own and different teams.
* Strong ability to keep projects moving forward by responding proactively in an uncertain environment where there is a significant level of ongoing change.
* Project management skills and ability to complete task in a timely manner without direct supervision.
* The ability to proactively identify areas for improvement and to develop practical solutions for their implementation.
* Proven experience in managing and leading teams to develop and deliver strategic projects and operational solutions.
* Strong experience in reporting to senior leaders/stakeholders and acting on the advice or steer received.
* Ability to lead a team and delegate effectively, work collaboratively with other team members to deliver on projects that are intimately related to each other within different work streams. The ability to proactively identify areas for improvement and to develop practical solutions for their implementation.
* Ability to develop and deliver organisational action plans in relation to quality and patient safety and service improvement activities.
* Experience in working to tight deadlines and operate effectively with multiple competing priorities while adhering to various standards.

**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.

**Critical Analysis, Problem Solving & Decision Making*** Excellent analytical, problem solving and decision-making skills.
* The ability to quickly grasp and understand complex issues and the impact on service delivery.
* The ability to confidently explain the rationale behind decision when faced with opposition.
* Ability to make sound decisions with a well-reasoned rationale and to stand by these.
* Initiative in the resolution of complex issues.
* The ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion.

**Communication Skills*** Effective verbal communication skills, delivering complex information clearly, concisely, and confidently.
* Excellent written communication skills including strong report writing and presentation skills.
* Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.
* Ability to facilitate meetings and maintain a high level of credibility with researchers, Chairs, Deans, Directors, CEOs, and other clinical and academic members.
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| **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.



**Grade VIII Senior Research and Development 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: (as at 01/08/2025)€82,258 - €82,997 - €86,243 - €89,502 - €92,736 - €95,983 - €99,213New 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  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-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)