

**Programme Manager for Men’s Health (Grade VIII)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Programme Manager for Men’s Health (Grade VIII)  *(Grade Code: 0655)* |
| **Campaign Reference** | NRS14792 |
| **Closing Date** | 3:00pm Thursday 12th June 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 whole-time vacancy available in the Office of Assistant National Director, Health and Wellbeing, 4th Floor, 89-94 Capel Street, Dublin 1.  The Line Manager is open to engagement as regards the expected level of on-site attendance at the Office of Assistant National Director, Health and Wellbeing, 4th Floor, 89-94 Capel Street, Dublin 1 in the context of the requirements of this role and the HSE’s Blended Working Policy.  A panel may be formed as a result of this campaign for **Programme Manager for Men’s Health (Grade VIII) Health & Wellbeing** 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 Fergal Fox, Head of Stakeholder Engagement and Communications, Health and Wellbeing, Access and Integration  Tel: 086 3830218  Email: [fergal.fox@hse.ie](mailto:fergal.fox@hse.ie) |
| **Details of Service** | Access & Integration is a newly constituted function within the HSE Centre, supporting and enabling the Regional Health Areas to deliver on their operational responsibilities as follows:   * Lead the development of service improvement initiatives that target patient access, promotes health and wellbeing and the prevention of illness. * Identify new and emerging strategies to increase efficiency, improve processes, and enhance the patient experience. * Access performance data to promote, enable and direct performance to ensure Access and Integration across acute services, community services, social inclusion, health and wellbeing and climate change, sustainability etc. * Ensure future service development, with regard to Access and Integration, is planned and deployed in a cohesive, consistent and coordinated way and is fully aligned to HSE Plans and Government health policy. * Oversee, manage and be responsible for the distribution of Access & Integration (A&I) development funding to the Health Regions and for evaluating and determining the impact on respective services and patient / client / care groups. * Support and inform the performance management and escalation functions. The function will provide key expertise and advice to the CEO with regard to A&I performance issues and be a key member of the performance management team working closely with the CEO. * Act as the national centre of specialist knowledge and policy expertise for respective care groupings within the system overall. * Influence, support and ensure the integration of primary, community, and acute services to align with the continuum of population health and social care. * Ensure the health service sustains a continued focus on prevention, health promotion and self-care to keep people healthy and well and reduce the onset of chronic disease and premature mortality.   Healthy Ireland is the overarching Government policy, which presents a roadmap for achieving improved health and wellbeing for all in society. The HSE’s Health and Wellbeing function has responsibility for the strategic implementation and oversight of Healthy Ireland within the health services.  **Health & Wellbeing, Access & Integration**  Health and Wellbeing, Access & Integration, consists of National Policy Priority Programmes in respect of tobacco, healthy eating & active living, sexual health, alcohol, wellbeing and mental health, in addition to three crosscutting teams – training & programme design, stakeholder engagement & communications and Healthy Ireland. National Policy Priority Programmes provide leadership and expertise for the implementation of government policies. They have a broad remit in respect of specific policy areas including strategic planning to embed core health and wellbeing deliverables into community and acute services; service/programme design and specification; communications; research; and quality assurance. Each Programme has developed multi-annual Implementation Plans, guided by relevant government policies and strategies, implementation of which is supported by a cross-divisional Implementation Group and Stakeholder Network. The work of Health & Wellbeing is focused on prevention & early intervention to improve the overall health and wellbeing of the population.  Health & Wellbeing, Access & Integration works closely with community and acute planning teams and operational functions to support and embed health and wellbeing in the health service.  **Men’s Health Programme**  The purpose of the Programme Manager for Men’s Health is to advance the delivery of the actions as set out in the HSE’s National Men’s Health Action Plan, Healthy Ireland Men 2024 – 2028 (HI-M)and related strategies, and to develop stronger strategic capability and leadership within the HSE for this key public health issue. Men’s Health is aligned with the Stakeholder Engagement and Communication Programme, under Health and Wellbeing, overseen by a National Lead. The Programme Manager will be responsible for the development and implementation of the annual Men’s Health Business Plan, drafting interim progress reports, and working with a variety of internal and external partners to drive the implementation of the HSE’s HI-M. |
| **Reporting Relationship** | The Grade VIII Programme Manager for Men’s Health will report directly to the National Lead for Stakeholder Engagement and Communications or other nominated manager. |
| **Key Working Relationships** | The post holder will work with a programme team and the wider Health & Wellbeing team. There is a requirement to work with and engage with operational colleagues, external partners and other organisations as appropriate. |
| **Purpose of the Post** | The Programme Manager will be responsible for the implementation of the HSE’s National Men’s Health Action Plan (HI-M). |
| **Principal Duties and Responsibilities** | * Develop a multi-annual Men’s Health Business Plan in conjunction with the Policy Priority Programme Leads, Heads of Service Health & Wellbeing including Health Promotion and Improvement, Mental Health services, National Office for Suicide Prevention, National Cancer Control Programme, Social Inclusion, the National Screening Service and informed by national policy priorities and relevant strategies. * Lead on the implementation of HSE HI-M in conjunction with the named Lead Agents for the various Tasks, which will connect and co-ordinate a wide range of men’s health and wellbeing initiatives across the HSE. This will involve leading projects, agreeing and achieving priorities and objectives, agreeing KPIs and evaluation. * Drive the implementation mechanisms as outlined in HI-M by convening the HI-M Implementation Group and Stakeholder Group. * Contribute specific policy expertise to support the design and development of national programmes of work in relation to Men’s Health. * Co-ordinate nationally the delivery of Engage – National Men’s Health Training Programmes in conjunction with the HSE Regions and funded organisations. * Work with various Section 39 funded agencies to deliver on various men’s health initiatives. * Work with the Irish Men’s Sheds Association in conjunction with the Department of Health to support the delivery and evaluation of the Sheds for Life Programme. * Support the development of capacity building programmes to improve uptake of health and social care services by men. * Support the development and roll-out of a Farmer Wellbeing Plan on behalf of the HSE in conjunction with the Department of Agriculture, Food and Marine. * Lead on the implementation of the HSE’s Men’s Health Toolkit to support gender proofed actions and implementation. * Ensure that highly effective communication mechanisms and processes are in place to manage, motivate and influence multiple project stakeholders to ensure project delivery. * Lead on the development and delivery of an annual Men’s Health Communication Plan with the support of internal and external agencies to leverage Men’s Health Week and International Men’s Days.   Ensure that all Men’s health work is underpinned by research and a strong evidence base (including the tracking of key benchmarks on Men’s health over time). Commission and oversee research related projects as appropriate, seek opportunities for increased funding for research into men’s health and use research findings to inform future decision making.   * Chair and participate in agreed relevant national/local steering/project groups for men’s health actions. * Manage and direct staff in the performance of their duties. * Liaise with Assistant National Directors (ANDs)/Department of Health (DoH) on service planning. * Respond to freedom of information (FOI) requests, Parliamentary Questions (PQs), and queries from media, public, or other stakeholders. * Manage relevant change processes in line with agreed national priorities. * Manage the project budget, including risk allowance in line with HSE financial regulations. * Ensure all other resources necessary to the success of the project are identified and appropriately addressed. * Liaise with HR and Procurement as necessary to ensure resources are used in line with all relevant policies and regulations.   **Other**   * 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. * Act as spokesperson for the HSE as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **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: -**   * Significant experience at a senior level in Health and Wellbeing within a civil or public service environment or comparable and relevant business environment of equivalent complexity to include experience in the development, delivery and evaluation of men’s health and wellbeing initiatives. * Experience of operating within a complex project/programme management role and/or function within a large multi stakeholder environment overseeing all of the following: * Programme/Project Management and delivery * Risk and Issue Management * Budget Management * Stakeholder Management * Experience in professional writing to include  - FOI requests, Parliamentary Questions and queries from media, public, or other stakeholders * Significant experience of facilitating change and service improvement through working collaboratively with multiple internal and external stakeholders, as relevant to the role * 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.   **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. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * A working knowledge of key policies and strategies including: Healthy Ireland Men 2024 – 2028, Future Health A Strategic Framework for Reform of the Health Services 2012 — 2015 Healthy Ireland Framework 2019-2025, Healthy Ireland in the Health Services, National Implementation Plan 2023-2027, Reducing Harm, Supporting Recovery 2017-2025, Tobacco Free Ireland Programme Plan 2018-2021, National Physical Activity Plan, National Sexual Health Strategy 2015 – 2020 and A Healthy Weight for Ireland: Obesity Policy and Action Plan 2016 – 2025. * Sound knowledge and understanding of current research, policy and training on best practice in relation to men’s health. * Experience of delivering on actions to improve men’s health and wellbeing outcomes. * Understanding of research and information management/ use of research/ evidence to inform practice, monitor progress, improve services. * Experience of managing programmes to successfully deliver the agreed outputs, having full ownership of all stages of the programme management cycle. * Awareness of National Standards for Safer Better Healthcare. * Excellent MS Office skills to include, Word, Excel, PowerPoint, Outlook. * Knowledge of the health service including a good knowledge of HSE reform.   **Managing & Delivering Results (Operational Excellence)**   * 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. * Evidence of effective project planning and organisational skills including an awareness of resource management and the importance of value for money * Ability to seek and seize opportunities that are beneficial to achieving the organisations goals and strive to improve service delivery. * Ability to improve efficiency within the working environment and to evolve and adapt to a rapid changing environment. * A strong focus on achieving high standards of excellence and measurement of performance. * Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion. * The ability to adequately identify, manage and report on risk within area of responsibility.   **Building and Maintaining Relationships including Teamwork & Leadership Skills**   * Effective leadership in a challenging and busy environment including a track record of innovation / improvements. * Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes. * The capacity for management responsibility and demonstration of initiative, including decision making. * Evidence of being a positive driver for change. * Team building and management skills including the ability to work collaboratively with multi-disciplinary / multi-sectoral team members. * Ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources. * A vision in relation to what work changes are required to achieve immediate and long-term organisational objectives.   **Communication & Interpersonal Skills**   * Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups. * Ability to present information clearly, concisely and confidently in speaking and in writing tailoring to meet the needs of the audience. * Excellent written communication skills including the ability to produce professional reports * Ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation. * Effective conflict management skills.   **Critical Analysis, Problem Solving & Decision Making**   * Ability to analyse and interpret information and contribute to decisions quickly and as accurately as appropriate. * Ability to confidently explain the rationale behind decisions when faced with opposition. * Ability to critically review project proposals, research reports and articles. * Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources. * Ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges. * Ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions. * Effective problem solving, analytical and decision-making skills in complex work environments.   **Commitment to a Quality Service / Leading a Quality Service**   * Evidence of incorporating the needs of the service user into service delivery. * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers. * Commitment to developing own knowledge and expertise. * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility. * An ability to cope with competing demands without a diminution in performance.   **Personal Commitment and Motivation:**   * A vision in relation to what work changes are required to achieve immediate and long term organisational objectives * Be driven by a value system compatible with the aims and ethos of the HSE. * Demonstrate a core belief in and passion for the sustainable delivery of high quality service-user focused services. * Be capable of coping with competing demands without a diminution in performance. * Is personally committed and motivated for the complex role of Programme Manager for Men’s Health (Grade VIII) |
| **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 for Men’s Health (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 (as 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)