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** Programme Manager, CervicalCheck**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Programme Manager, CervicalCheck  (*Grade Code: 0087)* |
| **Campaign Reference** | NRS14808 |
| **Closing Date** | Thursday, 28th August 2025 at 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 is currently one permanent and whole-time vacancy available in the HSE National Screening Service based at Central Office, Kings Inn House, 200 Parnell Street, Dublin 1 or CervicalCheck, Mount Kennett House, Henry Street, Limerick, V94 KN3N  The Service Manager is open to engagement regarding the primary base and will agree it with the successful candidate at job offer stage.  The successful candidate will be required to attend meetings at the National Screening Service Offices in Dublin and Limerick as appropriate within minimum attendance at both to be agreed.  A panel may be formed as a result of this campaign for **Programme Manager,** CervicalCheck**, National Screening Service** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Fiona Murphy, Chief Executive, National Screening Service  **Email:** Fiona.Murphy@screeningservice.ie |
| **Details of Service** | The National Screening Service (NSS) delivers four national population-based screening programmes – for cervical, breast and bowel screening and for detecting sight-threatening retinopathy in people with diabetes.  Our screening programmes focus on looking for early signs of disease in healthy people, so that we can:   * detect health issues early * help prevent disease * ensure that anyone who does develop the disease being screened for has the best chance of early, more effective treatment * reduce people’s risk of developing a disease or its complications * support people in making informed decisions about their health   **Choose Screening**: Together we can make a difference is the National Screening Service 5-year Strategic Plan outlining our strategic priorities and goals for the years 2023-2027.  **Our mission:** We deliver population screening programmes that help prevent, reduce  the risk of, and assist the recognition of, disease in Ireland.  **Our vision**: To work together to save lives and improve people’s health through population  screening. |
| **Reporting Relationship** | The post holder will report directly to the Chief Executive or nominated representative. |
| **Key Working Relationships** | The post holder will manage and lead the National Cervical Check Programme and will work collaboratively with other members of National Screening Service Executive Management Team in supporting the Chief Executive on all matters relating the delivery of services.  In the execution of the role, the Programme Manager, CervicalCheck will also work with the National Clinical Advisor and other key senior management on the Cervical Check leadership team.  **Key working relationships:**   * CervicalCheck Lead Clinical Director * Clinical Directors and consultant teams in Hospitals * CervicalCheck executive management team (EMT) * NSS executive management team (EMT) * National Cancer Control Programme * National Screening Advisory Committee (NSAC) * NSS departs, which a specific collaborative relationship with QSRM and ICT * Digital Government Oversight Unit (DGOU) * Acute Operations/Hospital Group CEOs/ REO’s * Primary Care Operations * Department of Health * HSE Corporate and National Functions including HSE Estates * 5 Nations Cervical Screening Group * Relevant private providers and suppliers |
| **Purpose of the Post** | The Programme Manager, CervicalCheck will lead in the development and delivery of the National CervicalCheck Screening Programme in line with statutory requirements, resource allocation and service plan targets. The postholder will ensure the efficient delivery of the CervicalCheck Programme, providing leadership and direction on new models of care, Programme expansion and modifications whilst providing comprehensive reports, and lead working groups with key stakeholders.   * To manage the monitoring and implementation of CervicalCheck Programme projects and in particular the implementation and on-going delivery of service changes and improvements, navigating complexities in the change process and ensuring that initiatives are implemented effectively and deliver measurable impact. * To play a key role in service planning and resource allocation in the CervicalCheck Programme. * To develop administrative systems, planning, performance management and assurance processes within the CervicalCheck Programme and to work closely with the CervicalCheck Clinical Director, the QA Coordinator, General Manager and Unit Managers.   These responsibilities encompass a multifaceted approach to transformation leadership and delivery. The post holder will be tasked with Programme oversight and management, stakeholder engagement, and change management; all geared towards driving organisational excellence, high quality service delivery, and person-centered care for the women of Ireland. |
| **Principal Duties and Responsibilities** | The following are the key duties and responsibilities for this role:  **Leadership and strategic direction:**   * Provide the strategic advice and develop the planning framework for the NSS Executive Management Team in order to ensure the effective coordination and service delivery of the CervicalCheck Programme * Develop the appropriate operational systems and processes to aid the planning, development and continuing evolution of CervicalCheck * Work with CervicalCheck Executive Management Team to maintain the capacity and efficiency of the service delivery, including recommendations on appropriate staffing and skill-mix levels required to deliver the CervicalCheck Programme * Work with the CervicalCheck Lead Clinical Director on the development of cross site/specialty clinical pathway policies and protocols * Work with the CervicalCheck Executive Management Team to develop evidence-based protocols, guidelines and operational policies as appropriate and ensure that these are effectively communicated and integrated into the CervicalCheck Programme * Leading in identification and implementation of strategic initiatives of strategic importance to the NSS CervicalCheck Programme * Provide regular operational reports and service audit data, as per the Quality Assurance (QA) standards to CervicalCheck Executive Management Team * Provide the necessary specialised advice on CervicalCheck to stakeholders underpinned by the theory and experience of the service pathways * Work with HSE colleagues and partners in other organisations, including senior managers and clinicians, to ensure a collaborative approach to the strategic planning and further development of CervicalCheck * Working with NSS ICT, HSE Office of the Chief Technology and Transformation Office and suppliers as appropriate to ensure the development and maintenance of fit for purpose systems to support CervicalCheck * Ensure systems are in place for the recording, monitoring, and management of sickness and absence for departmental staff. Submit timesheets and attendance reports as required * Manage and prioritise own workload and that of others to ensure delivery of Programme objectives * Ensure compliance with all HSE policies and procedures * To act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Identify opportunities for value for money initiatives. * Responsible for liaising with state claims and monitoring compliance   **Performance Management**   * Support the NSS Chief Executive in ensuring that the CervicalCheck service delivery aligns with the organisation’s statutory objectives and values. * Implement defined Key Performance Indicators (KPIs) which are appropriate for use in auditing delivery of cervical screening services. * Drive and promote a performance management culture across the CervicalCheck Programme. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Ensure financial practices across the system inform decision making and promote probity, value for money and a culture of cost consciousness and cost improvement. * Ensure that all financial resources are used in the most effective and efficient manner in the delivery of day-to-day services across the Programme   **Risk Management and Quality Assurance**   * Implement the agreed Quality & Risk Management Programme for the CervicalCheck Programme * Identify areas requiring further attention in collaboration with CervicalCheck EMT from a Risk Management perspective and facilitate change to prevent recurrence * Implement measures required to meet and secure relevant accreditation requirements * Provide education and training on Risk Management & Quality principles and issues * Adequately identify, assess, manage and monitor risk within the 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   **Critical Analysis and Decision Making**   * Develop and implement early warning and corrective action planning systems with respect to deviations from planned financial performance. * Analyze and review financial information and reports and provide constructive commentary thereon. * Monitoring KPI’s and maintain standards across the programme * Work in collaboration with Finance on workforce estimates and financial planning.   **Finance and Procurement**   * Work with HSE Procurement in the preparation of tender documentation for the procurement and commissioning of the services required to deliver the CervicalCheck Programme * Leading on all applications to Department of Health ensuring that, as appropriate, all statutory and corporate governance requirements are met in programme estimates and expenditure processes. * Manage and implement product/service testing protocols   **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:**   * A significant track record of achievement as a leader and senior manager in a large complex organisation to include experience in engaging diverse/clinical teams in service improvement and delivery, as relevant to the role. * Significant experience in the management and delivery of effective programmes of work within a large complex organisation to include experience in managing or overseeing financial planning, budgeting, and resource management, as relevant to the role. * A successful track record of leading large scale change programmes in a complex environment involving multiple stakeholders, as relevant to the role. * Significant experience in managing and working collaboratively cross functionally with multiple internal and external stakeholders in pursuing the objectives of the organisation, as relevant to this 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** | Have access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  **Demonstrates:**   * Knowledge of the Irish Health system. * Familiarity of HSE landscape and demonstrated understanding of national healthcare agenda and population based screening. * Experience of stakeholder engagement and relationships management, building effective collaboration. * Detailed knowledge of best practice HSE Change management and service improvement initiatives. * An ability to draw qualitative and quantitative information from a range of sources and present it in a clear and concise way. * Capability to plan over short, medium and long-term timeframes and respond to sudden, unexpected demands. * Knowledge of finance and resource planning in line with HSE pay and numbers strategy and HSE National Financial Regulations. * Detailed knowledge of the statutory and regulatory context surrounding health as well as current best practice and international trends in the delivery of population-based screening services in health. * Knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role. * Excellent communication/writing/editing/summarizing skills, presents information in a confident logical and convincing manner.   **Leadership & Direction**  **Demonstrates:**   * The ability to influence and negotiate effectively in furthering the objectives of the role * Knowledge and understanding of management in a changing environment, together with a clear view of the changes required to achieve immediate and long term corporate objectives. * A focus and drive to building and sustaining high levels of performance and addressing any performance issues as they arise * The ability to remain fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long-term corporate objectives. * The ability to maintain focus, intensity and persistence even under increasingly complex and demanding conditions. * The ability to balance change with continuity - continually strives to improve service planning and delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasingly complex and demanding conditions. * An aptitude for strategic thinking, coupled with leadership skills and the ability to motivate others. * Resilience: ability to cope with difficult interpersonal situations, competing demands and tight timescales in new and changing environments.   **Managing & Delivering Results (Operational Excellence**)  **Demonstrates:**   * 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 and places strong emphasis on achieving high standards of excellence. * The ability to develop / implement strategic action plans and programmes. * A high degree of energy to well directed activities and looks for and seizes opportunities which are beneficial to achieving organisation goals. * The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion * Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion. * The ability to identify, manage and report on risk within area of responsibility. * The ability to plan and organise own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met. * Sets realistic goals and time-scales, taking account of potential problems and competing priorities. * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Strong focus on achieving high standards of excellence and measurement of performance.   **Working with and Through Others (Influencing to Achieve)**  **Demonstrates:**   * The ability to build positive working relationships while delivering a complex programme of work, with the need to take the initiative, work autonomously, and understand the bigger picture across the partnership. * The ability to be flexible, team oriented and a relationship builder and have a significant track record of achievement in the area. * The ability to establish and maintain effective partnerships with diverse organisations and stakeholders * The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service * The ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment. * Is persuasive and effectively sells the vision; commands attention and inspires confidence. * The ability to set high standards for the team and puts their work and the work of the organisation into meaningful context. * Excellent influencing and negotiation skills. * Effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback.   **Critical Analysis and Decision Making**  **Demonstrates:**   * Strategic thinking, planning and analysis skills with the ability to develop creative solutions to support transformation. * The ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems. * Recognises when to involve other parties at the appropriate time and level. * Makes timely decisions and stands by those decisions as required. * Exceptional problem solving, analytical, and critical thinking skills.   **Communication & Interpersonal Skills**  **Demonstrates:**   * Highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders. * A track record of building and maintaining key internal and external relationships in achieving organisational goals * Has a strong results focus and ability to achieve results through collaborative working * Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally. * The ability to support the effective development of the OLS team. * Excellent presentation skills and report writing skills including an ability to produce reports to publication standard.   **Personal Effectiveness**  **Demonstrates:**   * A strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role. * A commitment to further education and learning. * Understands, identifies with and is committed to the core values of the HSE and places a high emphasis on achieving high standards of excellence. * Demonstrate achievement at excellence and quality outcomes |
| **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, CervicalCheck**

**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 01/03/2025)  €111,823, €116,485, €121,143, €125,801, €130,459  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-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. A template SSSS and guidelines are available on [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-1)
2. [↑](#footnote-ref-2)