**General Manager**

**National Genetics and Genomics Office**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **General Manager**  **Bainisteoir Ginearálta**  *(Grade Code 0041)* |
| **Campaign Reference** | NRS14810 |
| **Closing Date** | Thursday 12th June 2025 at 3:00PM |
| **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** | **National Genetics and Genomics Office (NGGO)**  There is currently one permanent whole-time vacancy available in the National Genetics and Genomics Office, 2nd Floor Brunel Building, Heuston South Quarter, D08 X01F.  A panel may be formed as a result of this campaign for General Manager, **National Genetics and Genomics Office** 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 [genomics.office@hse.ie](mailto:genomics.office@hse.ie) for further information about the role. |
| **Details of Service** | The National Genetics and Genomics Office (NGGO) is charged with driving the implementation of the National Strategy for Accelerating Genetic and Genomic Medicine in Ireland (Genetics and Genomics Strategy). A Five-Year Plan (2025-2029) has been developed under the following key areas of focus:   * Coordinating a national approach to genetics and genomics * Ensuring Patient and Public involvement and partnerships * Building the genetics and genomics workforce for the future * Enhancing genetics and genomics clinical services * Strengthening infrastructure to drive advances in genetics and genomics.   During 2025, the NGGO will drive the delivery of the following Key Actions:   * Publication of the Test Directory for Rare and Inherited Disease (January 2025) * The setting up of a National Genomics Processing Service (July 2025) as a phased approach to developing a single National Genomic Medicine Service * Develop a model for clinical services and improve access for patients through enhancement of the workforce * Develop an HSE Genomics Bioinformatics and Data Infrastructure Roadmap to guide development of a single National Genomic Medicine Service * Develop a Communications Strategy and continue to engage with patients and the public through the Communications and PPI Working Group * Develop a Workforce Plan and engage with third level institutions to determine the feasibility for in-country and education and training courses to build the genomics workforce for the future.   The NGGO is under the direction of the HSE’s Chief Clinical Officer and reports on progress on implementing the Genetics and Genomics Strategy to an Implementation Steering Group.  As there is considerable cross-over between the work of the NGGO and HSE Clinical Programmes, the NGGO works closely with the HSE’s National Cancer Control Programme, the National Women & Infants Health Programme, the National Rare Diseases Office, National Laboratory Services Reform Programme and with clinical specialty leads.  The NGGO participates in international and national groups including 1+ MG and the national mirror group, Genomic Data Infrastructure Ireland and Genome of Ireland projects. The NGGO also works closely with the Department of Health’s Research Policy and Innovation Unit.  The NGGO team of Clinical, Clinical Laboratory and Bioinformatics directors, Programme Manager and staff is led by an Assistant National Director reporting to the HSE’s Chief Clinical Officer. |
| **Reporting Relationship** | The job holder will report to the Assistant National Director NGGO. |
| **Key Working Relationships** | The General Manager will work closely with   * National Genetics and Genomics Office staff and Directors * The Office of the CCO * HSE Finance * HSE Procurement * HSE Digital Health * HSE Human Resources * Staff of the National Cancer Control Programme (NCCP) * Staff of the HSE National Women and Infants Health Programme * Staff of the National Rare Diseases Office * Staff of the Laboratory Services Reform Programme * Regional Executive Officers and their teams * Members of the Strategy Implementation Oversight Group and associated working groups including PPI representatives * Department of Health’s Research Policy and Innovation Unit   Please note that this list is not exhaustive and key working relationships will change as progress is made on the implementation of the Genetics and Genomics Strategy. |
| **Purpose of the Post** | The General Manager will be responsible, for the programme of work of the National Genetics and Genomics Office including the delivery of the Five-Year implementation plan for the National Strategy for Accelerating Genetic and Genomic Medicine in Ireland under the direction of the Assistant National Director. |
| **Principal Duties and Responsibilities** | *Oversight of the National Genetics and Genomics Office*:   * Lead the NGGO in the delivery of National Genetics and Genomics Office Five-Year Implementation Plan and be accountable for the delivery of key targets and milestones * Working with key stakeholders, lead on developing new plans for implementing the strategy working and / or on revisions of plans * Lead the annual review of the work of the NGGO and prepare the annual report * Lead and manage the staff of the National Genetics and Genomics supporting them to perform effectively in the Office programme of work. * Provide the necessary supervision, co-ordination and support of staff who report directly to the General Manager * Assist and support the NGGO National Clinical, Laboratory and Bioinformatics Directors to achieve the overall objectives of the Genetics and Genomics Strategy * Coordinate business management functions and be responsible for the resources of the NGGO ensuring they are assigned appropriately within the Office to meet the demands of the programme of work, carrying out performance monitoring, control and evaluation to ensure efficiency and effectiveness. * Coordinate the NGGO reporting requirements including to the Office of the Chief Clinical Officer, the Genetics and Genomics Implementation Steering Group and the HSE Senior Leadership Team. * Assist the NGGO Assistant National Director and National Clinical, Laboratory and Bioinformatics Directors in providing a public leadership and communications role with all stakeholders internal and external to the Office and the HSE, supporting patient and public confidence.   *Programme oversight:*   * Lead on maintaining, improving and refining systems for the monitoring and reporting of the implementation of the Genetics and Genomics Strategy in line with the National Service Plan and the multi-annual implementation plan * Lead on the development of standardised processes, analysis of performance data, development of performance indicators, incoming and outgoing programme documentation and minimum operating standards in conjunction with the Clinical, Laboratory, Bioinformatics Directors, the Assistant National Director and the Programme Manager. * Ensure that the implementation plan has strategies and plans to embed the programme into the service delivery system in the HSE regions and centre in a sustainable way and manage issues as they arise * Ensure the mechanisms and infrastructure required to sustain change from strategy implementation are in place and monitor improvements * Through existing HSE governance, accountability and performance arrangements, address issues related to the implementation of the programme plan as they occur. * Enable the Assistant National Director to have oversight of the NGGO programme of work and be responsible for timely and continuous appraisal with respect to performance against planned positions that will facilitate them to engage with stakeholders on NGGO performance.   *Service Planning and Delivery*   * Lead the office in the annual service planning process including engagement with the Regions and other key stakeholders on the design of new developments for strategy implementation in line with the 5-year plan. * Develop business cases as required to support the annual service planning process and other development opportunities in line with the Five-Year implementation plan * Oversee the facilitation of strategy implementation working groups. * Manage the planning and delivery of priority projects as assigned by the Assistant National Director. * Facilitate the NGGO in agreeing implementation strategies, plans and conducting change impact assessments * Coordinate the NGGO’s strategic engagement with other HSE departments and interdependent national programmes. * Build on the Strategy and its implementation plan with the NGGO Assistant National Director and National Clinical, Laboratory and Bioinformatics Directors to ensure the NGGO remains future driven in strategic planning and delivery of genomic medicine services and infrastructure.   *Corporate duties and responsibilities:*   * Ensure high standards of corporate governance for the National Genetics and Genomics Office including the identification and control of risks * Contribute on behalf of the programme, in consultation with the Assistant National Director, documentation required for mandatory health services processes, e.g. estimates and service planning processes, senior management team reports, parliamentary questions, etc. * Participate in the budgetary process with particular emphasis on ensuring that financial/resource allocations and output plans are consistent with corporate goals/objectives and are achieved * Hold delegated budgetary responsibility and be accountable for ensuring that the Programme operates within agreed service levels and budget and is delivered to the highest best practice standards in terms of value for money * Monitor and control the use of resources in accordance with the Health Service Executive’s Financial Regulations * Manage staff as may be assigned to the post holder, and ensure that staff resources are managed in accordance with HSE policies and procedures and prevailing employment law * Ensure staff are familiar with the requirements stated in the Risk Management Strategy and monitor compliance with Risk management reporting Policies and Procedures. * Ensure Compliance Management is integrated into the quality and safety agenda and is part of integrated learning * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate and ensure the process is undertaken throughout the Office.   *Other duties and responsibilities:*   * Develop and implement strategies and structures to receive feedback from service users and from staff delivering care with the emphasis on improving the service users experience and quality of care * Adequately identify, assess, manage and monitor 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 * Act as spokesperson for the Organisation 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 of leading a dedicated clinical programme function within a large complex multi stakeholder environment as relevant to the role * A significant track record of delivering and implementing key strategic priorities within a large complex multi stakeholder environment overseeing all of the following:   + Project Management and delivery to successful outcomes   + Project status reports   + Information management   + Governance, risk management and compliance frameworks   + Budget management   + Change management * A proven track-record of leading and delivering on complex, multidisciplinary programmes of work and of leading and managing project teams * Experience in managing and working collaboratively with multiple internal and external stakeholders and a proven ability to collaborate and work effectively with service delivery partners within well-structured governance relationships 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. |
| **Post Specific Requirements** | * Depth and breadth of experience in manging clinical programmes and services, and delivering on strategic objectives * Depth and breadth of experience of delivering concurrent, multiple projects. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as post may involve some travel. * A flexible approach to working hours is required in order to ensure deadlines are met. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge/Experience.**  ***Demonstrates:***   * A clear understanding of National Strategies and Government policy as they relate to the role. * Knowledge of HSE reform and the wider health service structures * Knowledge of and experience in clinical programme management * Knowledge of and experience in clinical service improvement and change management * Experience of service development planning, * Knowledge of relevant HSE policies and legislation as relevant to the role e.g. National Financial Regulations, HR policies and procedures, Freedom of Information Acts, Data Protection Acts etc. * Strong understanding of reporting and HSE performance metrics, risk management practices, and compliance requirements to ensure effective governance. * Ability to implement and monitor policies, procedures, and controls to ensure compliance with legal, regulatory, and organisational standards. * Expertise in mitigating risks associated with projects and strategic initiatives. * Proven experience in financial planning, budgeting, and resource allocation, with a focus on maximising value for money. * Ability to develop and execute long-term strategic plans aligned with organisational goals. * Capacity to anticipate future trends, challenges, and opportunities and integrate them into planning efforts. * Expertise in managing complex projects and programmes from inception to completion, ensuring delivery within scope, time, and budget, while minimising risk. * Strong understanding of project management methodologies and the ability to adapt them to suit organisational needs. * Ability to manage multiple projects simultaneously, prioritizing and ensuring resources are optimally allocated.   **Leadership and Direction.**  ***Demonstrates:***   * + A track record as an effective leader who has led, organised and motivated staff in times of rapid change.   + The capacity to lead, organise and motivate staff to confidently deliver excellent services and service outcomes including the ability to work with multi-disciplinary team members.   + The ability to interact in a professional manner with staff from other programmes, offices and services and with stakeholders outside of the HSE including patients and their representative organisations.   + An aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals.   + The ability to positively influence multiple stakeholders and ensure buy-in to plans and their implementation.   + Evidence of strategic management skills including service planning, managing own work and that of others, delegating appropriately within the resources available.   **Managing and 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 for self and others and positive working relationships.   + Strong evidence of excellent planning and implementation of programmes of work including awareness of resource management and importance of value for money.   + A capacity to negotiate and then ensure delivery on stretched objectives.   + The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion.   + Strong focus on achieving high standards of excellence and measurement of performance.   + The ability to manage deadlines and effectively handle multiple tasks.   + Adequately identifies, manages and reports on risk within area of responsibility.   **Critical Analysis, Problem Solving & Decision Making**.  ***Demonstrates:***   * + The ability to rapidly assimilate and analyse complex information and considers the impact of decisions before taking action and anticipates challenges.   + The 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 capacity in complex work environments.   **Working with and Through Others (Influencing to Achieve)**  ***Demonstrates:***   * The ability to work independently as well as work with a wider multidisciplinary team in a complex and changing environment. * The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service. * The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders. * The ability to listen to contrary views and consider all insights and contributions in the management of service delivery. * Effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups; the ability to give constructive feedback. * The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders.   **Communication & Interpersonal Skills**.  ***Demonstrates:***   * + Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups.   + The ability to present information clearly, concisely and confidently in speaking and in writing.   + A track record of building and maintaining key internal and external relationships in achieving organisational goals.   + An ability to influence and negotiate effectively in furthering the objectives of the role.   **Personal Commitment and Motivation**  ***Demonstrates:***   * A patient / service user centred approach to provision of health services. * Be capable of coping with competing demands without a diminution in performance. * The ability to treat patients / service users, relatives and colleagues with dignity and respect. * A willingness to learn from experience and to identify opportunities to further grow and develop. |
| **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. | |

 **General Manager, National Genetics and Genomics Office**

**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)  € 84,898, €87,042, €90,438, €93,859, €97,253, €100,656, €105,604  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)