

**Health & Social Care Professions (HSCP) Project Officer**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Health & Social Care Professions (HSCP) Project Officer *(Grade Code: 3149)*  |
| **Campaign Reference** | NRS14811 |
| **Closing Date** | **Wednesday 02nd July 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 one permanent part-time (0.5wte) post available in the National HSCP Office, Phoenix Hall, St Mary’s Campus, Phoenix Park, Dublin 20, D20 CK33, or Clinical & Administration Block A (2nd Floor, Green Corridor), HSE, Merlin Park, Galway, H91 N973 The Line Manager is open to engagement as regards the expected level of on-site attendance at one of the above bases (to be agreed with the successful candidate) in the context of the requirements of this role and the HSE’s Blended Working Policy.The successful candidate will be required as part of this role to travel to different parts of the country. They will also be required to attend meetings at the National HSCP Offices in Dublin and Galway.A panel may be formed as a result of this campaign for **Health & Social Care Professions (HSCP) Project Officer, National HSCP Office**from which current and future permanent or specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Sinead Fitzpatrick, HSCP Assistant National Lead, National Health and Social Care Professions OfficeE-mail: sinead.fitzpatrick2@hse.ieTel. No: 087 098 5658 |
| **Details of Service** | The National HSCP Office’s vision is to enable HSCP to work collaboratively, harnessing and developing their strengths to lead the delivery of integrated care for population health.The NHSCPO supports the delivery of high-quality, safe health and social care for the population by promoting innovation and best practice, assuring standards and national consistency for the Health and Social Care Professional workforce in education, development, integration and workforce planning by:* Providing strategic HSCP leadership, horizon scanning and linkage between stakeholders.
* Providing a unified channel for professional advice, support and development.
* Interpreting and contextualising HSCP information, knowledge and data to support the organisation.
* Working in partnership with our stakeholders.

The National HSCP Office sits centrally within the Office of the Chief Clinical Officer. The Clinical function is accountable for connecting, aligning and integrating clinical leadership across the healthcare system, from service and policy design, to planning and implementation; placing clinicians at the heart of decision making, creating a healthcare system informed and shaped by care pathways which meet patient expectations. The function is responsible for designing and implementing clinical models of care and public health strategies, and ensuring that these are implemented in line with guidelines, setting quality and patient safety standards across the health system and ensuring these are met. The function is also responsible for leading on providing clinical expertise to strategic programmes.The clinical function sets the framework and ensures that processes are being followed to drive the highest professional standards across the HSE, informs workforce requirements and ensures compliance across the system with clinical recruitment processes, manages partnerships with academic institutions and ensures clinical professionals advise and contribute to clinical design and service planning. HSCP Deliver – A Strategic Guidance Framework for Health and Social Care Professions 2021 – 2026 sets out the direction for Health and Social Care Professions. It has been designed for action to enable HSCP, managers, leaders and policy makers to apply it in their own context, implementing in a way that supports local action on local priorities. HSCP Deliver sets out the full collective potential of the family of 26 Health and Social Care Professions and offers:- A clear view on the impact on our health services and most importantly, the population served when HSCP work to their collective potential.- A description of the commitments that HSCP collectively make to delivering on that potential.- Details of the supports and actions required from colleagues and other specific relevant stakeholders to realise this potential.Health and Social Care Professions (HSCP) is a term used to encompass a diverse, highly educated and skilled range of professionals with significant contributions to make to the health, care, wellbeing and quality of life of the population. The Health and Social Care Professions (HSCP) are the second largest clinical grouping of the healthcare workforce. There are 26 Health and Social Care Professions providing interventions in therapeutic, rehabilitative, re-enablement, health and social care and diagnostic services. HSCP work in all settings including acute, community, disability, specialist, mental health, primary care, residential and services for older persons. There are 18,723 Health and Social Care Professionals employed by the HSE (HSE Staff Census October 2021) representing 25% of the clinical workforce and 14% of the overall health services workforce. |
| **Reporting Relationship** | The HSCP Project Officer will report to a designated HSCP Assistant National Lead, National HSCP Office. |
| **Key Working Relationships** | The HSCP Project Officer will work in close collaboration with their assigned team as well as the wider National HSCP Office and other internal and external stakeholders across the Health Service Executive and including CORU, Professional Bodies and HEIs as appropriate. |
| **Purpose of the Post**  | As an integral member of the National HSCP Office team, the HSCP Project Officer will work on assigned projects within the area of Education and Development. Initial assignment will be to support practice education infrastructure development. The post holder will be responsible for developing and implementing assigned pieces of work. The Health & Social Care Professions Project Officer will work collaboratively with staff members within the National HSCP Office, with HSCP colleagues in the higher education institutions and in HSE services, and other stakeholders as required. There will be a strong emphasis on co-creation and working in line with the principles underpinning development of HSCP Deliver and People’s Needs Defining Change, the Health Services Change Guide. |

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| **Principal Duties and Responsibilities** | The Health & Social Care Professions (HSCP) Project Officer responsibilities include the following:**Project management** * Engagement with the broad range of stakeholders involved in the specific projects area.
* Communicate pro-actively with all stakeholders, internal and external, to promote engagement making creative and professional use of multiple modalities and technologies ·
* Participate in the design, planning and implementation of assigned project/projects.
* Identify key priority areas for the implementation of assigned project.
* Take the lead on agreed work-streams and/or specified project.
* Develop an agreed plan with realistic objectives and deliverables, and a method for tracking.
* Ensure project planning and progression corresponds to best national and international practice.
* Manage and oversee any assigned budget allocations assigned for specific projects or developments.
* Execute assignments in accordance with agreed plans, budgets and deadlines.
* Identify risks and issues with regard to project plan and, in liaison with the workstream Lead, implement effective mitigation and management strategies.
* Participate in and lead project working groups in the assigned workstreams, representing the HSE on committees as required.
* Build and maintain relationships with key stakeholders to gather support for new initiatives.
* Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them, making sure team knows how to action them.
* Gather information from a variety of sources to ensure decisions are in line local and national agreements.
* Ensure regular two-way communication happens between line management and senior management.
* Provide administrative support for meetings and attend as required.
* Maximise the use of technology to advance the quality and efficiency of service provision.
* Contribute to the development of service plans for own area of responsibility and implement service plan objectives within own area as appropriate.
* Ensure the efficient management and administration of area of responsibility.
* Execute assignments in accordance with agreed plans, budgets and deadlines.
* Ensure deadlines are met and that service levels are maintained.
* Prepare regular reports on the progress of work against the project deliverables feeding into updates for the operational plan.
* Provide accurate information to management in a timely manner, ensuring that any relevant administrative and financial records are readily available.
* Inform management of ideas / solutions to maximise effective use of resources / improve service delivery.
* Advise, promote and participate in the implementation of innovations in service delivery.

**Professional** * Ensure professional standards are maintained in accordance with the requirements as set out by the CORU or equivalent recognition body.
* Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance.

**Education & Training*** Maintain professional knowledge and competence in relation to scientific research and practice through continuous professional development initiatives, attendance at mandatory training programmes etc.
* Participate within the professional and clinical supervision structure, be open to reflective practice.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Provide induction and mentoring to professional colleagues.

**Service Delivery and Service Improvement*** Promote and participate in the implementation and management of change projects.
* Proactively identify inequities / inefficiencies in projects and implement solutions to address these in line with legislation and benchmarking against best practice.
* Maintain a good understanding of internal and external factors that can affect project delivery including awareness of local and national issues that impact on own area of work.
* Embrace change and consider local work practices in project planning including finding practical ways to make projects work, ensuring team knows how to action changes.
* Encourage and support staff through change processes.

**Standards, Regulations, Policies, Procedures & Legislation*** Contribute to the development of policies and procedures as required and ensure consistent adherence to procedures and current standards within area of responsibility as required.
* Effectively discharge the day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures.
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team.
* Maintain own knowledge of relevant regulations and legislation e.g. HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts, GDPR.
* 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 and other 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**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** | **Eligible applicants will be those who on the closing date for the competition:**Have a relevant and recognised professional qualification in a Health and Social Care profession[[1]](#footnote-1) and where appropriate, have statutory registration or professional registration / accreditation.AndHave a minimum of three years post qualification clinical work experience within their professionAndCandidates must possess the requisite knowledge and ability, (including a high standard of suitability) for the proper discharge of the duties of the office Note 1: Candidates must have a recognised HSCP qualification relevant to the professions encompassed in the National HSCP Office –Please refer to Additional Campaign Information for a list of the professions. **Health**A candidate for and any person holding the office must be fully competent andcapable 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** | * Experience in managing and delivering projects of work to successful outcomes.
* Experience of inter-professional working to achieve a common goal.
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| **Other requirements specific to the post** | * Access to own transport as some travel may be required.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** Have experience of working on local projects and/or national projects.
* Provide evidence of engagement and leadership across a range of disciplines and stakeholders.
* Provide evidence of collaborative and partnership working with a range of stakeholders.
* Provide evidence of experience in project management and strong organisational skills.
* Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role.
* Maximises the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc.
* Demonstrate the ability to work in line with relevant policies and procedures.
* Demonstrate commitment to developing own professional knowledge and expertise.

**Planning and Managing Resources** * Demonstrate the ability to effectively plan and manage resources, effectively handle multiple projects concurrently, structuring and organising own workload and that of others effectively.
* Demonstrate responsibility and accountability for the timely delivery of agreed objectives.
* Challenges processes to improve efficiencies where appropriate, is committed to attaining value for money.

**Commitment to a Quality Service*** Demonstrates evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user.
* Ensure attention to detail and a consistent adherence to procedures and standards within area of responsibility.
* Embraces and promotes the change agenda, supporting others through change.
* Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks.

**Evaluating Information, Problem Solving & Decision Making** * Demonstrate an ability to analyse and evaluate information, considering a range of critical and complex factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management.
* Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions.
* Ability to confidently explain the rationale behind decisions when faced with opposition.

**Team Working*** Demonstrate the ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment.
* Demonstrate an ability to work as part of the team in establishing a shared sense of purpose and unity across a number of teams delivering on different projects.
* Demonstrate leadership; creating team spirit; leading by example, coaching and supporting individuals to facilitate high performance and staff development.
* Demonstrate a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others.

**Communications & Interpersonal Skills*** Demonstrates excellent communication and interpersonal skills including the ability to present complex information in a clear, concise and confident manner (written & verbal). Strong presentation skills.
* Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders, working collaboratively within a multi stakeholder environment.
* Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward 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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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. |

**Health & Social Care Professions (HSCP) Project Officer**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **permanent** and **part 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 (at 01/03/2025):€63,279 - €64,629 - €66,021 - €67,399 - €68,779 - €70,231 - €71,760 - €73,285 - €74,509New 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.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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[[2]](#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[[3]](#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.  |

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

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)