

**National Bioinformatics Director**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | National Bioinformatics Director  *(Grade Code: 3410)* |
| **Campaign Reference** | NRS14823 |
| **Closing Date** | **Tuesday 05th August 2025 at 12:00 noon** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent, whole-time vacancy available in the National Genetics and Genomics Office (NGGO), Brunel Building, Heuston South Quarter, Dublin 8.  The long-term location of the post will be determined as part of the development of a national genomic medicine service.  A panel may be formed as a result of this campaign for the **National Bioinformatics Director, 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** | Catherine Harvey, Programme Manager, National Genetics and Genomics Office (NGGO)  Mobile: 087 447 2583  Email: [catherine.harvey1@hse.ie](mailto:catherine.harvey1@hse.ie) |
| **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 (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 National Genomic Test Directory for Rare and Inherited Disease * The setting up of a National Genomics Processing Service as a phased approach to developing a national genomic medicine service * Develop a model for clinical services and improve access for patients through enhancement of the workforce * Develop an HSE Bioinformatics and Genetic Data Infrastructure Roadmap to guide development of a 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 implementing the 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, 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 National Bioinformatics Director will report to the Assistant National Director NGGO. |
| **Key Working Relationships** | The National Bioinformatics Director will work closely with:   * National Genetics and Genomics Office staff and Directors * The Office of the Chief Clinical Officer * Department of Health * HSE Programmes including the Laboratory Services Reform Programme, Pathology, National Cancer Control Programme, National Women and Infants Health Programme, National Rare Diseases Office * Regional Health Areas senior leadership * Health Service clinical and scientific leaders * HSE Digital Health * Leaders in bioinformatics education and education providers * NGGO Communications, HSE Communications, and the NGGO’s Communications and PPI Working Group.   *Please note that this list is not exhaustive and key working relationships will change as progress is made on the implementation of the Genomics Strategy.* |
| **Purpose of the Post** | The National Bioinformatics Director will provide leadership and bioinformatics subject matter expertise while working with key stakeholders to ensure the successful implementation and delivery of the National Strategy for Accelerating Genetic and Genomic Medicine in Ireland and as a member of the HSE’s National Genetics and Genomics Office leadership team. |
| **Principal Duties and Responsibilities** | * Use their subject matter expertise to drive implementation and delivery of the Genomics Strategy. * Be accountable for the planning and ongoing development of bioinformatics services including genetic data infrastructure required for a national genomic medicine service. * Participate in developments that support the translation of advances in genomics into current and future bioinformatics and clinical practice. * Be responsible for ensuring the development and implementation of a Bioinformatics and Genetic Data Infrastructure Roadmap. * Collaborate with existing services to transition to a national genomic medicine service. * Participate in the creation of services that ensure bioinformatic capabilities meet evolving clinical needs of patients and families * Ensure that proposals for the development of the National Genomic Medicine Centre are developed and progressed in line with national and sectoral visions and policy objectives in collaboration with key stakeholders in the HSE and the Department of Health. * Contribute to developing a future-proof data and research infrastructure that conforms to and is aligned with HSE Digital for Care: A Digital Health Framework for Ireland 2024 – 2030 and European Health Data Space Regulation. * Contribute to relevant aspects of the workforce plan to ensure a trained and sustainable workforce is available to deliver bioinformatics as part of the National Genomic Medicine Centre. * Engage with PPI and the NGGO PPI and Communications Working Group. * Participate in European, national and international groups that further the vision for Ireland’s genomic infrastructure and capability including capacity for research. * Manage staff as required and engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Adequately identify, assess, manage and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.     It is recognised that genomics is a fast-moving science and change will be a constant feature when designing the service and implementing the Genomics Strategy. The National Bioinformatics Director, National Genetics and Genomics Office, will be expected to work with foresight and agility and to communicate effectively with key stakeholders as developments progress.  **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:**   1. Professional Qualifications and Experience:  * Possess a PhD in Bioinformatics, Computational Biology or Genomics * A minimum of 7 years post qualification full time experience in a laboratory/ clinical bioinformatics. * A minimum of 5 years senior management experience in a clinical diagnostic laboratory/ clinical bioinformatics. * Significant strategic leadership experience in genetic and genomic bioinformatics services at a senior level including experience working on national projects/national groups, as relevant to this role. * A proven track record in the management and delivery of significant change programmes within a complex organisation, as relevant to this role. * Experience of managing and working collaboratively with multiple internal and external stakeholders and proven ability to collaborate and work effectively with service delivery partners within well-structured governance relationships, as relevant to this role. * Have published work in peer review publications. * 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.  1. **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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Access to appropriate transport is necessary as the post involves a travel commitment |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * A comprehensive knowledge of the current Irish health care system and laboratory/ bioinformatics accreditation standards. * An understanding of: * Laboratory Management * International approaches to medical and genomic laboratory services * Data analytics databases as they pertain to genomic testing * Standard Setting * Risk Management * Quality and Performance Measurement systems * Excellent analytical and report writing skills and be able to demonstrate the ability to produce reports to publication standard. * Depth and breadth of experience in clinical bioinformatics including extensive experience in: * Designing, developing, implementing, and managing pipelines and workflows. * Analysing multiple types of genetic/genomic data * Public domain bioinformatics data sources, public sequence databases. * Software development and scripting. * Extensive knowledge of clinical governance systems including quality improvement and quality assurance. * Depth and breadth of experience in delivering on strategic objectives * Depth and breadth of experience in multidisciplinary team working in the design, planning and delivery of bioinformatics infrastructure and services   **Leadership and Delivery of Change**   * Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. * Remains 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. * A track record of service innovation and delivery in a challenging environment. * Strong results focus and ability to achieve results through collaborative working, including external stakeholders. * Leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders.   **Managing and Delivering Results (Operational Excellence)**   * The ability to adequately identify, assess, manage and monitor risks within their area of responsibility. * The ability to develop / implement strategic action plans and programmes. * Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals. * Perseveres and sees tasks through. * 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 develop strategies/policies. * Places strong emphasis on achieving high standards of excellence.   **Building and Maintaining** **Relationships/Communication Skills**   * Describes complex information in simple terms, avoiding unnecessary jargon * Actively listens to others, using questions to check for understanding * Represents the organisation with credibility and shows discretion when dealing with the public or other agencies * Possesses 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. * Is capable of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service. * Has a strong results focus and ability to achieve results through collaborative working. * Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. * Is committed to building a professional network to remain up-to-date with and influence internal and external politics. * Has the ability to support the development of an effective team. * Has the ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to advocate for and negotiate positions which allow for the on-going improvement of services.   **Critical Analysis and Decision Making**   * The ability to operate as an effective strategic and tactical thinker. * Ability to provide significant input to operational and strategic decision making. * Looks critically at issues to see how things can be done better. * The ability to analyse and evaluate, in a rational objective, consistent and systematic manner, a range of complex information to identify the core issues and arguments that are most salient to the situation at hand. * The ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances. * Is willing to take calculated risks and consider the range of options available to support improved change practices. * Makes timely decisions and stand by those decisions as required. * Identifies the need for change by benchmarking their area of the service nationally and internationally * Takes a national perspective, avoiding unnecessary duplication across the service * Implements strategic ideas for change, finding practical ways to make policies work   **Personal Commitment and Motivation**   * Understands, identifies with and is committed to the core values of the HSE. * Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role. * Demonstrates a commitment to and focus on quality and promotes high standards to improve patient 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. | |



National Bioinformatics Director

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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)  €161,347, €167,088, €175,020, €176,209, €181,591, €186,986, €194,628, €202,881, €211,133  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)