

Assistant National Oral Health Lead: Dental ICT, Epidemiology including Dental Public Health

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Assistant National Oral Health Lead: Dental ICT, Epidemiology including Dental Public Health  *(Grade Code: 197X)* |
| **Campaign Reference** | NRS14824 |
| **Closing Date** | Thursday 21st August 2025 @ 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 and whole-time vacancy available in the National Oral Health Office, 1st Floor Roselawn House, University Business Complex, National Technology Park, Limerick V94 6K65.  The Assistant National Director Oral Health is open to engagement as regards the expected level of on-site attendance at the above base in the context of the requirements of this role and the HSE’s Blended Working Policy.  The successful candidate will be required to attend meetings in Dublin (as well as other locations) from time to time.  A panel may be formed as a result of this campaign for Assistant National Oral Health Lead: Dental ICT, Epidemiology including Dental Public Health from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Anne O’Neill, Assistant National Director Oral Health  Email: [aoneill@hse.ie](mailto:aoneill@hse.ie)  Mobile: 086 6057191 |
| **Details of Service** | The Health Service National Service Plan outlines the resource and performance accountability framework within which resources will be provided in. It sets out the means by which the Health Regions are held to account for their performance in relation to access to services, the quality and safety of those services within the financial resources available and effectively harnessing the efforts of the overall workforce.  The National Oral Health Policy (NOHP), Smile Agus Sláinte sets out the direction of transformation required in the delivery of oral healthcare services across the health services on a phased basis until 2030. The Policy is aligned with the World Health Organisation’s Global Oral Health Strategy and Action Plan, which also requires Ireland as a Member State to reach a range of targets by 2030.  The National Oral Health Office provides clinical and public health leadership in the delivery of oral health services to support improvements in oral health for all. The National Oral Health Office coordinates strategic and operational planning and performance oversight of HSE funded oral health through existing structures i.e. Health Regions, Section 38 organisations, contracted care, Primary Care Reimbursement Service (PCRS), and additional organisational structures being developed under Sláinte Care.  The Policy Implementation Unit is part of the National Oral Health Office. The PIU will coordinate the implementation of the National Oral Health Policy (NOHP) objectives through projects designed to enable change and development of oral health services across the HSE , and in collaboration with key stakeholders and agencies. |
| **Reporting Relationship** | The Assistant National Oral Health Lead will directly report to the Assistant National Director Oral Health.  He/she will have a working relationship with their nominees and other colleagues in Oral Health Services |
| **Key Working Relationships** | As a member of the National Oral Health Office staff, the Assistant National Oral Health Lead will work with internal and external stakeholders across both the public and private health sectors. They will establish and maintain working relationships within the other members of the National Oral Health Office team, community dental services, dental schools, eHealth and other HSE divisions. |
| **Purpose of the Post** | The Assistant National Oral Health Lead is a National Strategic role in the Policy Implementation unit within NOHO for HSE Oral Health Services. Each of the post holders will work nationally in a defined Clinical Lead Role as assigned by the National Oral Health Lead, and may also have a regional coordinating function across all settings e.g. hospitals, residential homes, primary care networks  The post holder will have delegated authority to lead strategically in the Policy Implementation Unit in the following key area for the National Oral Health Office:-   * Dental ICT, Epidemiology including Dental Public Health (this will also include monitoring of oral health and other related oral health indices).   The Assistant National Oral Health Lead will be a key member of the National Oral Health Governance Group which provides assurance to the HSE in relation to Oral Health matters. This group will be chaired by the National Oral Health Lead.  The post holder will ensure the HSE meets its statutory and organisational objectives in relation to:-   * Overseeing the implementation of appropriate clinical standards * Supporting joined-up user friendly oral health services, consistent with oral health needs. * Supporting the realignment of primary, secondary and tertiary services nationally in accordance with their lead national role   The post holder will play a key role in relation to their national specified responsibility to implement and monitor government objectives in relation to key services within the HSE.  There is an expectation that clinical skills will be maintained by the post holder by continuing to provide frontline clinical service for a publicly funded HSE dental service. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**   * Provide high standards of patient care in line with best practice, protocols and guidelines. * Ensure that service users are treated with dignity and respect. * Provide, in person, a dental service (including treatment) at the times and centres prescribed from time to time by the HSE for patients eligible for dental services which the HSE is or may be under obligation to provide. * Provide, in person, a dental service (including treatment) for patients admitted to any health institution maintained by the HSE. * Provide, in person, at such times and places as may be arranged, a dental service (including treatment) on behalf of any other HSE body which has entered into an arrangement with the employing HSE for the provision of such a service. * If so required, provide an emergency dental service from time to time. * Direct and undertake any necessary field trials and/or epidemiological studies. * Initiate and participate in research studies/publications as appropriate. * Develop, implement and participate in clinical audit programmes. * Maintain all necessary clinical and administrative records and reporting arrangements in line with Departmental and HSE policy. * Complete such record cards and prepare and supply such reports and other information as may be required by the HSE from time to time in line with Departmental and HSE policy. * Examine returns of work submitted by individual dentists employed by the HSE or providing services on its behalf. * Foster and maintain professional working relationships with colleagues, managers and other health care personnel in the team and wider service. * Uphold confidentiality with regard to records and information: in the course of his / her employment the post holder may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information, concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.   **National Lead Role**  The Assistant National Oral Health Lead will lead nationally on the following allocated Key National areas assigned to them by the National Office in Oral Health namely:   * Dental ICT/KPI/Epidemiology/Performance Lead including Dental Public Health (this will also include monitoring of oral health and other health indices related to fluoride policy implementation)   ***The Assistant National Oral Health Lead will:***   * Develop, implement and monitor oral health issues within their national remit, under the direction of the National Oral Health Office and in keeping with national HSE objectives agreed with the Department of Health & Children. * In the assigned key national area, work with the National Oral Health Lead to develop, enable and implement national service frameworks and be responsible for monitoring and implementation of key national initiatives. * Be a key member of the National Oral Health Governance Group for assurance in Oral Health for the HSE.      * Be responsible for the implementation, monitoring and evaluation of agreed National Oral Health Corporate priorities.      * Ensure that HSE funded services are in line with policies agreed by the National Oral Health Office with the government. * Work closely with all relevant Dental Personnel to implement national policy. * Will work closely with the Dental Inspectorate to support and provide clinical assurance to the National Oral Health Office. * Support and enable integration and realignment of oral health services including integrating oral health with other care groups. * Monitor and evaluate specific quality, access and cost parameters within which best practice health care can be delivered.      * Monitor and evaluate Department of Health and HSE agreed national Key Performance Indicators in line with the Service/Operational Plan. * Undertake tasks as assigned by the National Oral Health Office. * Infection prevention and control will be an integral responsibility for all Assistant National Oral Health Leads. * The post holder will also continue to provide frontline clinical service for a publicly funded HSE dental service. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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**   1. Hold a Degree, Licence or Diploma in Dental Surgery.   **AND**   1. Be registered in the Register of Dentists for Ireland or be entitled to be so registered. Any person holding the office must be registered in the Register of Dentists for Ireland.   **AND**   1. Have had since becoming eligible under a) above at least five years satisfactory experience in the practice of public health or of hospital dentistry or a combination of both.   **AND**   1. Possess a high standard of professional knowledge and experience in the area of Clinical dentistry and have a satisfactory knowledge of the administrative aspects of the dental services.   **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.  *Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Dental Council of Ireland.* |
| **Post Specific Requirements** | * Extensive experience at a senior level in the provision of dental services within primary care services or other comparable and relevant business environment of equivalent complexity, as relevant to this role. * Significant experience in the area of Dental ICT, Epidemiology and Dental Public Health, as relevant to this role. * A successful track record in implementing initiatives in accordance with national policy, as relevant to this role. * Significant experience in managing and working collaboratively and cross functionally with multiple internal and external stakeholders in progressing initiatives, as relevant to this role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role |
| **Additional eligibility requirements** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge / Experience**   * Demonstrate evidence based clinical knowledge in making decisions * Demonstrate key achievements in the specified area to be undertaken in their Assistant National Oral Health Lead role. * Demonstrate a proven ability in implementing initiatives in accordance with national policy and the ability to achieve regional and national objectives. * Demonstrate clear analytical, problem solving and decision making skills including the ability to make decisions. * Demonstrate the ability to manage and deliver results as set down by the National Oral Health Office * Demonstrates a high standard of knowledge of the concepts of Dental Public Health and their application within HSE dental services. * Operates at an appropriate level. * Demonstrates a clear understanding of the requirements and challenges of the role- achievable and realistic actions put forward by the candidate for overcoming these challenges * Demonstrates commitment to continuing professional development. * Demonstrates an understanding of and embrace the HSE transformation agenda.   **Planning and Managing Resources**   * Demonstrates the ability to plan and manage resources including awareness of resource management and importance of value for money. * Demonstrates ability to manage deadlines and effectively handle multiple tasks. * Plans the utilisation of resources by controlling, monitoring and prioritising resources appropriately. * Ensures an efficient and quality service by conscientiously planning and organising staff and resources.   **Evaluating Information and Judging Situations**   * Demonstrates the ability to evaluate information and judge situations. * Demonstrate clear analytical, problem solving and decision making skills including the ability to make timely decisions and adhere to decisions made, as required * Formulates, articulates and demonstrates sound clinical reasoning. * Takes information on board quickly and accurately. * Demonstrates excellent problem solving, analytical and decision making skills. * Demonstrates the ability to analyse and interpret information and make decisions in a complex environment.   **Ensuring High Standards in the Service of Today including Managing Change**   * Demonstrates attention to detail and a commitment to providing a quality service. * Demonstrate awareness and appreciation of the service user. * Demonstrates evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrates ability to facilitate change and improve service delivery. * Demonstrates initiative and innovation in identifying areas for service improvement.   **Building and Maintaining Relationships including Managing People**   * Demonstrates leadership and team management skills including the ability to work with multi-disciplinary team members. * Establishes and maintains relationships in multidisciplinary and interagency contexts and influences key stakeholders. * The ability to work with a team and instill confidence in their key areas of work including the ability to recognise appropriate timing and when it is most appropriate to involve others in achieving objectives   **Communication & Interpersonal Skills**   * 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**   * 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. | |



Assistant National Oral Health Lead: Dental ICT, Epidemiology including Dental Public Health

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post (as at 01.08.2025) is:  €112,613 - €117,441 - €122,275 - **€129,498 - €136,720 LSIs**  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)