**NRS14860 Supplies Officer Grade B**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Supplies Officer Grade B** (Grade Code 0892) |
| **Remuneration** | The Salary Scale for the post as of (01/08/2025) is €51,718, €53,265, €54,843, €56,456, €58,078, **€59,969, €61,866 LSIs**Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | NRS14860 |
| **Closing Date** | Friday 17th October 2025 at 12:00 noon |
| **Proposed Interview Date (s)** | W/C 8th December 2025*\*Please note these dates are provisional and are subject to change.* |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Individual sites / location will be indicated at expression of interest stage to panel members for each individual job.  Two national panels will be formed as a result of this campaign for Supplies Officer, Grade B; one for Strategic Sourcing & Contracting and one for Logistics & Inventory Management. Each panel will be formed by region and will be used to fill current and future, permanent and specified purpose vacancies of full or part-time duration.The regions are: * Dublin Mid Leinster - Dublin, South of the Liffey, Wicklow & Kildare
* Dublin North-East - Cavan, Monaghan, Louth, Dublin, North of the Liffey & Meath
* Midlands – Laois, Offaly & Westmeath
* South – Kerry & Cork
* South-East - South Tipperary, Waterford, Carlow, Kilkenny & Wexford
* West – Galway, Roscommon, Mayo & Longford
* North-West – Sligo, Leitrim & Donegal
* Mid-West - North Tipperary, Limerick, Clare
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| **Informal Enquiries** | **Strategic Sourcing:**David Toomey, Category SpecialistEmail: david.toomey@hse.iePhone: 087 230948 **Logistics & Inventory Management:**Eddie Kelly, Area Business LeadMob: (0)87 3832062Email: eddie.kelly@hse.ie |
| **Details of Service** | HSE Procurement provides a range of specialist procurement services including; Strategic Sourcing; Logistics and Inventory Management; and Procurement Business Support.The existing Strategic Sourcing & Contracting locations are in Cork, Dublin, Drogheda, Sligo, Limerick, Kilkenny, Tullamore, Waterford and Naas.The National Logistics & Inventory Management Service operates a dispersed model with the National Distribution Centre based in Tullamore and 9 regional hubs in Cork, Tralee, Limerick, Galway, Sligo, Letterkenny, Tullamore, Drogheda and Dublin. The Logistics service also operates in a number of hospital & community locations nationwide.  |
| **Reporting Relationship** | The post holder will report to the Senior Executive Officer, Grade VII, or other nominated manager. These posts will operate in a team environment whilst at the same time individuals will be assigned responsibility for either: 1. Strategic Sourcing & Contracting - specific categories/commodities and teams in a distributed model.

Or1. National Logistics & Inventory Management Service - specific Logistics teams in a distributed model.
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| **Key Working Relationships** | The effective delivery of objectives will depend upon the development and maintenance of positive working relationships with key stakeholders both internal and external.  |
| **Purpose of the Post**  | A **Supplies Officer Grade B in Strategic Sourcing & Contracting** will assist in the delivery of a portfolio and category management approach in order to deliver a quality service and maximise the attainment of value for money.Each Supplies Officer Grade B will be required to support strategic sourcing strategies, to suggest and support value for money solutions (and achieve maximum cost saving potential), to work with key stakeholders (both internal and external) and to update the Procurement Project Management System (PPMS) as required on all work assigned to enable accurate customer update / report generation. The role may include assignment to a team in a distributed model, to a specific category within a Sourcing Portfolio or to the Sourcing support team.  A **Supplies Officer Grade B in the National Logistics & Inventory Management Service** will operate in a team environment whilst at the same time the post holder will be assigned responsibility for specific Logistics teams in a distributed model. The post holder will assume operational line management responsibility for specific areas of activity and support the implementation of HSE Logistics Strategy (consolidation of fragmented stores infrastructure, development of the National Distribution Centre including regional hubs, expansion of stock management at point of use and utilising optimal supply channel (stock, cross-dock, direct channel, vendor managed inventory). The model is fluid and is customer and market focussed, necessitating assignment across Procurement projects from time to time. |
| **Principal Duties and Responsibilities** | The position of Supplies Officer Grade B encompasses both managerial and administrative responsibilities which include the following:**Administration*** Ensure the efficient administration of area of responsibility
* Ensure deadlines are met and that service levels are maintained
* Utilise the ICT Procurement Systems to ensure efficiencies in service delivery.
* Maintain Data/Expenditure analysis including report generation.
* Ensure all general and financial records are readily available
* Make appropriate use of technology to advance the quality and efficiency of service provision
* Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on own area
* Maintain relationships with key stakeholders.
* Promote co-operation and working in harmony with other teams and disciplines
* Solve problems and make decisions in a timely manner.
* Ensure decisions are in line with local and national agreements
* Provide administrative support for meetings and attend as required.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Customer Service*** Develops, implements and sustains customer standards and service plans to achieve the highest possible standards of service excellence.

**Human Resources / Supervision of Staff*** Supervise and ensure the well-being of staff within own remit
* Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships
* Co‐ordinate, monitor and review the work of the administrative/ support staff
* Identify and agree training and development needs of team and design plan to meet needs
* Manage the performance of staff, dealing with underperformance in a timely and constructive manner

**Service delivery and service improvement*** Pro-actively pursue continuous improvements to enhance customer value and increase operational effectiveness.
* Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes
* Encourage and support staff through change process

**Standards, policies, procedures & legislation*** Contribute to the development of policies and procedures for own area
* Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility
* 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. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc.
* Maintain a broad knowledge of policies and procedures of the organisation
* Pursue continuous professional development in order to develop management expertise and professional knowledge
* 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.

**Risk Management, Quality, Health & Safety*** 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.

**Education & Training*** Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **1. Professional Qualifications, Experience, etc.**(a) Eligible applicants will be those who on the closing date for the competition:1. Have satisfactory experience as an Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.

**Or**1. Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

**Or**1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction

**Or**1. Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

*Note1: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.***and**(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.**2. Health**Candidates 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. **3. Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Significant experience working in a Procurement/Logistics environment, as relevant to the role
* Experience of dealing with internal and external stakeholders, as relevant to the role
* Experience of working with ICT Procurement Systems, as relevant to the role
* Experience of Data/Expenditure analysis including report generation, as relevant to the role
* Experience in supervising a team, as relevant to the role
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as the post will involve travel.
* Flexibility around working hours to meet service pressures.
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| **Additional eligibility requirements:** | Citizenship requirements Eligible candidates must be: 1. EEA, Swiss, or British citizens

OR1. 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. Include the below if you want to open your campaign to third country applicants outside the EEA.OR1. Suitably qualified, non-resident non-EEA citizens.

The HSE welcomes applications from suitably qualified, non-resident non-EEA citizens, and will support successful candidates in their application for a Work Permit, as applicable.Read more about [Department of Enterprise, Trade & Employment Work Permits](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/). |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience - Logistics & Inventory Management*****Demonstrate:**** An understanding of Purchase To Pay (P2) processes
* A working knowledge of Procurement systems e.g. SAP
* Knowledge of Point of Use (POU) implementation
* Experience of Data/Expenditure analysis including report generation
* Knowledge of the implementation of HSE Logistics Strategy (consolidation of fragmented stores infrastructure, development of the National Distribution Centre strategy including regional hubs)
* Excellent MS Office skills to include, Word, Excel and PowerPoint
* Knowledge of supply chain service, delivery and implementation and stock management systems
* A broad understanding of the Irish public health service structures including a knowledge of HSE reform

**Professional Knowledge & Experience – Strategic Sourcing & Contracting*****Demonstrate:**** An understanding of Procurement Strategic Sourcing & Contracting function & systems
* A good general knowledge and understanding of Procurement and supply chain management.
* A working knowledge of the operational impact of legislation pertinent to procurement e.g. EU Procurement Law, Commercial Contracts, HSE National Financial Regulations (NFR) etc.
* The ability to initiate, lead, run, manage and record tender processes
* An understanding of service/business planning
* A good understanding of the marketplace from a public procurement perspective.
* Knowledge of Customer and Supplier Relationship Management.
* Excellent MS Office skills to include, Word, Excel and PowerPoint
* A broad understanding of the Irish public health service structures including a knowledge of HSE reform
* Experience of Data/Expenditure analysis including report generation

**Communications & Interpersonal Skills*****Demonstrate:**** Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders
* The ability to present information clearly, concisely and confidently when speaking and in writing.
* The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role

**Planning & Managing Resources*****Demonstrate:**** Strong planning and organising skills including, structuring and organising own work load and that of others effectively
* The ability to use computer technology effectively for the management and delivery of results.
* The ability to take responsibility and be accountable for the delivery of agreed objectives.
* A logical and pragmatic approach to workload, delivering the best possible results with the resources available.
* The ability to work to tight deadlines and operate effectively with multiple competing priorities.

**Commitment to a Quality Service*****Demonstrate:**** Evidence of incorporating the needs of the service user into service delivery
* Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation
* Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers.
* Commitment to developing own knowledge and expertise.

**Evaluating Information, Problem Solving & Decision Making** ***Demonstrate:**** The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate
* Ability to make sound decisions with a well-reasoned rationale and to stand by these
* Initiative in the resolution of complex issues
* A capacity for identifying and solving problems with workable solutions that enhance customer value, and overall operational effectiveness.

**Team Working*****Demonstrate:**** The ability to lead the team by example, motivating, coaching and supporting individuals as required.
* The ability to work with the team to facilitate high performance, developing clear and realistic objectives.
* The ability to create a shared sense of purpose and unity where team members are aware of and understand their team role.
* The ability to address performance issues as they arise
* The ability to empower and develop others to be flexible and willing to adapt, positively contributing to the implementation of change.
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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.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. |



**NRS14860 Supplies Officer Grade B**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent/temporary and whole time/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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check [Schedule 2 of the Children First Act 2015](https://revisedacts.lawreform.ie/eli/2015/act/36/revised/en/html#SCHED2) to see if you are a Mandated Person, and therefore a HSE Designated Officer, 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.  |

1. 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-1)
2. [↑](#footnote-ref-2)