

**Grade VII, Project Manager**

**National Screening Service**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Grade VII, Project Manager  *(Grade Code: 0582)* |
| **Campaign Reference** | NRS14863 |
| **Closing Date** | Tuesday 19th August 2025 @ 12:00pm |
| **Proposed Interview Date (s)** | W/C Monday 29th September 2025  Please note these dates are subject to change. 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** | The National Screening Service have sites located in Dublin, Limerick, Cork and Galway.  There is currently one permanent whole-time vacancy available in the Strategy, Business and Projects Department, National Screening Service, Kings Inn House, 200 Parnell Street, Dublin 1.  The successful candidate may be required to travel to other locations within the National Screening Service to fulfill the role of Grade VII Project Manager.  A panel may be formed as a result of this campaign for **Grade VII, Project Manager, National Screening Service** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Anne Teape Business & Projects Manager, Strategy Business & Projects, National Screening Service  **Email:** [anne.teape@screeningservice.ie](mailto:anne.teape@screeningservice.ie) |
| **Details of Service** | The National Screening Service (NSS), part of the Health Service Executive (HSE), delivers four free, national population-based screening programmes:   |  |  | | --- | --- | | **Programme** | **Aim** | | [BreastCheck](http://www.hse.ie/breastcheck) | Detecting breast cancers at the earliest possible stage, when they can be easier to treat. | | [CervicalCheck](http://www.hse.ie/cervicalcheck) | To prevent cervical cancer by finding and treating changes to the cells in the cervix before  they develop into cancer. Also to find cervical cancer at an early stage, before symptoms start, when it can be easier to treat. | | [BowelScreen](http://www.hse.ie/bowelscreen) | To prevent bowel cancer by finding and removing abnormalities in the bowel (polyps). Also to find bowel cancer at an early stage, before symptoms start, when it can be easier to treat. | | [Diabetic RetinaScreen](http://www.hse.ie/diabeticretinascreen) | Early detection and treatment of sight-threatening retinopathy. When retinopathy is caught early, treatment is effective at reducing or preventing damage to your sight. |   Our mission: We deliver population screening programmes that help prevent, reduce the risk of, and assist the recognition of, disease in Ireland.  Our vision: To work together to save lives and improve people’s health through population screening.  Screening programmes aim to reduce morbidity and mortality in the population by identifying those at risk of the condition/pre-condition, allowing free assessment, detection and treatment.   * Population screening can save lives. Evidence shows that [detection, survival and death rates are all improved for people who have participated in screening](https://www.ncri.ie/sites/ncri/files/pubs/NCRI_AnnualStatReport_2024_FINAL_14_0.pdf). * Screening programmes play a significant part in cancer detection; 5% of all cancers in Ireland are detected during screening. * Services are growing and dynamic, with exciting opportunities in the next 5 years for innovation and further benefits for the >1.5m population eligible.   Our programmes focus on looking for early signs of disease in healthy people, so that we can:   * detect health issues early * help prevent disease * ensure that anyone who does develop the disease being screened for has the best chance of early, more effective treatment * reduce people’s risk of developing a disease or its complications * support people in making informed decisions about their health   The NSS Strategic Plan 2023-2027 [Choose Screening: Together we can make a difference](https://assets.hse.ie/media/documents/NSS_Strategy_FINAL.pdf)sets out our areas of focus:   * Engagement and partnership * Operational excellence * Service development * People and culture * Governance and quality assurance * Data and information   On our website [www.screeningservice.ie](http://www.screeningservice.ie) we [report](https://www2.healthservice.hse.ie/organisation/nss/news/) regularly on our activity, progress and performance.  Read more about some of our work to deliver our strategy:   * [Equity in screening](https://www2.healthservice.hse.ie/organisation/nss/equity-in-screening/) * [Quality assurance](https://www2.healthservice.hse.ie/organisation/nss/quality-assurance-framework/) * We highlight research that we have published, presented, authored and co-authored in the [news section of our website](https://www2.healthservice.hse.ie/organisation/nss/news/) * Our [reports and publications](https://www2.healthservice.hse.ie/organisation/nss/publications/) provide more information about our work. |
| **Reporting Relationship** | The post holder will report to the Business & Projects Manager or nominated individual. |
| **Key Working Relationships** | The postholder will develop effective working relationships and liaise with the following:   * NSS Strategy Business and Project team members. * NSS screening programmes teams (clinical directors, programme managers and wider team members). * NSS management team and their reports. * Office of the Chief Clinical Officer. * Relevant HSE department. * Relevant private providers and suppliers.   Please note that this list is not exhaustive and key working relationships will change over time depending on the projects underway. |
| **Purpose of the Post** | The purpose of the post is to effectively support the work of the department. The post holder will:   * Provide management and supportive expertise to programmes and departments as directed. * Be responsible for managing and being actively involved in projects, across the NSS using NSS/HSE project management methodology. * Lead and participate in workstreams as assigned * Bring consistency in approach to projects. * Provide project management expertise, guidance and support as required to NSS departments/programmes undertaking projects. |
| **Principal Duties and Responsibilities** | The Grade VII, Project Manager, National Screening Service will:  **Project Management**   * Lead, manage and participate in projects associated with the department. * Take an active role in the achievement of project deliverables. * Develop project proposal business cases and project initiation documents. * Develop, monitor, and update Project Plans and budgets. * Develop and manage stakeholder engagement and communication plans. * Outline project work breakdown structures. * Identify, describe, and manage risks and issues in accordance with the HSE Enterprise risk policy processes. * Ensure that any proposed changes to original project initiation documents are progressed through a change management process. * Actively support the team’s/project work with relevant internal and external stakeholders to develop/produce reports including project status reports incorporating visualization of data using existing and new systems for various audiences. * Drive project progress by liaison with workstream leads or relevant stakeholders * Understand and contribute to scenario-based and demand planning for projects to assist with strategic analysis and decision-making * Troubleshoot with relevant stakeholders any issues that occur that impact project delivery and escalate as appropriate. * Administer project governance meetings. * Produce and maintain documentation relevant to the role.   **Business Reporting**   * Develop internal reports and presentations suitable for senior level audiences. * Prepare clear, concise, accurate reports supported by sufficient reliable documentary evidence, including relevant data monitoring and reporting. * Prepare and collate information as required, in the preparation of responses to Freedom of Information (FOI) and Parliamentary Questions on behalf of the Head of Department or nominee as required. * Contribute to monthly/annual and other ad-hoc reports/documentation as required.   **Supporting the Department**   * Work collaboratively with multiple senior internal and external stakeholders, with specific stakeholder management and facilitation experience. * Ensure consistency and professionalism in the content and presentation of all reports, papers and PowerPoint presentations generated. * Execute assignments in accordance with agreed plans, budgets and deadlines and proactively communicate any risks to those with suggested mitigations. * Provide accurate information to management in a timely manner, ensuring that administrative and other relevant records are readily available. * Organise and/or actively participate in meetings, providing administrative support as required, and as relevant, lead/contribute to overall communication and plans. * Carry out other appropriate duties and/or project work as assigned.   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service users are treated with dignity and respect * Seek feedback from service users / customers to evaluate service and implement change   **Communication**   * Promote co-operation and professionalism working internally within own department and with other teams and disciplines within the NSS and externally with key partners and stakeholders as relevant to your role. * Promote and maintain a person-centred environment by ensuring people are treated with dignity and respect. * Seek feedback from service users / customers to evaluate service and implement improvements   **Human Resources/Supervision of Staff**   * Supervise and enable other team members to carry out their responsibilities, ensuring appropriate delegation of responsibility and authority, as relevant. * Participate in staff meetings to keep staff informed and to hear views. * Create and promote a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships with other teams and disciplines. * Solve problems and ensure decisions are in line with local and national agreements * Pursue and promote continuous professional development to develop leadership and management expertise and professional knowledge. * Contribute to the on-going development and improvement of the team. * Engage in the HSE performance achievement process in conjunction with your Line Manager to identify and agree your training and development needs * Manage the performance of staff within own remit, dealing with underperformance in a timely and constructive manner. * Identify and agree training and development needs of team and design plan to meet needs. * Provide cover to staff colleagues during period of leave or absence. * Performance management systems are part of the role, and the successful applicant will be required to participate in the NSS performance management programme.   **Service Delivery and Service Improvement**   * Promote and participate in the implementation and management of change. * Proactively identify inequities / inefficiencies in service administration and implement solutions to improve service delivery, in line with legislation and benchmarking against best practice structures. * Maintain a good understanding of internal and external factors that can affect service delivery including awareness of local and national issues that impact on own area of work. * 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 processes.   **Standards, Policies, Procedures & Legislation**   * Maintain own knowledge of relevant HSE policies, procedures, guidelines and practices to perform the role effectively and to ensure current work standards are met by own team. * Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, Freedom of Information (FOI) Acts etc. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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, HSE Change Management Guide etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To 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** | **This campaign is confined to staff who are currently employed by 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 as per Workplace Relations Commission agreement -161867**  \* View the list of [other statutory health agencies](https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/)  Eligible applicants will be those who on the closing date for the competition:   1. Have satisfactory experience in an office under 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 at a level not lower than that of Grade IV (or equivalent)   And  Have not less than two years satisfactory experience either in that office or in an office at a level not lower than that of Clerical 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  and  (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Experience in project management, leading and reporting on project deliverables as relevant to the role, including producing high quality project reports and presentations. * Experience in managing across teams. * Experience in implementing change. * Experience working in a busy office environment which has involved interacting in a professional manner with senior management and other key internal and external stakeholders. |
| **Other requirements specific to the post** | Have 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**  (ii) 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**   * Experience of successful Project Management and the ability to manage a range of projects simultaneously, with a robust evidence-based approach, attention to detail and delivery of results. * Experience in professional writing including; the generation of documents such as; reports and presentations etc. * Experience of Change Management including; an understanding of challenges and mitigation strategies involved in service improvement and change management. * Experience of Risk and Issue Management. * Experience of Project Plan Development and Management. * Knowledge/experience of the Health Service and its structure. * Proficient in the use of analytical tools including, but not limited to, Microsoft Excel * Commitment to developing own professional knowledge and expertise * 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**   * Strong planning and organising skills to effectively handle multiple projects concurrently including structuring and organising own workload and that of others effectively to deliver projects. * 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. * Demonstrates the ability to work in a fast-paced environment with multiple competing demands and timelines. * Challenges processes to improve efficiencies where appropriate, is committed to attaining value for money.   **Commitment to a Quality Service**   * 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. * Commitment to developing own knowledge and expertise. * 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. * 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. * Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks.   **Evaluating Information, Problem Solving & Decision Making**   * The ability to gather and analyse information from relevant sources, weighing up a range of critical and complex factors to develop solutions and make effective decisions as appropriate. * Ability to make sound decisions with a well-reasoned rationale and to stand by these. * Recognise when it is appropriate to escalate decision making to more senior management * Initiative in the resolution of complex issues. * A capacity to develop new proposals and put forward solutions to address problems.   **Team Working**   * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment. * Ability to engage with stakeholders at all levels, develop short & longer terms plans and getting required engagement. * The ability to work with the team to facilitate high performance, developing clear and realistic objectives. * The ability to address performance issues as they arise. * Flexibility and willingness to adapt, positively contributing to the implementation of change.   **Communications & Interpersonal Skills**   * 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. * Ability to present data in a user-friendly format using infographics and dashboards. * The ability to build and maintain relationships with colleagues and a variety of stakeholders, working collaboratively within a multi-stakeholder environment. * Demonstrate commitment to regular two-way communication across functions and levels, ensuring messages are clearly understood. * 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. |
| **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. | |



**Grade VII, Project Manager**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: (as at 01/08/2025)  €60,013 - €61,479 - €63,192 - €64,911 - €66,636 - €68,176 - €69,745 - €71,272 - €72,788 - **€75,397 - €78,015 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-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

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