

Clinical Nurse Manager 2, NCCP Cancer Survivorship Programmes

Job Specification & Terms and Conditions

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| **Job Title, Grade Code** | Clinical Nurse Manager II, NCCP Cancer Survivorship Programmes   (Grade Code 2119) |
| **Campaign Reference** | NRS14875 |
| **Closing Date** | *12:00PM on Monday 21st July 2025* |
| **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** | National Cancer Control Programme (NCCP), HSE Corporate, King’s Inns House, 200 Parnell Street, Dublin 1, D01 A3Y8.  There is currently one permanent whole time vacancy available within the Nursing/Survivorship team.  As this project involves interacting with acute hospitals and community care areas nationally, the post holder may be required to travel nationally on an occasional basis.  A panel may be formed as a result of this campaign for **Clinical Nurse Manager II, NCCP Cancer Survivorship Programmes within the National Cancer Control Programme** from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal enquiries** | Terry Hanan, National Clinical Lead for Cancer Nursing,  Email: [terry.hanan@cancercontrol.ie](mailto:terry.hanan@cancercontrol.ie)  Mobile: 0872248596  or  Louise Mullen National Lead for Cancer Survivorship,  Email: [Louise.mullen@cancercontrol.ie](mailto:Louise.mullen@cancercontrol.ie)  Mobile: 0867810307 |
| **Details of Service** | The National Cancer Control Programme (NCCP) was established in 2007. A Directorate within the Health Service Executive (HSE), the NCCP works with health service providers and other partners to prevent cancer, treat cancer, and increase survival and quality of life for those who develop cancer. In particular, the NCCP is responsible for the implementation of most of the recommendations of the National Cancer Strategies.  The third National Cancer Strategy 2017-2026 recommends investment into survivorship/psycho-oncology services to provide optimal care for cancer patients. The NCCP Cancer Survivorship Programme has a number of key projects which are focussed on implementing the National Cancer Strategy recommendations which includes (Rec 43) Designated cancer centres working with the NCCP, the Irish College of General Practitioners (ICGP), primary care services, patients and voluntary organisations will develop and implement survivorship programmes. These programmes will emphasise physical, psychological and social factors that affect health and wellbeing, while being adaptable to patients with specific survivorship needs following their treatment.  The National Cancer Survivorship Needs Assessment in 2019 identified a number of key priorities including developing and implementing survivorship programmes nationally in collaboration with existing community expertise and resources. This post will enable the NCCP to expand on the availability of self-management programmes nationally. |

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| **Reporting Relationship** | Reports to the NCCP National Clinical Lead for Cancer Nursing (DON) with a key relationship to the NCCP Lead for Cancer Survivorship or other nominated manager. |
| **Key Working Relationship** | The post holder will work directly with the NCCP National Clinical Lead for Cancer Nursing (DON) and the NCCP Lead for Cancer Survivorship and their teams. The post holder will potentially work with all programme teams in the NCCP as well as key external stakeholders across the health service.    Key internal working relationships include all employees within the NCCP.  Key working relationships external to the NCCP include HSE Communications, national functions in the HSE, the Department of Health, health regions, cancer centres, hospitals and community cancer support centres.  The proper execution of duties will require the development of appropriate communication arrangements with key stakeholders both internal and external. |
| **Purpose of the Post** | The Cancer Survivorship Programmes CNM2 post holder will coordinate, plan, train and facilitate the delivery of survivorship programmes nationally through a network of acute hospital and community organisations utilising a multi-sector approach. This will implement the survivorship recommendations of the National Cancer Strategy 2017-2026. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  *The CNMII will*   * Be professionally and legally responsible and accountable for all aspects of their work in accordance with the NMBI Code of Professional Conduct and other statutory guidelines * Be the identified link nurse for cancer survivorship programmes within the NCCP * Work as part of the NCCP nursing and survivorship team to deliver and monitor acute hospital and community cancer survivorship programmes across the country in collaboration with key stakeholders. * Provide expert advice, guidance, education and information to patients, health and social care professionals, carers, relatives and other non – professionals in NCCP * Establish effective relationships with multiple internal and external stakeholders to successfully achieve implementation of cancer survivorship programmes. * Collaborate with NCCP leadership and stakeholders throughout the continuum of care to design and improve outcome strategies that measure program impact on population health/care management. * Conduct comprehensive evaluation of the programmes, report findings, and communicate activities and findings of Survivorship Programmes to the NCCP and internal and external stakeholders. |

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|  | **Education and Training** *The CNMII will:*   * Maintain clinical competence and keep up-to-date with relevant research to ensureimplementation of evidence based practice. * Establish and maintain a directory of cancer survivorship programmes national trainers and licences * Recruit suitable candidates to undertake training in cancer survivorship programmes * Be responsible for mentoring trainers and leaders * Establish a supportive national network structure for leaders and trainers * Develop and maintain links with relevant education providers. * Be responsible for addressing own continuing professional development needs * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Management/Leadership**  *The CNMII will:*   * Provide leadership and act as a resource and role model for cancer survivorship programmes * Use specialist knowledge to support and enhance survivorship programmes delivery. * Develop collaborative working relationships with colleagues as appropriate, to develop working relationships to promote cancer survivorship * Where appropriate develop and maintain relationships with specialist services in voluntary organisations which support patients in the community. * Network with other clinical and survivorship teams across multiple sectors.   **Commitment to a Quality Service**  *The CNMII will:*   * Identify, initiate and conduct audit, evaluation and research projects relevant to the area of practice. * Identify, critically analyse, disseminate and integrate best evidence relating to the survivorship agenda * Establish and maintain a register of trainers to contribute to service audits. Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI’s) as directed and advised by the National Lead for Cancer Survivorship * Use the outcomes of audit to improve service provision. * Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence based practice.   **General**   * 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** | **1. Professional Qualifications, Experience, etc.**   1. Eligible applicants will be those who on the closing date for the competition:    1. Are registered, or are eligible for registration in the General Nurse Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnaimhseachais na hEireann) or entitled to be so registered   **And**   * 1. Have at least 5 years post registration experience (or an aggregate of 5 years full time post registration experience) of which 2 years must be in the speciality or related area of cancer care nursing (Oncology/Haematology/Palliative Care).   **And**   * 1. Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.   **And**   * 1. Candidates must demonstrate evidence of continuous professional development.   **And**   1. Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge of the functions of the role. 2. **Annual Registration**    1. On appointment, practitioners must maintain live annual registration on the General division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).   **And**   * 1. Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  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. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in cancer care nursing (Oncology/Haematology/Palliative Care) as relevant to the role. * Demonstrate depth and breadth of project management experience 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. * Flexibility in relation to working hours to ensure deadlines are met |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Professional Knowledge and Experience**   * Demonstrate practitioner competence and professionalism. * Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. * Demonstrate the ability to relate nursing research to nursing practice. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures. * Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. * Demonstrate a commitment to continuing professional development. * Demonstrate a willingness to develop IT skills relevant to the role. * Demonstrates the ability to utilise a variety of teaching/learning methodologies, including presentation and facilitation skills, adult learning principles, group exercises, with knowledge of age-related competencies. * Demonstrate the ability to lead on national cancer survivorship programmes delivery * Demonstrate a commitment to promoting national cancer nursing research   **Organisation and Management Skills**   * Demonstrate the ability to plan and organise effectively. * Demonstrate the ability to manage deadlines and effectively handle multiple tasks. * Demonstrate an awareness of resource management and the importance of value for money. * Demonstrates flexibility and adaptability in their approach to work   **Building and Maintaining Relationships *(including Team Skills and Leadership Potential)***  *:*   * Demonstrate the ability to work on own initiative as well as part of a team * Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working. * Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues * Demonstrates the ability to lead on clinical practice.   **Commitment to providing a Quality Service**   * Demonstrates a strong commitment to the delivery of quality service. * Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. * Demonstrates integrity and ethical stance. * Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.   **Analysis, Problem Solving and Decision-Making Skills**   * Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. * Shows sound professional judgement in decision-making. * Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. * Uses a range of information sources and knows how to access relevant information to address issues. * Demonstrate resilience and composure in dealing with situations.   **Communication Skills**   * Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner. * Demonstrates the ability to influence others effectively. * Anticipates and recognises the emotional reactions of others when delivering sensitive messages. |
| **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. |

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| **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.  For further information on the HSE 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. | |



# Clinical Nurse Manager 2, NCCP Cancer Survivorship Programmes

# 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 Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: (01/03/2025)  €60,854 €61,862 €62,715 €64,106 €65,644 €67,154 €68,664 €70,364 €71,943 €74,658 **€76,897 LSI**  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 **37.5** hours per week. Your normal weekly working hours are **37.5** 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. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they  were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  **\* Public Servants not affected by this legislation**:  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12  months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[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. |

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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.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)