

**Data Manager (Grade V)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Data Manager (Grade V)*(Grade Code: 0566)* |
| **Campaign Reference** | NRS14890 |
| **Closing Date** | Thursday 7th August 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** | There is currently one permanent whole-time vacancy available, based in Dr Steevens’ Hospital, Steevens’ Lane, Dublin 8. The line manager 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.A panel may be formed as a result of this campaign for **Grade V, Data Manager National Clinical Programme for Self Harm and Suicide Related Ideation** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Contact Rhona Jennings Programme ManagerEmail: Rhona.jennings@hse.ieMobile: 087-7621254  |
| **Details of Service** | The National Clinical Programme for Self Harm and Suicide Related Ideation (NCPSHI) is a well-established national clinical programme, implemented in all 26 adult hospital emergency department settings, along with one paediatric hospital ED settings (operating 24/7 days). At present, 49 Clinical Nurse specialists (CNS) are funded through the programme and are dedicated to ensuring that all patients who present to the ED following self-harm or with suicidal ideation receive a prompt biopsychosocial assessment, their family or carer will receive support and advice on suicide prevention, the patient will be linked with the next appropriate care, and both the patient and their general practitioner will receive a written plan of care. The Updated NCPSHI Model of Care (February 2022) provides for the extension of the NCPSHI service into primary care, for people presenting to their GP in suicidal crisis who do not require to be seen in an ED setting for medical reasons. Existing Suicide Crisis Assessment Services (SCAN) services are now under NCPSHI auspices with a view to national rollout as further funding becomes available.Timely data recording, analysis and dissemination in relation to key clinical performance indicators have been recognised strengths of the NCPSHI since its introduction in 2018. Ongoing development of the programme in ED settings is endorsed in *Sharing the Vision* and the HSE has approved the expansion of the SCAN service into primary care as proposed in the NCPSHI updated model of care (2022).  |
| **Reporting Relationship** | The post holder will report to the National Clinical Lead  |
| **Key Working Relationships** | The successful candidate will engage with a number of stakeholders. Key working relationships will be established with:* National Clinical Programme for Self Harm and Suicide Related Ideation team, including Clinical Lead, Nurse Lead and programme manager.
* Clinicians delivering the clinical programme in emergency departments and in primary care via Suicide Crisis Assessment Nurse (SCAN).
* National Office Suicide Prevention - NOSP
* National Suicide Research Foundation – NSRF
 |
| **Purpose of the Post**  | The NCPSHI Data Manager will be part of a multi-disciplinary team responsible for the national implementation of the NCPSHI. The role will involve liaising with clinical staff of both the NCPSHI and SCAN service to design, co-ordinate and compile monthly data for monitoring, research and evaluation purposes. |
| **Principal Duties and Responsibilities** | The position of Grade V Data Manager encompasses both managerial and administrative responsibilities which include the following:**Data Administration*** Maintain the Emergency Department (ED) database, ensuring all data from 2018 onwards is accurate, up-to-date, and organized.
* Continue the development and implementation of the SCAN database to meet programme reporting needs.
* Co-ordinate the receipt and uploading of monthly data files from clinical sites.
* Perform cross-checking and quality assurance of all data to maintain integrity and reliability, ensuring compatibility with statistical tools and reporting requirements.
* Cleaning, recoding and preparation of data for data analysis purposes.
* Communicate regularly with CNSs and SCAN nurses regarding monthly submissions of data.
* Provide ongoing data training to all CNSs and SCANs and to new CNSs employed to the NCP (through Ms Teams or WebEx video calls).
* Fulfil data requests to internal HSE services and external stakeholders, researchers and organisations.
* Routinely compile and analyse data for the NCP Clinical Lead, national reports and requests from HSE or Department of Health.
* Attend National Clinical Programme weekly meetings and other meetings as required
* Contribute to academic manuscripts, including analysing data and writing reports or articles based on ED hospital and SCAN data
* Ensure the efficient day-to-day administration of area of responsibility
* Ensure deadlines are met and that service levels are maintained
* Ensure business processes are carried out in an effective and efficient manner in compliance with the NCPSHI
* Use appropriate technology to ensure work is completed to a high standard
* Ensure that data archives and records are accurate, data is aggregated at the point of collection and confidentially is maintained and data is stored in accordance with the HSE Data Protection Policy (HSE, 2019) Support the receipt and collation of data to respond to Freedom of Information (FOI) requests, Parliamentary Questions and Media Queries according to the agreed processes.
* Maintain confidentiality and a high level of professionalism.
* Develop and maintain good working relationships with key stakeholders

**Human Resources** * Pursue and promote continuous professional development in order to develop management expertise and professional knowledge.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Service Delivery and Improvement*** Ensure accurate attention to detail in own work and work of team
* Actively participate in innovation and support change and improvement initiatives within the service; adapt local work practices ensuring team knows how to action changes
* Monitor efficiency of service provided by team, identify and implement changes to the administration of the service where inefficiencies arise
* Encourage and support staff through change processes
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.

**Standards, Policies, Procedures & Legislation*** Operate in accordance with the HSE Data Protection Policy (HSE, 2019) and understand the requirements of the HSE relating to the protection of personal data acting as a Data Controller and / or Data Processor, and the measures taken to protect the rights people, in line with EU and Irish legislation (HSE, 2019).
* 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, FOI Acts, GDPR etc.
* Pursue continuous professional development in order to develop management expertise and professional knowledge
* Have 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 as appropriate to this role
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service
* Adequately identifies, manages and reports on risk within area of responsibility
* Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020

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

**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** |  **(a) Eligible applicants will be those who on the closing date for the competition:** Have satisfactory experience as a 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 2004OrHave 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.OrHave completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.OrHold 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.And1. 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..\* A list of ‘other statutory health agencies’ can be found:<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/>. |
| **Post Specific Requirements** | * Experience working in a busy office environment, and working collaboratively with multiple internal and external stakeholders, as relevant to this role.
* Experience in statistical data analysis using tools and software such as SPSS, SAS, R, or equivalent
* Experience in professional writing to include the creation of reports, as relevant to the role.
 |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role
 |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience***Demonstrates:** Experience working with large and complex clinical or healthcare datasets Experience of providing project or administrative support as relevant to the role
* An understanding of the work of the National Clinical Programme for Self Harm and Suicide Related Ideation (NCPSHI)
* Knowledge and experience of processing data and presenting information in a variety of formats e.g., presentations and reports
* Excellent MS Office skills to include, Word, Excel and PowerPoint and email
* Experience of using a data analysis software
* Knowledge of the health service and how it works including a basic knowledge of HSE reform
* General knowledge and understanding of the processes involved in corporate planning, budgeting, service planning and preparation of reports and related documentation.

**Planning and Managing Resources*** Demonstrate the ability to effectively plan and manage own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met
* The ability to manage deadlines and effectively handle multiple tasks
* The ability to manage within allocated resources and a capacity to respond to changes in a plan
* Maintains an awareness of value for money

**Commitment to a Quality Service*** Demonstrate an awareness and appreciation of the service user and a strong commitment to providing a quality service
* Embraces and promotes the change agenda; demonstrates flexibility and initiative including the ability to adapt to and implement change
* Supports team through service improvement / change processes

**Evaluating Information, Problem Solving & Decision Making** * Demonstrate numeracy skills, an ability to analyse and evaluate information and make effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management
* Demonstrate initiative in the resolution of issues arising / problem solving and proactively develop new proposals and recommend solutions
* Makes decisions and solves problems in a timely manner before they accumulate

**Team working*** Demonstrate the ability to be self-motivated, as well as part of a team, promoting a positive team spirit
* Demonstrate leadership potential, the ability to manage the performance of others and support staff development
* Works as part of the team to establish a shared sense of purpose and unity

**Communications & Interpersonal Skills*** Demonstrate excellent communication and interpersonal skills including the ability to present (verbal & written) information in a clear and concise manner
* Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders
* Treats others with dignity and respect
 |
| **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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **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. |



 **Data Manager Grade V**

 **Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is **permanent** and **whole time.** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post as of 01/03/2025 is: €51,206 €52,738 €54,300 €55,897 €57,503 **€59,375 €61,253, 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.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.  |

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)