

**Programme Manager, Public Health (Grade VIII)**

**National Cancer Control Programme (NCCP)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Programme Manager, Public Health (Grade VIII)  *(Grade Code 0655)* |
| **Campaign Reference** | NRS14935 |
| **Closing Date** | **Thursday 18th September 2025 at 12:00 noon** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in the National Cancer Control Programme, 3rd Floor, Kings Inns’ House, 200 Parnell Street, Dublin 1. D01A3Y8.  A panel may be formed as a result of this campaign for **Programme Manager, Public Health (Grade VIII) 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** | We welcome enquiries about the role. For informal inquiries please contact:  **Name:** Dr Triona McCarthy, Consultant in Public Health Medicine, NCCP  **Email:** [triona.mccarthy@cancercontrol.ie](mailto:triona.mccarthy@cancercontrol.ie)  **Mobile:** 087 9848692 |
| **Details of Service** | The National Cancer Control Programme (NCCP) oversees cancer prevention and early diagnosis, rapid access services, treatment of cancer including surgery, radiotherapy and systemic therapy, psycho-oncology and survivorship, and specialist cancer services. Established in 2007 to implement the recommendations of the 2006 Cancer Strategy, the NCCP works with stakeholders to prevent cancer, treat cancer, and increase survival and quality of life for those who develop cancer, by converting the knowledge gained through research, surveillance and outcome evaluation into strategies and actions.  The *National Cancer Strategy 2017-2026[[1]](#footnote-1)* included a renewed focus on prevention of cancer, improving quality of life for survivors of cancer and investing in the infrastructure for intelligent gathering and use of data. The overarching focus for NCCP is continued implementation of the priorities of the current strategy, under the themes:   1. Reduce the cancer burden 2. Provide optimal care 3. Maximise patient involvement and quality of life 4. Enable and assure change.   The NCCP works closely with HSE Public Health and Health and Wellbeing, the National Cancer Registry of Ireland, the Irish College of General Practitioners (ICGP), universities and colleges, designated cancer centres, cancer specialists working in the cancer centres, Healthy Ireland and cancer charities, including via the Irish Cancer Prevention Network.  Public health leads on areas within NCCP such as prevention, early detection and hereditary cancer. Public health expertise is also utilised by other areas of the programme as required, e.g. in relation to service improvement – e.g. needs assessment, pathway development and service evaluation, as well as service planning and resource prioritisation.  In line with the vision of Sláintecare and the HSE Public Health Reform programme, the public health team is led by a consultant(s) in public health medicine, utilising skills in health improvement, health service improvement and health intelligence, and supported by a multidisciplinary team. |
| **Reporting Relationship** | Reports to the Consultant in Public Health Medicine NCCP or other nominated manager. |
| **Key Working Relationships** | The successful candidate will work closely with other programmes within NCCP, with Public Health and Health & Wellbeing both nationally and within HSE Health Regions, HSE National Screening Service, HSE Communications, the National Cancer Registry, Healthy Ireland, the Department of Health Cancer Policy Unit, academic partners in third level institutions and cancer charities, including via the Irish Cancer Prevention Network. |
| **Purpose of the Post** | The Public Health Grade VIII Programme Manager will respond to key recommendations within the National Cancer Strategy 2017-2026, and subsequent strategies, and to support the design, planning and co-ordination of public health projects. This will require the implementation and evaluation of high impact, policy-informed, evidenced-based public health initiatives, to enable cancer prevention and earlier diagnosis and to support cancer service improvements. |
| **Principal Duties and Responsibilities** | * Managing, coordinating and leading priority projects as part of the Public Health team. * Ensure operational alignment with other projects in Public Health and other developments in the NCCP. * Work collaboratively on public health priorities with the consultants in public health medicine, the wider public health team and NCCP team and external stakeholders, both nationally and regionally * Develop an implementation plan in conjunction with the Consultants in Public Health Medicine for relevant recommendations in the National Cancer Strategy and other key priorities * Management and control of programme / project scope * Promote best practice and cohesive team working * Develop and support evidence based research and inform work projects based on research findings. * Liaise with relevant internal and external stakeholders * Co-ordinating and supporting working groups to deliver actions * Manage relevant change processes in line with agreed national priorities. * Ensure all other resources necessary to the success of projects are identified and appropriately addressed. * Liaise with HR and Procurement as necessary to ensure resources are used in line with all relevant policies and regulations   **Human Resources / Supervision of Staff**   * Supervise and enable other team members to carry out their responsibilities. * Review the conduct and completion of assignments of other staff in accordance with the operational plan and expected quality standards. * Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships. * Manage the performance of staff, dealing with underperformance in a timely and constructive manner. * Identify and agree training and development needs of the team and design plans to meet those needs * Conduct regular staff meetings to keep staff informed and to hear views * Pursue 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.   **Other**   * 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 etcand 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. * To act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   * Significant experience working at a senior level in the area of Public Health and/or cancer services within a civil or public service environment or comparable and relevant business environment of equivalent complexity. * Significant experience in leading, managing, co-ordinating and delivering complex quality improvement projects to successful outcomes. * Significant experience of facilitating change and service improvement through working collaboratively with multiple internal and external stakeholders, as relevant to the role * Experience in leading and managing a project team. * Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties   **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. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role. * Flexibility in working hours to meet the requirements of the role. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  ***Demonstrate:***   * A working knowledge of key policies and strategies in the area of cancer control to include the National Cancer Strategy 2017-2026*.* * Experience in managing and delivering projects to successful outcome * Evidence of developing and delivering business cases, project initiation documents and project reports * An understanding of challenges involved in service improvement and change management. * Knowledge of the Health Service, including Sláintecare and the HSE Public Health Reform programme. * Sound knowledge and understanding of current research and policy in relation to cancer control and in particular cancer prevention and early detection * Experience working in the development and delivery of an implementation plan or initiative * Experience working in the development and delivery of an evaluation framework. * Experience of delivering change in a complex multi stakeholder environment * Excellent MS Office skills to include, Word, Excel, PowerPoint, Outlook   **Managing & Delivering Results (Operational Excellence)**  ***Demonstrate:***   * A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. * Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results * Evidence of effective project planning and organisational skills including an awareness of resource management and the importance of value for money. * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment. * A capacity to operate successfully in a challenging environment while adhering to various standards. * Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion.   **Critical Analysis, Problem Solving & Decision Making**  ***Demonstrate:***   * The ability to evaluate complex information from a variety of sources and make effective decisions. * A knowledge and application of evidence based decision making. * Considers the impact of decisions before taking action. * Anticipates problems and recognises when to involve other parties (at the appropriate time and level). * Makes timely decisions and stands by those decisions as required. * The ability to consider the range of options available, involve other parties at the appropriate time and level, to make balanced and timely decisions. * A capacity to develop new proposals and put forward solutions to address problems in a timely manner.   **Leadership, Direction and Teamwork Skills**  **Demonstrate:**   * Experience of working as part of a team with a mixed programme of work, and moving with ease between concurrent projects. * Effective leadership in a challenging and busy environment including a track record of innovation / improvements. * The ability to work with multi-disciplinary team members and stakeholders to facilitate high performance, developing and achieving clear and realistic objectives. * Flexibility and willingness to adapt, positively contributing to the implementation of change. * An ability to influence and negotiate effectively in furthering the objectives of the role.   **Communications & Interpersonal Skills**  ***Demonstrate:***   * Excellent communication and interpersonal skills with an ability to engage effectively with a wide range of stakeholders. * The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience. * The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role. * Effective conflict management skills.   **Commitment to a Quality Service**  ***Demonstrate:***   * An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers. * A commitment to continuing professional development. * Places strong emphasis on achieving high standards of excellence * An ability to cope with competing demands without a diminution in performance |
| **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 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. | |



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**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: (as at 01/08/2025)  €82,258 - €82,997 - €86,243 - €89,502 - €92,736 - €95,983 - €99,213  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[[2]](#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[[3]](#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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/) |

1. <https://health.gov.ie/healthy-ireland/national-cancer-strategy-2017-2026/> [↑](#footnote-ref-1)
2. 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)
3. [↑](#footnote-ref-3)