

**Grade VII Project Manager**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Grade VII Project Manager (Grade Code 0582) |
| **Campaign Reference** | NRS14938 |
| **Closing Date** | Monday 15th of September 2025 at 12:00pm |
| **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 HSE National Immunisation Office, Units 8-9 Manor St Business Park, Manor Street, Dublin 7.A panel may be formed as a result of this campaign for **Grade VII Project Manager within HSE National Immunisation Office** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Brenda Kane, General Manager **Email:** Brenda.kane@hse.ie  |
| **Details of Service** | The mission of the National Immunisation Office (NIO) is to work with key stakeholders and support healthcare providers to maximise the uptake of all national immunisation programmes. The National Immunisation Office provides strategic direction in support of a best practice based, equitable and standardised delivery of publicly funded immunisation programmes. The National Immunisation Office is responsible for managing vaccine procurement and distribution and developing training and communication materials for the public and health professionals and managing immunisation records and reporting on uptake. Specifically, the NIO carries out the following:* Coordination and standardisation of current publicly funded Immunisation Programmes (including financial management).
* Coordination of changes to publicly funded Immunisation Programmes (primary childhood, schools, seasonal influenza and others) in collaboration with other key stakeholders.
* Vaccine Supply Chain management (vaccine procurement, cold chain supply, stock management, vaccine distribution).
* Health professional education (clinical and technical linkages, clinical and administrative protocol and guideline development, training programmes);
* Communication (Vaccine promotion, development, printing and distribution of all immunisation materials for the general public and health professionals, management of the national immunisation websites [www.immunisation.ie](http://www.immunisation.ie), [www.hpv.ie](http://www.hpv.ie) and [www.hse.ie/flu](http://www.hse.ie/flu) and social media;
* ICT: Development, management and administration of Immunisation records including information governance of national datasets, data quality, and progression of ICT systems to support programme delivery, vaccine and immunisation tracking and statistical analysis.

The project manager will support and manage projects and staff in maintaining good record management, change management, user engagement, supplier management, stakeholder management. |
| **Reporting Relationship** | The post holder will report to the Business Project Manager in the NIO or other nominated manager  |
| **Key Working Relationships** | The post holder will work with the clinical, pharmacy, communications, ICT and business teams in the NIO in the design and implementation of new immunisation programmes as well as improvements and changes to existing programmes. They will coordinate projects across a range of stakeholders within the HSE including community, GP’s, ICT, operations, as well as external stakeholders as appropriate. |
| **Purpose of the Post**  | The purpose of the post is to ensure that all necessary arrangements are in place to efficiently, consistently and safely support our Immunisation service by supporting various projects across the NIO service as required. Development and implementation of strategies, plans, procedures to support the goal of implementing new immunisation programmes, improving national immunisation uptake and supporting harder to reach groups. |
| **Principal Duties and Responsibilities** | The position of Grade VII, Project Manager encompasses both managerial and administrative responsibilities which include the following:**Administration*** Contribute to the development of service plans for own area of responsibility and implement service plan objectives within own area
* Ensure the efficient management and administration of area of responsibility
* Execute assignments in accordance with agreed plans, budgets and deadlines
* Ensure deadlines are met and that service levels are maintained
* Prepare regular reports on the progress of work against the operational plan
* Provide accurate information to management in a timely manner, ensuring that administrative and financial records are readily available
* Inform management of ideas / solutions to maximise effective use of resources / improve service delivery
* Advise, promote and participate in the implementation of innovations in service delivery
* Participate in and lead project working groups, represent the HSE on committees as required
* Build and maintain relationships with key stakeholders to gather support for new initiatives
* Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them, making sure team knows how to action them
* Gather information from a variety of sources to ensure decisions are in line local and national agreements
* Ensure regular two-way communication happens between line management and senior management
* Provide administrative support for meetings and attend as required
* Maximise the use of technology to advance the quality and efficiency of service provision
* Create and maintain project plans and all project related documentation, ensuring timelines met and documentation completed and stored consistently.

**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

**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, Regulations, Policies, Procedures & Legislation*** Contribute to the development of policies and procedures and ensure consistent adherence to procedures and current standards within area of responsibility
* Effectively discharge the day-to-day operations, including compliance with HSE Financial regulations and all HSE policies and procedures
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team
* Maintain own knowledge of relevant regulations and legislation e.g., HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts, GDPR
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

**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.**  |

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| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must have at the latest date of application: * Qualification in project management e.g., PRINCE 2
* A proven track record in project management and leading on projects, including producing high quality project reports.
* Experience of managing and working collaboratively with a wide range of internal and external stakeholders, as relevant to the role
* Experience of delivering change in complex environments with a mixed programme of work and moving with ease between concurrent projects using structured change and project methodology.
* Experience in working on projects which have involved multidisciplinary and multiagency teams.
* 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. |
| **Other requirements specific to the post** | Access to appropriate travel to fulfil 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*** Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria of the role
* 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
* Commitment to ongoing learning
* Demonstrates ability to manage large scale complex projects within a multi-disciplinary team
* Demonstrates ability to produce work of a high quality in a timely way
* Ability to adapt work programme to changing guidance and timelines

**Planning and Managing Resources** * Demonstrate the ability to effectively plan and manage resources, effectively handle multiple projects concurrently, structuring and organising own workload and that of others effectively
* Demonstrate responsibility and accountability for the timely delivery of agreed objectives
* Challenges processes to improve efficiencies where appropriate, is committed to attaining value for money

**Commitment to a Quality Service*** 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
* 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
* Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks

**Evaluating Information, Problem Solving & Decision Making** * Demonstrate numeracy skills, an ability to analyse and evaluate information, considering a range of critical and complex factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management
* Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions
* Ability to confidently explain the rationale behind decisions when faced with opposition

**Team Working*** The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment
* Demonstrate an ability to work as part of the team in establishing a shared sense of purpose and unity across a number of teams delivering on different projects
* Demonstrate leadership; creating team spirit; leading by example, coaching and supporting individuals to facilitate high performance and staff development
* Demonstrate a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others

**Communications & Interpersonal Skills*** 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
* Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders, working collaboratively within a multi stakeholder environment
* Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles 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**

 **National Immunisation Office**

**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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are 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-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)