

**Business Project Manager (Grade VIII)**

**National Immunisation Office**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Business Project Manager (Grade VIII)  *(Grade Code 0655)* |
| **Campaign Reference** | NRS14940 |
| **Closing Date** | Monday 25th August 2025 at 15:00pm |
| **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 specified purpose whole-time vacancy (the anticipated end date is June 2026) available in the National Immunisation Office, Units 8-9 Manor Street Business Park, Manor Street, Dublin 7.  A panel may be formed as a result of this campaign for **Business Project Manager (Grade VIII), National Immunisation Office** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Dr. Lucy Jessop - Consultant in Public Health Medicine, National Health Protection Immunisations  **Tel:** 01 8676108  **Email**: [lucyj.jessop@hse.ie](mailto:lucyj.jessop@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.  Specifically, the NIO carries out the following:   * Coordination and standardisation of current publicly funded Immunisation Programmes (including financial and budget 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 accounts on Twitter, YouTube and Instagram, organisation of campaigns to maintain and boost vaccine uptake); and * ICT: System administration of the Schools Immunisation System including data quality, audit and analysis, Co-ordination of changes to existing immunisation IT systems and progression of ICT systems to support programme delivery, vaccine and immunisation tracking and statistical analysis. |
| **Reporting Relationship** | This role will report to the Consultant in Health Protection- National Immunisations, National Immunisation Office, or other officer as designated. |
| **Key Working Relationships** | The post holder will work with all members of the Senior Management Team at the National Immunisation Office as well as many external stakeholders e.g., school health teams, Health regions, primary care, Access and Integration, Department of Health, ICGP and PSI. |
| **Purpose of the Post** | The post holder will provide senior project management support to the Consultant Health Protection National Immunisations and the Senior Management to ensure the efficient operations of all projects in the NIO, including the communications function of the NIO. The post holder will have overall responsibility for the timelines of all projects with the National Immunisation Office, including communications to internal and external stakeholders as appropriate. |
| **Principal Duties and Responsibilities** | The principal duties and responsibilities of the post are:  **Project Management**   * Implement robust project management methodology in line with the HSE Programme for Health Service Improvement, Programme Management and methodologies and processes to enable successful project performance and delivery. * Work with the Senior Management and all key stakeholders to define and deliver projects. * Lead the development and management of projects. * Identify and manage all resources assigned to the project. * Work with the NIO Business Operations Managers on all funding associated with Projects. * Ensure that required supports are available to enable successful delivery of Projects. * Ensure approval and acceptable of programme / projects deliverables to agreed quality standards. * Manage all aspects of programme/project delivery through the full lifecycle from initiation to completion.   **Project and Team Management**   * To manage the NIO Communications and Project Managers teams. * To be responsible for the efficient provision of Human Resources to required projects. * To manage work planning, resource allocation and monitor resource allocation. * Assign projects to NIO project manager to ensure all timelines met. * Take part in or lead other immunisation related projects as required.   **Governance and Assurance**   * Manage, on behalf of the Consultant Health Protection National Immunisations, assigned programme planning cycles, corporate reporting, benefits realisation, risks and issues, change requests, dependencies, lessons learned and resource planning for delivery of work-packages.   To input to HSE Health Protection Service Plan process as required.   * To work with the Consultant Health Protection National Immunisations and senior management team on the on-going evaluation and prioritisation of Projects. * To ensure compliance with HSE HR Policies including Public Service Sick Leave Scheme, Dignity at Work, Managing Attendance etc.   **Communications / Stakeholder Management**   * Ensure that highly effective communication mechanisms and processes are in place to manage, motivate and influence multiple project stakeholders to ensure project delivery. * To support with the efficient and accurate preparation of Project updates, briefing notes and reports for the stakeholders including Chief Clinical Officer, HSE Board, its Committees, and EMT as requested. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Act as spokesperson for the Organisation as required. * Oversee all internal and external communications work by the NIO communications team. * Respond to freedom of information (FOI) requests, Parliamentary Questions (PQs), and queries from media, public, or other stakeholders * Lead and drive campaign development - working with key internal and external stakeholders to maximise uptake of all national Immunisation programmes – Primary Childhood Immunisation Schedule, Schools Vaccination Programme, Adult Vaccination Programmes e.g., Flu Campaign, Covid-19 etc.   **Other Functions**   * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Maintain an excellent level of knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively. * 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.   **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** | **Candidates must have at the latest date of application: -**   * A third level qualification in a relevant field e.g. healthcare related, management or communications * Project Management professional qualification such as PRINCE 2, PMI or IPMA or equivalent. * A minimum of three years’ experience working in a corporate Project Management or Communications role, including project management experience at a senior level in managing and/or delivering complex projects, writing project plans, risk registers, corporate reports and implementing standards. * Experience of managing and working collaboratively with multiple internal and external stakeholders and managing teams, as relevant to this role. * Experience in working on large scale projects which involved multidisciplinary and multiagency teams and moving with ease between concurrent projects using structured change and project methodology. * Experience in dealing with internal, external and public communications. * The requisite knowledge, ability and experience (including a high standard of suitability and management ability) for the proper discharge of the duties 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** | * Have access to appropriate transport to fulfil the requirements of the role. * A flexible approach to working hours is required in order to ensure deadlines are met |
| **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 and Experience**   * Significant experience in a corporate Project Management role * Knowledge/experience in developing and delivering communication strategies. * Excellent IT skills, including MS Office Suite, social media, Digital Media and email experience. * Knowledge of health literacy guidelines and experience in creating accessible content suitable for a wide audience. * Experience of dealing with highly sensitive and confidential matters.   **Communication and Interpersonal Skills**   * 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. * Strong corporate writing skills with the ability to produce professional documents to publication standard. * The ability to interact in a professional manner with staff and other key stakeholders. * Significant experience in managing communication campaigns for internal, external and public audiences.   **Building and Maintaining Relationships including Teamwork & Leadership Skills**   * The ability to build and maintain relationships with colleagues and other stakeholders. * Flexibility and willingness to adapt, positively contributing to the implementation of change. * The ability to lead the team by example, coaching and supporting individuals as required. * The ability to work both independently and collaboratively within a dynamic team and a wider communications network and other multi stakeholder environment. * Ability to engage effectively with a range of audiences, and to manage a broad cross section of internal clients and competing demands. * Motivation and an innovative approach to the job within a changing working environment.   **Critical Analysis, Problem Solving & Decision Making**   * The ability to quickly grasp and understand complex issues and the impact on service delivery. * Effective problem-solving capacity in complex work environments. * Ability to make sound decisions with a well-reasoned rationale and to confidently explain the rationale behind decision when faced with opposition. * A capacity to develop new proposals and put forward solutions to address problems in a timely manner.   **Managing & Delivering Projects**   * The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines. * Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results. * The ability to work on a self-directed basis. * Evidence of effective project planning and organisational skills including an awareness of resource management. * The ability to seek and seize opportunities that are beneficial to achieving organisation goals and strives to improve service delivery. * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment. * The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion.   **Commitment to providing a quality service**   * Evidence of incorporating the needs of the service user into service delivery. * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers. * Commitment to developing own knowledge and expertise. * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.   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 progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Business Project Manager (Grade VIII)**

**National Immunisation Office**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **specified purpose** and **whole time (the anticipated end date is June 2026)**  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 (at 01/03/2025):  €81,444 - €82,175 - €85,389 - €88,616 - €91,818 - €95,033 - €98,231  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26-week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-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. |
| **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. 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)