

**Grade VII, Project Manager, at**

**Training & Programme Design, National Health & Wellbeing**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Grade VII, Project Manager  (Grade Code: 0582) |
| **Campaign Reference** | NRS14942 |
| **Closing Date** | 12:00PM Tuesday 09th September 2025 |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There are currently two permanent and whole-time vacancies available.  The post holder will be assigned to Training & Programme Design with initial assignment to Making Every Contact Count in Health and Wellbeing, HSE, 89-94 Capel St., D01 P281, Dublin 1  The General Manager is open to engagement as regards the expected level of on-site attendance at the above location, 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 VII Project Manager, within Training & Programme Design, National Health & Wellbeing** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Sandra Coughlan, General Manager, Training & Programme Design  Email: [sandra.coughlan@hse.ie](mailto:sandra.coughlan@hse.ie)  Mobile:087 1224335 |
| **Details of Service** | **Health & Wellbeing**  Health and Wellbeing in the Health Service Executive (HSE) aims to provide services and supports that keep people healthy and well and reduce the likelihood of chronic disease and premature mortality, with a focus on individuals and communities at greatest risk.  **Healthy Ireland** is the overarching Government policy that presents a roadmap for achieving improved health and wellbeing for all in society. The Health and Wellbeing function of the HSE has responsibility for supporting implementation of Healthy Ireland within the health services.  **National Policy Priority Programmes** consist of tobacco, healthy eating & active living, sexual health, alcohol, wellbeing and mental health. Their work is supported by three cross-cutting teams, training & programme design, stakeholder engagement & communications and business functions*.* National Policy Priority Programmes provide leadership and expertise for the implementation of government policies. They have a broad remit in respect of specific policy areas including strategic planning to embed core health and wellbeing deliverables into community and acute services; service/programme design and specification; communications; research; and quality assurance. Each Programme has multi-annual Implementation Plans, guided by relevant government policies and strategies, implementation of which is supported by a cross-divisional Implementation Group and Stakeholder Network. The work ofHealth & Wellbeing is focused on prevention & early intervention to improve the overall health and wellbeing of the population. The Men’s Health Programme works to improve men’s health and focus on health inequalities by delivering on the National Action Plan for Men’s Health, Healthy Ireland Men.  Health & Wellbeing works closely with Regional planning teams and operational functions, supporting prevention and early intervention across all care groups and working in particular with Mental Health, Social Inclusion, Enhanced Community Care, Chronic Disease Management and Public Health.  Health and Wellbeing work with a large number of public sector organisations, community and voluntary partners, philanthropic organisations, businesses, professional and representative bodies, Government Departments, and international partners.  **Training & Programme Design – Making Every Contact Count**  The Making Every Contact Count (MECC) programme is a national health behaviour change programme, developed by the HSE in 2017. MECC aims to enable healthcare professionals to support patients and service users to address the key preventable risk factors that contribute to chronic disease. A key focus of MECC is also to enable healthcare professionals to recognise the role and opportunities that they have through their daily interactions with service users to support positive behaviour changes. MECC is an essential element in the integrated pathway of care for the prevention and management of chronic disease. |
| **Reporting Relationship** | The Grade VII Project Manager will report directly to a Programme Manager and / or a delegated senior manager. |
| **Key Working Relationships** | The Grade VII Project Manager will work with the Training & Programme Design programme and the wider Health & Wellbeing team. There is a requirement to work with and engage with operational colleagues, external partners and other organisations as appropriate. |
| **Purpose of the Post** | The Grade VII Project Manager will support the implementation of a wide range of programmes and projects across the Training & Programme Design with an initial assignment to Making Every Contact Count.  The purpose of the post is to ensure projects that are to be implemented are evidence based and delivered to cost, time and quality requirements through the application of the required standards, frameworks, tools and processes.  The purpose of this post is to support the implementation of MECC through:   * National Programme leadership and guidance to support standardised and consistent implementation across all services * Co-ordination of a national blended training programme as a key enabler to implementation * Monitoring and reporting activities including reporting of NSP KPI metrics * Development of resources, communication assets, guidance documents and implementation toolkits * Partnership and cross sectoral working to support implementation and sharing of learning with specific focus on working with Sláintecare Healthy Communities MECC Leads in RHA. * Supporting and working with others to build the evidence base on effective implementation activities and sharing of good practice and innovative approaches. |
| **Principal Duties and Responsibilities** | **Project Management**   * Implement robust project management methodology in line with HSE Programme for Health Service Improvement methodologies and processes to enable successful project performance and delivery. * Work with the Programme Manager and all key stakeholders to define and deliver projects. * Support the development and management of projects. * Identify and manage all resources and funding assigned to the project. * Ensure that required supports are available to enable successful delivery of the projects. * Manage the progress and completion of project tasks and activities. * Ensure approval and acceptance of programme / project deliverables to agreed quality standards. * Manage all aspects of programme/project delivery through the full lifecycle from initiation to closure.   **Operations and Planning**   * Lead the design, development and roll-out of national projects and initiatives to direct and support delivery of high quality standardised evidence-based initiatives across services, including training, resources, campaigns. * Represent the Programme Manager on national groups and act as spokesperson for the Programme as required. * Draft business cases and proposals to support funding applications. * Build effective alliances and constructive working relationships with other areas of the HSE and externally to support and build capacity for the implementation of Projects. * Support the Programme to meet obligations relating to statutory and other information requests.   **Monitoring & Evaluation**   * Support the Programme Manager in developing a framework for the monitoring of performance across programmes/projects. * Produce accurate and timely reports and presentations for a range of key stakeholders. * Support the development of systems and processes to ensure appropriate data is available to inform decision making and drive continuous quality improvement. * Engage with management and clinical staff across the delivery system to drive improvements in service delivery. * Support the development and implementation of quality assurance processes across services/programmes. * Identify potential challenges and barriers to progress and actively seek solutions to overcome them.   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service users are treated with dignity and respect. * Seek feedback from service users to evaluate service.   **Finance**   * Plan, monitor and control expenditure in line with HSE Financial Regulations. * Manage funded projects and initiatives to deliver high quality services, value for money and in compliance with good governance.   **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, with regular staff meetings 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 team and design plan to meet needs. * Keep in touch with workloads of staff members to gauge levels of stress and morale in the team.   **Change Management**   * Promote and participate in the implementation 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. * 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 process.   **Standards, Regulations, Policies, Procedures & Legislation**   * Contribute to the development of policies and procedures for own area. * Effectively discharge the day-to-day operations, including compliance with HSE Financial regulations and all HSE policies and procedures. * Assess and analyse compliance with National and EU legislative obligations, and national policies and procedures. * Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility. * 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 etc. * 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 * 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 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   * Experience in the development, delivery and evaluation of health and wellbeing initiatives. * Experience of leading and managing projects in a healthcare related environment or other complex service delivery organisation, as relevant to the role. * Experience of facilitating change and service improvement through working collaboratively with multiple internal and external stakeholders, as relevant to the role. * 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 transport to fulfil the requirements of the role as post will involve travel. |
| **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:   * An extensive knowledge of Irish health services and HSE reform. * Knowledge of the national and international policy environment in relation to improving health. * Significant experience of using project management tools, methodologies, and processes. * Excellent project management skills and the ability to manage a range of projects simultaneously, with a robust evidence-based approach, attention to detail and delivery of results. * Knowledge and understanding of challenges involved in service improvement and change management. * Strong understanding of research and information management/use of research/ evidence to inform practice, monitor progress, and improve services. * Knowledge and understanding of public procurement processes. * Experience of managing external contractors and suppliers. * High proficiency in use of Microsoft Outlook, Word, Excel, PowerPoint.   **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. |
| **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,**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are **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: 01/03/2025  €60,013, €61,479, €63,192, €64,911, €66,636, €68,176, €69,745, €71,272, €72,788, **€75,397, €78,015 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 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. |

1. 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-1)
2. [↑](#footnote-ref-2)