

**Executive Assistant (Grade V)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Executive Assistant (Grade V)***(Grade Code: 0566)* |
| **Campaign Reference** | NRS14983 |
| **Closing Date** | *Wednesday 3rd 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** | Office of the National Director of Public Health, Dr Steevens’ Hospital, Dublin 8.There is currently specified purpose and whole-time vacancy available with an expected end date of the 28th September 2027.The post holder will be based in Dr Steevens’ Hospital.A panel may be formed as a result of this campaign for **Executive Assistant (Grade V) within the Office of the National Director of Public Health, Dr Steevens’ Hospital** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Niamh Kelly, General Manager, Office of the National Director of Public Health **Email:** niamh.kelly4@hse.ie**Tel:** 0860281619 |
| **Details of Service** | The HSE’s Public Health Service protects and promotes the health of the Irish population, contributes effectively to major service design and policy implementation, strives to address health inequalities, and ensures a population needs based approach to integrated healthcare delivery. The Public Health Service has embarked on a programme of strategic structural reform to implement a new, consultant-delivered service delivery model aligned to international best practice and to address the recommendations of the Crowe Horwath Report. The enhanced service delivery model introduces a strong Public Health Function strategically aligned within the HSE and to healthcare delivery structures. Aligned to this reform, six new Public Health Areas have been established in line with the Slaintecare Regional Health Areas. The model radically changes the governance and operating structure within Public Health, introducing a more fit-for-purpose national and area management structure, with strong clinical leadership across each of the pillars of Public Health practice. The model seeks to rebalance capacity to deliver effectively across all four domains of public health: Health Protection, Health Intelligence, Health Service Improvement and Health Improvement. The model seeks to optimise the contribution of consultant expertise to deliver greater impact across an expanded remit of service provision. Under the new model, Consultants in Public Health Medicine (CPHM) will lead appropriately resourced multidisciplinary teams including, for example: surveillance scientists/epidemiologists, senior medical officers, research, and information staff, administrative and, crucially, robust operations and management support. The future model for public health is a ‘hub and spoke’ model, where the national role (the hub) coordinates, sets standards and policies, provides leadership, and centralises criticalexpertise. The area role (the spokes), input to the national function, respond to service delivery needs, retain local expertise, identify, and implement improvement initiatives, and support integration with area healthcare delivery structures and external stakeholders. Working through and leading multidisciplinary teams, with the authority, autonomy and responsibility assigned by the MOH statutory function, Consultants in Public Health Medicine play a key strategic and leadership role in protecting the population from threats to health, while also promoting health within their area of accountability.  |
| **Reporting Relationship** | The post holder will report to a Designated Manager within the National Office. |
| **Key Working Relationships** | The successful candidate will work with internal and external stakeholders of Public Health such as:* Public Health Consultants
* Public Health Specialist Registrars
* Office of the National Director of Public Health
* Internal & External Public Health Stakeholders
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| **Purpose of the Post**  | To provide administrative support to the National Public Health function including:* Efficiently and effectively providing executive assistant and administrative support to the Designated Manager and administrative support to the team.
* Engaging with key internal and external stakeholders as a key liaison for the team, ensuring professionalism and clarity in all communications.
* Scheduling meetings, monitoring responses, ensuring briefing documentation is available ahead of meetings.
* Supporting the tracking and monitoring of actions assigned to the team and ensuring efficient delivery.
* Coordinating and supporting the implementation of recommendations and actions required from the National Office.
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| **Principal Duties and Responsibilities** | The position of Executive Assistant encompasses both managerial and administrative responsibilities which include the following:**Administration*** Providing efficient and effective administrative support to the Designated Manager.
* Collaborating with the Designated Manager daily to establish their requirements for administrative support.
* Diary management – scheduling appointments and maintenance of calendars.
* Dealing appropriately and efficiently with communications, queries, callers or visitors to the office.
* Screening phone calls, enquiries and requests, and handling them where appropriate. Taking and relaying accurate and timely messages where required.
* Dealing with incoming email and post and corresponding on behalf of the National Office.
* Efficiently organising and facilitating the internal and external meetings for the Designated Manager - including agenda setting, venue, minute circulation and post meeting follow-up.
* Note taking at workshops, meetings and interviews.
* Ensuring all records are readily available and provide the requisite official assistance to provision of information and processing for e.g., for PQ’s, REP’s, FOI’s, Complaints, SARS, GDPR.
* Processing and administering invoices / forms / receipts as required via the SAP Finance and HR Systems.
* Supporting the preparation and issuing of documentation i.e., reports, communications. Proof reading and editing.
* Arranging travel requirements, meeting rooms, meetings and events at various locations across the country.
* Managing expenses.
* Management and associated filing / storage of documentation.
* Ensuring the efficient day-to-day administration of area of responsibility.
* Ensuring deadlines are met and that service levels are maintained.
* Ensuring policies and procedures are well documented, understood and adhered to.
* Ensuring that archives and records are accurate, maintained confidentially and readily available to the appropriate authority.
* Ensuring that stakeholders are kept informed and that their views are communicated to management.
* Maximise the use technology in ensuring work is completed to a high standard.

**General*** Exercising good judgment by staying ahead of any issues that may arise.
* Ensuring management is kept informed of issues as appropriate.
* Maintaining confidentiality and a high level of professionalism.
* Liaising with internal and external stakeholders.
* Developing and maintaining good working relationships with key stakeholders.
* Provision of cover to staff colleagues during periods of leave of absence.
* Working with colleagues across National Public Health team.
* Adequately identify, assess, manage and monitor risk within their area of responsibility.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Service Delivery & Improvement** * Ensure accurate attention to detail in own work and work of team.
* Actively participate in innovation and support change and improvement initiatives within the service; adapt local work practices ensuring team knows how to action changes.
* Monitor efficiency of service provided by team, identify and implement changes to the administration of the service where inefficiencies arise.
* Embrace change and adapt work practices accordingly, with a focus on quality improvement.
* Support management in a change management process.
* Monitor efficiency of service provided and identify changes to the administration of the service where efficiencies may be achieved.
* Contribute to the development of policies and procedures for own area.
* Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Standards, policies, procedures & legislation*** Maintain own knowledge of relevant HSE policies, procedures, guidelines and practices to perform the role effectively and to ensure current work standards are met by own team.
* Maintain own knowledge of relevant regulations and legislation e.g., Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc.
* Pursue continuous professional development in order to develop management expertise and professional knowledge.
* 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.

**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** | **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867**\* A list of ‘other statutory health agencies’ can be found:<https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/>Eligible applicants will be those who on the closing date for the campaign: 1. **Professional Qualifications, Experience, etc**
2. Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.

**Or**1. Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

**Or**1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.

 **Or**1. Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

*Note1:* *Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.* **And**1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.
2. **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. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Significant administrative experience working in a busy fast paced project environment to include experience in using SAP HR Modules and SAP Finance.
* Experience in professional writing to include dealing with correspondence and email communications, diary management the preparation of reports, drafting Minutes of meetings and responses to Parliamentary Questions / Freedom of Information requests as relevant to the role.
* Experience working collaboratively with senior management and other key internal and external stakeholders, as relevant to this role.
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| **Other requirements specific to the post** | * Post-holders may be required to attend the service outside of their normal rostered hours to deal with matters requiring urgent attention, as necessary.
* Access to appropriate transport to fulfil the requirements of the role.
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| **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*** Excellent MS Office skills to include, Word, PowerPoint, Excel & MS Teams.
* Knowledge and experience of using email system and other ICT systems effectively e.g., Outlook, Lotus Notes, SAP Finance and SAP HR.
* Knowledge of Public Health Reform and the health service and how it works.
* Experience in a project support and / or management support role.
* Knowledge/experience of the processing, in accordance with requirements, of PQ’s, REP’s, FOI, Complaints, SARS, GDPR, National Financial Regulations etc as relevant to the role.
* Knowledge/experience of working with a variety of stakeholder groups.
* Experience of professional writing and creation of documents such as agendas, briefing reports, minutes, etc.
* Experience of working in a busy office environment managing competing demands and multiple concurrent pieces of work, diary management, and organising meetings, as relevant to the role.

**Communications & Interpersonal Skills*** Effective communication and interpersonal skills including the ability to present information in a clear and concise manner.
* Strong written communication skills.
* The ability to build and maintain relationships with a variety of stakeholders.

**Planning & Managing Resources*** Excellent planning and organisational skills including using computer technology effectively.
* The ability to manage deadlines and effectively handle multiple tasks.
* The ability to manage within allocated resources and a capacity to respond to changes in a plan.

**Evaluating Information, Problem Solving & Decision Making** * The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
* Initiative in the resolution of complex issues.
* The ability to recognise when it is appropriate to refer decisions to a higher level of management.
* A capacity to develop new proposals and recommend decisions on a proactive basis.
* Flexibility, problem solving and initiative skills including the ability to implement change.

**Team Working*** The ability to work both independently and as part of a team
* The capacity for management responsibility and initiative.
* Motivation and an innovative approach to the job within a changing working environment.

**Commitment to a Quality Service*** Awareness and appreciation of the service user.
* A commitment to promoting and maintaining high work standards.
* A commitment to providing a professional service to internal and external stakeholders.
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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. |



**Executive Assistant (Grade V)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **specified purpose** and **whole-time with an expected end date of the 28th September 2027.**The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post (as at 01/08/2025) is:€51,718 - €53,265 - €54,843 - €56,456 - €58,078 - **€59,969 - €61,866 LSIs**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)