

**Executive Officer (Grade VI)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Executive Officer (Grade VI)**  (Grade Code 0574) |
| **Campaign Reference** | NRS14994 |
| **Closing Date** | Friday 5th of September 2025 12:00pm |
| **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** | Office of the Chief Clinical Officer (CCO)  There is currently one permanent whole-time vacancy available within Dr. Steevens’ Hospital, Steevens’ Lane, Dublin 8.  A panel may be formed as a result of this campaign for **Grade VI, Executive Officer, Office of the Chief Clinical Officer (OoCCO)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Jenny Neary, General Manager, Office of the Chief Clinical Officer  Email: [jenny.neary1@hse.ie](mailto: jenny.neary1@hse.ie)  Mobile: 0873931493 |
| **Details of Service** | The HSE Centre will operate as the HSE's governing body, with a newly defined relationship with the health regions. The purpose of the HSE Centre will be to support health regions to fulfil the functions of Planning, Enablement, Performance and Assurance (PEPA).  The HSE Senior Leadership Team will include the 6 Regional Executive Officers (REOs) and national directors for the following areas:   * National services and schemes * Access and integration * Clinical * People * Finance * Technology and transformation * Communications and public affairs * Strategic infrastructure and capital delivery * Internal audit   The National Clinical function, led by the Chief Clinical Officer, is accountable for connecting, aligning and integrating clinical leadership across the healthcare system from service and policy design to planning and implementation. It aims to place clinicians at the heart of decision making, creating a healthcare system informed and shaped by care pathways which meet patient needs and expectations. The function is responsible for:   * Designing and implementing clinical models of care and public health strategies and ensuring that these are implemented in line with guidelines. * Setting quality and patient safety standards across the health system and ensuring that these are met. * A number of key national programmes, including the National Cancer Control Programme, National Screening Services, National Women and Infants Health Programme and National Maternity Strategy. |
| **Reporting Relationship** | The post holder will report to a Grade VIII, or other nominated manager. |
| **Key Working Relationships** | The post holder will be a member of the Office of the Chief Clinical Officer and will work with the Assistant National Director, General Manager, Programme Leads and other team members in meeting the aims and objectives of the unit.  Additionally, the Grade VI, will develop and maintain positive working relationships with key stakeholders, both internal and external to the HSE:   * Division of the CCO. * National Clinical Programmes. * Integrated Operations. * Programme Management Support. |
| **Purpose of the Post** | The post holder will work as part of the Office of the CCO (OoCCO), providing comprehensive administrative, organisational and management support and supervise assigned staff within the OoCCO. The role will involve working in a fast-paced work environment.  This will include:   * **Meeting and Diary Management**: Provide day to day administrative support to manager/team including coordinating calendars, scheduling meetings, setting agendas, preparing meeting packs, taking minutes, and monitoring follow-up actions. * **Administrative Support**: Provide essential administrative support to the relevant department or service, including managing records, implementing systems, and ensuring smooth operations. * **Reporting Support**: Work with managers and teams to compile high-level progress reports, summarising key issues, decisions, and next steps. * **Corporate Reporting**: Assist team/manager in preparing reports and submissions for the HSE Executive Management Team, HSE Board, Department of Health, and other stakeholders. |
| **Principal Duties and Responsibilities** | The position of Grade VI Executive Officer encompasses both managerial and administrative responsibilities:  **Administration**   * Take minutes, set agendas, arrange and provide management support/follow up on matters arising at meetings. * Ensure deadlines are met and that service levels are maintained * Ensure the efficient management and administration of area of responsibility. * Ensure that archives and records are accurate, maintained confidentially and readily available to the appropriate authority. * Ensure line management is kept informed of issues arising. * Ensure that stakeholders are kept informed and that their views are communicated to management. * Maximise the use technology in ensuring that work is completed to a high standard. * Supporting the day-to-day implementation of areas of work that fall under the remit of the OoCCO * Support the planning and operational management activities of the OoCCO * To provide cross-cover for other members of the business support and administrative team as required.   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service users / customers are treated with dignity and respect.   **Human Resources / Supervision of Staff**   * Manage the performance of staff, dealing with underperformance in a timely and constructive manner. * Ensure an even distribution of workload amongst the team, taking into account absence due to annual leave etc. * Supervise and ensure the wellbeing of staff within own remit. * Create and promote a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships. * Promote cooperation and working in harmony with other teams and disciplines. * Identify and agree training and development needs of team and design plan to meet needs. * Pursue and promote 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.   **Service Delivery and Service Improvement**   * Ensure accurate attention to detail in own work and work of team. * 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. * 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. * Monitor efficiency of service provided by team, identify and implement changes to the administration of the service where inefficiencies arise.   **Standards, Policies, Procedures & Legislation**   * Contribute to the development of policies and procedures and ensure 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. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts, GDPR. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * 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** | ***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***   1. Eligible applicants will be those who on the closing date for the competition: 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).   **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.  ***\* 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/>.  **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. |
| **Post Specific Requirements** | * Experience of working in a busy office environment, which has involved interacting with senior management and other internal and external stakeholders, as relevant to the role. * Experience in diary management and professional writing to include the creation of documents such as agendas, briefing reports, minutes, etc, as relevant to the role * Experience of supervising a team. |
| **Other requirements specific to the post** | Access to appropriate transport 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 of key healthcare action plans and reform initiatives as relevant to the role, including for example the Waiting List Action Plan, Slaintecare, and the Digital Health Framework for Ireland * Demonstrates knowledge of the office of the CCO within the remit of the role, including the functions that are under the governance of the CCO. * Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role. * Maximise 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. * A broad understanding of the Irish Health Service, and of the political environment   **Planning and Managing Resources**   * Demonstrate the ability to effectively plan and manage own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met. * Prioritises effectively to manage multiple tasks concurrently, structuring and re-organising own workload and that of others as needed. * Demonstrates responsibility and accountability for the timely delivery of agreed objectives.   **Commitment to a Quality Service**   * Practices and promotes a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user. * Proactively identifies areas for improvement and develops practical solutions for their implementation. * Embraces and promotes the change agenda, supporting others through change and effectively seeing it through. * 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 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 make sound decisions with a well-reasoned rationale and to stand by these as appropriate.   **Team working**   * Demonstrate an ability to work as part of the team in establishing a shared sense of purpose and unity. * The ability to work with the team to facilitate high performance, developing clear and realistic objectives. * Demonstrates leadership; creating a 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**   * Demonstrate excellent communication and interpersonal skills including the ability to present information in a clear, concise and confident manner (verbally and written). * Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders to assist in performing the role. * 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 considering 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.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/> |
| 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 Officer (Grade VI)**

**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)  €57,325 - €58,691 - €60,359 - €63,491 - €65,363 - €**67,695 - €70,034 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 working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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)