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**Project Manager, Surgical and Radiation Oncology Programmes**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Project Manager, Surgical and Radiation Oncology Programmes  (Grade VII)  *(Grade Code 0582)* |
| **Remuneration** | The salary scale for the post (as at 01/08/2025) is:  €60,013 - €61,479 - €63,192 - €64,911 - €66,636 - €68,176 - €69,745 - €71,272 - €72,788 - **€75,397 - €78,015 LSIs**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | NRS14995 |
| **Closing Date** | Tuesday 30th of September 2025 12:00pm |
| **Proposed**  **Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking**  **up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in National Cancer Control Programme, Kings Inns House, 200 Parnell Street, Dublin 1.  The post holder will be a core member of the Surgical and Radiation Oncology Programmes Team. As this project involves interacting with acute hospitals and community care areas nationally, the selected candidate may be required to travel nationally on an occasional basis.  A panel may be formed as a result of this campaign for **Project Manager, Surgical and Radiation Oncology Programmes (Grade VII), National Cancer Control Programme (NCCP)**, from which current and future permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | For informal enquiries please contact:  **Name:** Fiona Bonas, Assistant National Director  **Phone:** 0877841795  **Email:** [fiona.bonas@cancercontrol.ie](mailto:fiona.bonas@cancercontrol.ie) |
| **Details of Service** | The NCCP is responsible for the planning, organisation and delivery of cancer services in 26 hospitals in Ireland that provide cancer care. Established in 2007 to implement the recommendations of the Cancer Strategy 2006, the NCCP has responsibility for the organisation of cancer prevention, control and treatment services.  The programme was established with the following objectives:   * Plan, manage, organise, and deliver cancer control on a whole population basis. * Integrate all elements of cancer control through a variety of settings, ensuring a programmatic approach to cancer control through the application of evidence-based policy. * Define national standards and ‘best practice’ according to evidence of benefit. * Ensure accountability for the delivery of interventional services according to annual operating plans with public reporting of performance, quality and safety measures.   The National Cancer Strategy 2017-2026 outlines the current programme of work for NCCP. This strategy includes a renewed focus on prevention of cancer, improving quality of life for survivors of cancer and investing in the infrastructure for intelligent gathering and use of data. It also recommends investment into surgical and radiation oncology services to provide optimal care for cancer patients.  The NCCP Surgical and Radiation Oncology programmes have a number of key projects focussed on implementing the National Cancer Strategy recommendations (9, 11, 13, 21 and 22) including the National Plan for Radiation Oncology (NPRO) in Ireland and the centralisation of cancer surgical oncology services. These initiatives include:   * Designation of the location and number of sites in which surgery will take place for certain tumour types. * Tumour specific implementation projects for the surgical centralisation programme. * Development of tumour specific multi-disciplinary (MDT) meetings in line with the NCCP standard operating policy. * Development of services for rare cancers. * Progression of the current National Plan for Radiation Oncology (NPRO) and development of the next plan.   This post is a strategic role, as it will enable the NCCP to expand an integrated model of care aligning with Sláintecare implementation and National Cancer Strategy recommendations. |
| **Reporting Relationship** | The successful post-holder will report to the Assistant National Director for Surgical and Radiation Oncology or other nominated Senior Manager.  The project manager will be an integral part of the team, working on a number of key projects to progress and enhance the work of the programme in implementing the recommendations of the National Cancer Strategy (2017-2026). |
| **Key Working Relationships** | The Project Manager will have key working relationships with all Programme Leads/Teams within the NCCP. The proper execution of duties will involve the development of appropriate communication arrangements with key stakeholders both internally and externally including community, acute hospital and voluntary sector stakeholders including patient and public partners. |
| **Purpose of the Post** | The Project Manager will support the surgical and radiation oncology team in the development of the relevant cancer services in line with National Cancer Strategy 2017-2026.  The project manager will be expected to work on his/her own initiative and also contribute as a member of the surgical and radiation oncology team. They will work closely with the Assistant National Director and programme managers as well as with other members of the wider NCCP team including clinicians, nursing, public health staff, pharmacists, project managers, administration staff and others to ensure a cohesive approach to all projects.  The main team priorities are:   * Ongoing project work associated with Clinical Leads groups e.g.: Breast Leads Group, Lung Leads Group etc. * Project work on rapid access clinic monitoring and oversight on implementation of KPI improvement recommendations. * Development of Surgical MDTs in line with the NCCP Standard Operating Procedures. * Project work on surgical centralisation planning and implementation. * Project work on radiation oncology planning and implementation. * Service planning including operational and strategic plan development and implementation. |
| **Principal Duties and Responsibilities** | **The core functions of the Project Manager role is:**   * Provide project management support for a variety of projects within the surgical and radiation oncology programmes. * Senior secretariat support to a range of groups and committees involved in designated projects. * Prepare clear, concise and accurate reports backed up by sufficient reliable documentary evidence as required. * Responsible for delivery of key targets by ensuring a robust control system is put in place. * Participate in monitoring performance, control and evaluation arrangements in respect of service delivery and operations. * Support the business planning process to ensure adequate investment to progress implementation of plans. * Work with programme managers to conduct workforce needs assessments and develop strategic workforce plans to support service expansion and innovation.   **Service Delivery and Improvement**   * Support work developing new pathways to ensure the integration between primary and secondary care within regional services. * Support implementation work of supra-regional and centralised national services. * Support the drafting of strategic and operational reports and guidelines, and presentation of information required by and for the programme. * Support the setting and monitoring of quality standards for surgical and radiotherapy services. * Support the setting and monitoring of performance standards through audit and evaluation. * Work with colleagues in the wider NCCP and other parts of the HSE and health service to meet patient needs and enhance the service.   **Administration and Information**   * Prepare responses to parliamentary questions, representations, media queries etc., as relevant to the role of the NCCP. * Ensure accurate and relevant information is accessible in a timely and clear manner to support delivery of projects. * Support programme managers to make decisions and solve problems in a timely manner and inform others of decisions that have implications for them. * Liaise with relevant teams to gather information from a variety of sources including evidence-based literature and cancer intelligence data to ensure decisions are in line with local and national best practice.   **Standards, Regulations, Policies, Procedures & Legislation**   * Contribute to the development of policies and procedures and ensure consistent adherence to procedures and current standards within area of responsibility. * Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in healthcare. * 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., Health & Safety legislation, employment legislation, FOI Acts, GDPR. * 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 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 him/her 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:   Have satisfactory experience in an office under 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 at a level not lower than that of Grade IV (or equivalent)  And  Have not less than two years satisfactory experience either in that office or in an office at a level not lower than that of 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  And   1. Candidates must 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.  \* 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/>. |
| **Post Specific Requirements** | * Significant experience in leading projects to successful outcomes in a healthcare environment with a mixed programme of work and moving with ease between concurrent projects using structured change and project methodologies. * Experience in data management in a research and/or operational context, including data collection, management and analysis as relevant to the role. * Experience in professional writing to include, the preparation of documents, reports, drafting of presentation materials, as relevant to the role. * Experience in managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the role as the post may involve occasional travel to hospitals and community care areas in Ireland. * Flexibility around working hours to ensure that 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 / Experience**  **Demonstrates:**   * Excellent project management skills and the ability to manage a range of projects simultaneously, with attention to detail and delivery of results. * Knowledge of data collection and information management and a good standard of research and analytical skills. * A good understanding of the health service and the cancer services in Ireland. * Excellent IT skills, particularly the use of email, MS Word, Excel, PowerPoint and Visio. * A working knowledge of relevant legislation and standards, including Data Protection legislation, the proposed Health Information Bill and HSE policies and standards, including the HSE Information Governance Standards, data protection guidance, records management, ICT and confidentiality. * An understanding of the service planning/business processes. * Knowledge and understanding of Ireland’s cancer strategy, the national needs assessment, and the role of the NCCP. * The ability to work in line with relevant policies and procedures. * Commitment to developing own professional knowledge and expertise. * Demonstrate the ability to work in line with relevant policies and procedures. * Demonstrate commitment to developing own professional knowledge and expertise.   **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. | |

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**Project Manager, Surgical and Radiation Oncology Programmes**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy 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. |
| **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 of 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 on 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-2), 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-3). * 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-2)
2. [↑](#footnote-ref-3)