****

 **Specialist Coordinator, Nursing, Public Health**

 **Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Specialist Coordinator, Nursing, Public Health***(Grade Code 2465)* |
| **Campaign Reference** | NRS15031 |
| **Closing Date** | 12:00PM Tuesday 30th 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 is currently one permanent whole-time vacancy available in the Regional Centre for Nursing and Midwifery Education, St Brigid’s Hospital, Ardee, Co Louth.A panel may be formed as a result of this campaign for **Centre For Nursing and Midwifery Education, Louth/Meath/Cavan/Monaghan, within the Office of the Nursing & Midwifery Services Director, Clinical Programme Implementation & Professional Development** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Mairead McGahon, Director **Email:** mairead.mcgahon@hse.ie**Tel:** 087 6562384 |
| **Details of Service** | The Centre For Nursing & Midwifery Education is responsible for the provision of a broad range of quality-assured education, training and professional development programmes for registered nurses and midwives in order to support them in their ongoing maintenance of competence and the provision of safe, quality care. In addition, the Centre provides programmes of education and training for support staff involved in supporting the nursing and midwifery function, and for other staff categories, as relevant. Programme provision is based on identified service need and HSE organisational objectives and priorities. Each Centre has a defined geographical remit and is part of the Office of the Nursing & Midwifery Services Director, situated in the Clinical Strategy and Programmes function in the HSE. **Aims & Objectives of the Centre** * Identification of the education and continuing professional development needs of Nurses and Midwives in partnership with all services within their remit and with the Directors of Nursing and Midwifery, Planning and Development to support the delivery of nursing and midwifery care.
* Promoting and maintaining standards for the continuing professional development of Nurses and Midwives.
* Delivery of evidence based continuing professional development educational programmes across all divisions of nursing and midwifery.
* Provision of Quality and Qualifications Ireland (QQI) accredited programmes from level 5 – 8 to include education for Health Care Assistants in alignment with organisational priorities
* Provision of educational programmes in accordance with annually agreed objectives and organisational priorities.
* Provision of education to support National Clinical Programmes.
* Ensuring close working relationships and liaison between higher education institutions and health service agencies.
* Promoting cross-divisional and interagency educational practices.
* Sourcing and evaluating internal and external education and training providers.
* Establishing and maintaining systems to record education, training and development activities in accordance with agreed procedures.
* Evaluation of education, training and development activities.
* Encouraging and supporting the research agenda at local and national level.
 |
| **Reporting Relationship** | The post holder will report to the Director of the Centre For Nursing and Midwifery Education. |
| **Purpose of the Post**  | To assist the Director to plan, develop and deliver education for midwives, nurses and healthcare support staff in order to contribute to the continued development of an effective, person centred and equitable Health Service.  . The role involves the planning, budgeting, co-ordinating, implementing and evaluating of a range of educational courses and events. Education should be based on relevant and up to date research and provide a collaborative learning environment to encourage reflection and innovation. |
| **Principle Duties and Responsibilities** | The role of the Specialist Coordinator is to assist the Director of the Centre to develop and manage a centre of education that will provide accessible, high quality training, education and development services to all midwives and nurses employed within its geographical remit. The position requires extensive collaborative working with all stakeholders in the area and in particular with:* Centre for Nursing and Midwifery Education Directors, Specialist Coordinators and Nurse Tutors, locally, regionally and nationally
* Nursing and Midwifery Planning and Development Units
* ONMSD National Education Lead and Members of the National Education Committee
* ONMSD National Clinical Leadership Centre
* Regional Directors of Nursing and Midwifery
* Directors of Nursing and Midwifery
* Nursing and Midwifery Practice Development Coordinators and their teams
* National Clinical Leaders and their teams
* Members of interdisciplinary teams
* Human Resources, Performance and Development Departments
* Education and Training Providers
* Library and Information Technology Services

**Leadership/Management*** Assist the Director of the Centre in the implementation of an education, training and development strategy for the professional development of nurses/midwives and support staff,
* Participate in the identification of the education, training and development needs of all nurses/midwives and support staff within the Centre’s remit.
* Plan and arrange delivery of a comprehensive training and development programme in accordance with annually agreed objectives as assigned by Director of the Centre.
* Contribute to policy and practice development as appropriate.
* Assist the Director of the Centre in the promotion of cross-divisional and interagency education practices.
* Assist the Director of the Centre in the promotion of the professional development of staff as integral to the management of the nursing and midwifery resource.
* Assist the Director of the Centre in promoting and developing collaboration and partnership with the other Centres of Nursing and Midwifery Education.

**Operational*** Assist the Director of the Centre to plan and arrange delivery of a range of education programmes which preserve the integrity of each individual division of the register.
* Assist the Director of the Centre to plan and deliver education programmes to support staff as required.
* Prepare a service plan, annual report and any other reports as requested by the Director of the Centre.
* Provide and deliver education and training programmes as appropriate.
* Source and evaluate internal and external education and training providers.
* Establish and/or maintain systems to record education, training and development activities of staff.
* Undertake regular evaluation of training and development activities.
* Encourage and support the research agenda at local and national level.
* Ensure that education, training and development activities are grounded in sound evidence.
* Monitor the effectiveness of education, training and development programmes on service delivery and professional development.

**Advisory*** Advise the Director of the Centre of Nursing and Midwifery Education and other relevant stakeholders on matters related to education, training and development.
* Participate at regional and national level on appropriate issues relating to nursing/midwifery education, training and development as delegated by the Director of the Centre

**Other*** 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.
* Where applicable staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.
* Engage in the ONMSD Professional Development Planning Framework for Nurses and Midwives in conjunction with the Director of the centre.

**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:** 1. **Professional Qualifications, Experience, etc**

(a) Eligible applicants will be those who on the closing date for the competition:1. Are registered, or are eligible for registration, in the Public Health Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

**And**(ii) Are registered, or are eligible for registration, as a Registered Nurse Tutor with the Nursing and Midwifery Board Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).**And**(iii) Have a minimum of three years post registration clinical experience in the previous five years as a Public Health Nurse at the closing date for receipt of applications for the post.**And**(b) Candidates must possess the requisite knowledge, leadership and management ability for the proper discharge of the duties of the office.**2. Annual registration** (i) On appointment, practitioners must maintain live annual registration on the General Division of the Nurses & Midwives Register maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). And (ii) Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).**Health**Candidates 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**Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in teaching and facilitation
* Demonstrate depth and breadth of experience in the process of curriculum development through to programme evaluation
 |
| **Other requirements specific to the post** | * Access to appropriate transport as the post will involve frequent 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*** Demonstrate practitioner competence and professionalism.
* Demonstrate a high level of knowledge and expertise relevant to the post.
* Demonstrate knowledge of relevant legislation & standards.
* Demonstrate an understanding of key issues and priorities in the health service.
* Demonstrate commitment to educational and professional development issues.
* Demonstrates strong knowledge of research methods and knowledge of the challenges and opportunities to develop research, audit and evidence based practice.
* Demonstrate knowledge and understanding of the corporate agenda to inform the provision of relevant education in response to service planning.
* Demonstrate critical thinking and academic writing skills.

**Interpersonal and Communication Skills*** Demonstrate effective interpersonal and communication skills including the ability to transmit information fluently and persuasively in an engaging manner.
* Demonstrate ability to build and maintain effective working relationships.
* Demonstrate evidence of ability to provide constructive feedback to encourage learning.
* Demonstrate evidence of information technology literacy including ability to use email, PowerPoint, excel, database, search engines etc.

**Planning and Organising*** Demonstrate evidence of organisation and time management skills to meet objectives within agreed timeframes and achieve quality results.
* Demonstrate evidence of effective planning and organisation skills including awareness of resource management, co-ordinating and scheduling of activities.
* Demonstrate evidence of the ability to plan and organise own workload to meet deadlines and operate effectively with competing priorities and unexpected scenarios.
* Demonstrate evidence of ability to budget and ensure effective utilisation of resources.

**Sustained Personal Commitment to Providing a Quality Service*** Demonstrate evidence of ability to maintain a disciplined and professional level of performance under sustained or situational pressure and to show persistence and flexibility in achieving goals.
* Demonstrate evidence of ability to analyse and evaluate information and situations quickly and accurately to solve problems and make decisions.
* Demonstrate evidence of a commitment to self-evaluation, reflection and continuous performance improvement.

**Leadership and Teamwork*** Demonstrate evidence of motivation and an innovative approach to the job in a changing work environment.
* Demonstrate evidence of ability to work as a team member and to contribute positively to the development of that team.
* Demonstrate evidence of ability to work in a co-operative and collaborative manner with other teams and disciplines.
* Demonstrate evidence of ability to lead projects and show initiative in developing new projects.
* Demonstrate evidence of ability to effectively chair meetings.
 |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

****

**Specialist Coordinator, Nursing, Public Health
Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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: (1/08/2025)€72,339, €73,321, €74,301, €75,285, €76,267, €77,251, €78,228, €79,213, €80,196, €81,177New 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 **37.5** hours per week. Your normal weekly working hours are **37.5** 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. |
| **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 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)