

HR/ER Department, Business Operations,
Technology and Transformation

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens

Baile Átha Cliath 8, D08 W2A8

**Grade VIII NIIS Business Lead (Senior Project Manager)**

 **Ceannaire Gnó CFNI, (Bainisteoir Tionscadail Sinsearach) Grád VIII**

**National Immunisation Information System (NIIS)**

 **Córas Faisnéise Náisiúnta um Imdhíonadh (CFNI)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Grade VIII NIIS Business Lead (Senior Project Manager) National Immunisation Information System (NIIS)**Ceannaire Gnó CFNI, (Bainisteoir Tionscadail Sinsearach) Grád VIII****Córas Faisnéise Náisiúnta um Imdhíonadh (CFNI)**(Grade Code 0655) |
| **Remuneration**  | The Salary scale for the post is: **Grade VIII**The Salary scale for the post (as at 01/03/2025) is: €81,444 - €82,175 - €85,389 - €88,616 - €91,818 - €95,033 - €98,231**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** | **T&T/27/25** |
| **Closing Date** | **12 Noon, Monday, 28 July 2025.** |
| **Proposed Interview Date (s)** | **TBC** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The line manager is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability to attend meetings in other nationwide locations as appropriate to carry out the functions of the post.Technology & Transformation currently have a number of offices throughout Ireland and it is expected that the successful candidate will work from one of these locations.* Dr. Steevens’ Hospital, Dublin

*Ospidéal Dr Steevens’, Baile Átha Cliath** Bective Street, Kells, Meath

*Sráid Bheigthí, Ceanannas, Co na Mí** Feehily’s Business Centre, Duck Street, Sligo

*Ionad Gnó Uí Fhithcheallaigh, Sráid na Lachan, Sligeach** Aras Slainte Chluainin, Manorhamilton, Leitrim

*Aras Slainte Chluainín, Manorhamilton, Leitrim** Áras Sláinte, Wilton Road, Cork

*Áras Sláinte, Bóthar Wilton, Corcaigh** Dublin Road, Lacken, Kilkenny

*Bóthar Bhaile Átha Cliath, Cill Chainnigh** Merlin Park Hospital, Galway

*Ospidéal Pháirc Mheirlinne, Gaillimh** 98 Henry Street, Limerick

*98 Sráid Anraí, Luimneach** Scott Building Midlands Regional Hospital, Arden Road, Tullamore, Offaly

*Ospidéal Réigiúnach Lár na Tíre, Tulach Mhor, Uíbh Fhailí** Southgate Shopping Centre, Colpe Cross, Drogheda, Meath

*Ionad Siopadoireachta Southgate, Crois Cholpa, Droichead Átha, Co. na Mí** University Hospital Kerry, Tralee, Kerry

*Ospidéal Ollscoile Ciarraí, Trá Lí, Ciarraí** Hale Street, Ardee, Louth

*Shráid Héil, Bhaile Átha Fhirdhia, Có Lú*A panel may be created for the post from which temporary vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | **Marie Fitzpatrick, Campaign Lead****Contact details:** **recruitment.TechnologyAndTransformation@hse.ie** |
| **Details of Service** | Technology & Transformation is the HSE office responsible for the delivery of technology to support healthcare across Ireland. Technology & Transformation embraces all voice, video and data communications technologies and provides one central management point for all purchases of hardware, software, telecommunications, ICT developments and advisory services. Technology & Transformation is also responsible for implementing the Digital for Care Framework, ensuring that technology supports healthcare efficiently and effectively throughout the whole system. The core of Digital for Care is to bring improved population wellbeing, health service efficiencies and economic opportunity through the use of technology enabled healthcare provision.[Digital for Care 2030](https://www.ehealthireland.ie/technology-and-transformation-functions/digital-for-care-2030/digital-for-care-2030-overview/) is the Framework under which all digital health solutions for the HSE are co-ordinated, streamlined and implemented.  It provides a strategic and innovative plan to advance key Slaintecáre programmes and deliver integrated care that is fully aligned with the Health Regions structure. The HSE’s Public Health Service works to protect and improve health for the people of Ireland, with a focus on preventing disease and responding to public health threats. The National Immunisation Office (NIO) within HSE Public Health envisage that the entire population of Ireland is protected from vaccine preventable diseases across the life course, through the delivery of high quality, person-centred and equitable immunisation programmes. The NIO work in partnership with colleagues in the HSE and external stakeholders to deliver immunisation services. The National Immunisation Information System (NIIS) will serve as a central source of complete vaccination data through facilitating the recording and ingestion of vaccinations administered via public / primary healthcare and other relevant settings nationwide. It will provide vaccination teams with a consolidated immunisation history at the point of vaccination and facilitate a comprehensive, lifelong immunisation record for clients. The value of the NIIS will be extended through integration and data sharing opportunities with other healthcare systems. The existing COVAX immunisation system is currently being extended to form the NIIS and will incorporate immunisations administered from birth through adulthood. This system already includes COVID-19, Influenza and Pneumococcal vaccination records The next vaccination programme that will be added to the system is the Primary Childhood Immunisations (PCI), scheduled for go-live in October 2025 with further programmes progressed in 2026 and 2027. The post holder will join the NIIS Project Management Office team to lead and drive the business implementation of the NIIS, which is already underway |
| **Reporting Arrangements** | The post holder will report to the Chair of the NIIS Working Group or their delegate. |
| **Key Working Relationships** | The post holder will typically engage with the below as part of their duties and responsibilities:* NIIS National and Regional project teams
* Stakeholder groups including Clinical, Technology and Transformation, Operational and Business functions related to the National Immunisation Information System
* NIIS Project Management Office

Please note that this list is not exhaustive and key working relationships may change as the project progresses. |
| **Purpose of the Post**  | The purpose of this post is to lead and drive the business implementation of the National Immunisation Information System on behalf of the National Director for Public Health. |
| **Principal Duties and Responsibilities** | The position of the NIIS Business Lead (Senior Project Manager) encompasses both managerial and administrative responsibilities which include the following:**Project Management*** Fulfil the role of Business Lead (Senior Project Manager) for the National Immunisation Information System project
* Act as the key business contact for all project activities, as required, ensuring effective communication across all levels of the organisation
* Lead in preparing and seeking endorsement of key project documents, ensuring all deliverables are clearly communicated, aligned with strategic objectives, and agreed upon by stakeholders
* Lead and collaborate with the NIIS project team members to support the development and implementation of vaccination programmes on the National Immunisation Information System (NIIS)
* Monitor and report on progress against project milestones including providing business updates to the NIIS Steering Group and other relevant oversight bodies
* Manage project risks, issues, and scope within the governance structure, ensuring appropriate reporting, escalation, and approvals
* Establish and maintain collaborative working with a range of internal stakeholders, sharing key insights on service performance, and gaining their support and alliance to ensure delivery of agreed targets.
* Ensure the operational delivery of NIIS with necessary structures to manage project activities such as user acceptance testing, data quality initiatives, delivery of training etc
* Facilitate training, capacity-building, and knowledge-sharing initiatives to ensure all stakeholders are prepared for their roles in the operation of NIIS, including HSE Immunisation Office Staff
* Ensure compliance with all relevant legal and organisational requirements, addressing any gaps proactively.

**Staff Management*** Lead and manage staff and communicate regularly, clearly and effectively with staff to ensure they are kept fully informed of project development and other Public Health initiatives
* Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive team and the achievement of team objectives
* Promote a culture of learning by participating and assisting in continuous professional development of self and others
* Promote healthy working relationships as part of a professional, punctual and dedicated team
* Manage and supervise staff and trainees within the project
* Chair and lead relevant meetings as required

**Administrative*** Act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders

**Standards, Regulations, Policies, Procedures & Legislation*** Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards
* Work in a safe manner with due care and attention to the safety of self and others
* Effectively discharge the day-to-day operations, including compliance with HSE Financial regulations and all HSE policies and procedures
* Be aware of risk management issues, identify risks and take appropriate action; report any adverse incidents or near misses
* Assist and cooperate with senior staff in procedures aimed at accident prevention
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team.
* Maintain own knowledge of relevant regulations and legislation e.g., HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts, GDPR.
* 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
* To 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** | **Applicants must, at the latest date of application, clearly demonstrate, all of the criteria listed below as relevant to the role:*** Experience of implementing and managing change including a strong track record of delivering ICT enabled change projects.
* Experience of working collaboratively with internal and external stakeholders.
* Experience of budget planning, financial management and resource management processes.
* Experience of managing project risks, issues and dependencies

The requisite knowledge, ability and experience (including a high standard of suitability and management ability) for the proper discharge of the duties 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 any person holding the office must be of good character.**Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 68 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role
* Flexibility in relation to working hours to fulfil the requirements of the role
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience***Demonstrate** Significant knowledge and experience in the delivery and implementation of complex projects encompassing ICT driven organisational reform
* Excellent knowledge and understanding of project management.
* An understanding of the challenges of leading a complex change project with significant technology, process, clinical change, interdependencies and HR challenges
* Excellent ICT and Project Management report writing skills
* An understanding of Irish health services and health services reform
* Knowledge of government and national HSE policies, as they relate to this role
* An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Slaintecare

**Leadership, Direction and Team Working Skills***Demonstrate** Experience in managing and leading a team
* Experience of working as part of a team with a mixed programme of work, and moving with ease between concurrent workstreams
* The ability to work with multi-disciplinary team members and stakeholders to facilitate high performance, developing and achieving clear and realistic objectives
* The ability to lead the team by example, coaching and supporting individuals as required
* The ability to address performance issues as they arise
* Flexibility and willingness to adapt, positively contributing to the implementation of change
* An ability to influence and negotiate effectively in furthering the objectives of the role.

**Critical Analysis, Problem Solving & Decision Making***Demonstrate** The ability to evaluate complex information from a variety of sources and make effective decisions
* Considers the impact of decisions before taking action
* Anticipates problems and recognises when to involve other parties (at the appropriate time and level)
* Makes timely decisions and stands by those decisions as required
* The ability to consider the range of options available, involve other parties at the appropriate time and level, to make balanced and timely decisions
* Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams
* A capacity to develop new proposals and put forward solutions to address problems in a timely manner.

**Managing & Delivering Results (Operational Excellence)***Demonstrate** The ability to implement and manage change and business processes
* The ability to manage deadlines and effectively handle multiple tasks within a busy environment
* Evidence of effective project planning and organisational skills including an awareness of resource management and the importance of value for money
* The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment
* A capacity to operate successfully in a challenging environment while adhering to various standards.
* Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion.

**Commitment to providing a quality service***Demonstrate** Evidence of incorporating the needs of the service user into service delivery
* Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation
* Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers
* A commitment to continuing professional development

**Communication and Interpersonal Skills***Demonstrate** Excellent communication and interpersonal skills with an ability to engage effectively with a wide range of stakeholders
* The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience
* The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role
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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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://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. |

Grade VIII - NIIS Business Lead (Senior Project Manager)

 **Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is temporary 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.The standard working week applying to the post is 35 hours. |
| **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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |
| **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 the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-2)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-3)