

Business Operations, HR Team
Technology & Transformation

HSE, Dr. Steeven’s Hospital,

Dublin 8, D08 W2A8

**Oibríochtaí Gnó, Foireann**

**Teicneolaíocht & Tarfhoirmiú**

FSS, Ospidéal Dr. Steeven’s,

Baile Átha Cliath 8, D08 W2A8

**Assistant Director of Nursing 1**

**Technology & Transformation – Community Connect Programme**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Assistant Director of Nursing 1****Stiúrthóir Cúnta Altranais 1** **Community Connect Programme****Clár Ceangail Pobail** (Grade Code 2910) |
| **Remuneration** | The Salary scale for the post is: **Assistant Director of Nursing 1 (01/08/2025)**€71,408, €72,792, €74,125, €78,221, €79,511, €81,009, €82,410, €83,801, €88,123New 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 upon appointment, in respect of previous experience in the Civil Service, Local Authorities, the Health Service, and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | T&T/67/25 |
| **Closing Date** | Wednesday 5th November 2025 |
| **Proposed Interview Date (s)** | To be confirmed |
| **Taking up an Appointment** | A start date will be indicated at the job offer stage. |
| **Organisational Area** | **Technology & Transformation – Community Connect** |
| **Location of 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.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 and in line with the HSE’s Blended Working Policy.* 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*Technology and Transformation are responsible for implementing the Digital for Care Framework by ensuring that technology supports healthcare efficiently and effectively throughout the whole system and by various Digital for Care Programmes. Technology and Transformation are also working closely with each of the six Health Regions to achieve this aim and some of these posts may be located and report into one of the six health regions.A panel may be formed as a result of this campaign for **Assistant Director of Nursing Band 1, Technology & Transformation – Community Connect Programme,** from which current and future, specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Campaign Lead: Roisin ShawEmail: recruitment.TechnologyAndTransformation@hse.ie |
| **Details of Service** | Technology & Transformation (T&T) 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, Digital Health developments and advisory services. Technology & Transformation is also responsible for turning Digital for Care Framework into a reality, 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 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 Sláintecare programmes and deliver integrated care that is fully aligned with the Health Regions structure. The Health Service Executive (HSE) is responsible for providing all health and personal social care services in the Republic of Ireland. With an annual budget in 2024 of €24 billion and over 150,000 employed in the HSE and Section 38 Agencies with which the HSE has Service Level Agreements (SLAs), the HSE is the largest employer in the State and the largest of any public sector organisation.  The HSE has created six new health regions within the single organisation. Each region is responsible for providing both hospital and community care for the people in that area. By bringing community health services and hospitals together, this changes the way that services are delivered, ensuring a more patient-centred approach to healthcare. The regions remain under the governance of the HSE Board, and the HSE continues to be responsible for standards and guidelines.  **Community Connect**Community Connect is a programme that proposes to implement a single integrated solution delivering patient administration and some clinical functionalities across Community Services in Ireland. The goal is to implement foundational capabilities and to transition current, mostly paper-based workflows, into digital processes. The Programme supports the HSE’s digital health roadmap, including Digital for Care, the Sláintecare Action Plan, Enhanced Community Care, the Scheduled Care Transformation Programme, and the Multi-annual Waiting Lists Reduction Plan. The Programme further supports HSE Corporate Plan objectives and the National Service Plan 2025. Community Connect represents a transformative opportunity to enhance healthcare delivery across Ireland. By integrating international best practices with local expertise, it seeks to reimagine workflows and design efficient, patient-centred care pathways. The initiative aims to standardise workflows, reducing variations across locations and ensuring a consistent experience for patients and staff. Additionally, the Community Connect Programme will actively engage the workforce in its design and implementation, fostering buy-in and driving behaviour change while building digital capacity to support the future National EHR programme. Beyond operational improvements, it aspires to drive positive cultural shifts within the healthcare system, enabling a future-ready, digitally empowered healthcare environment. Community Connect will deliver core patient administration and reporting functionality to all community services, as well as some clinical functionality to specific areas, such as Child and Adolescent Mental Health Services (CAMHS) and Specialist Palliative Care (SPC).A national team is being established to lead on this Specialist Care Services - Clinical Management System (SCS-CMS) project. This SCS-CMS National Project team will include clinical, operational, project management and technical expertise and will be required to work with an identified external provider to configure, develop and implement the SCS-CMS across 2025 and 2026. As such, several key roles are being sought to join the SCS-CMS Project Team.  |
| **Reporting Relationship** | The **Assistant Director of Nursing 1** will report to the relevant project/programme manager for the specific areas of responsibility allocated. |
| **Key Working Relationships**  | The post holder will engage extensively with the established project team, including specialists in a variety of fields, internal and external to the team, along with providers external to the HSE. These will include: * Directors of Nursing & Midwifery / Assistant Directors of Nursing & Midwifery in acute and community services
* Clinical Nurse Managers, Staff Nurses and Midwives
* ONMSD and regional nurse educators and practice development
* HSE Digital Transformation and eHealth Teams
* Office of the Chief Clinical Officer
* Clinical, Operational and Technical stakeholders across the 6 Health Regions
* Access and Integration
* Technology & Transformation
* Digital Health Clinical Office
* National Clinical and Integrated Care Programmes
* Planning and Performance
* National Communications
* Staffing Representative Organisations
* Project/Programme Management colleagues across different services
* Identified super-users during system configuration and roll-out
* The system vendor implementation team
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| **Purpose of the Post**  | The **Assistant Director of Nursing 1** will provide specialist Nursing expertise and leadership at the local/national levels for the innovative development, implementation, and ongoing support of the National Community Connect Programme. He/she will work with regional/national Nursing teams, Steering groups, and Clinical Management Systems (CMS) project leads. The Assistant Director of Nursing 1 will support the implementation of complex clinical and service changes as part of the CMS project to support Nursing services within the Community Connect Programme. The Assistant Director of Nursing 1 will need to work collaboratively with other clinical staff, such as pharmacy, medical, and information technology leads.  |
| **Principal Duties and Responsibilities** | **Leadership*** Provide clinical leadership to ensure the Community Connect CMS implementation is aligned with nursing and midwifery strategies and HSE Digital Health strategy.
* Act as a champion for Community Connect as an enabler of safe, effective, and person-centred care.
* Engage senior nursing and midwifery leaders in the co-design and optimisation of Community Connect CMS workflows.
* Contribute to project planning, implementation, monitoring and evaluation of Community Connect CMS utilising project management and change management methodologies, ensuring programme/project goals remain aligned to clinical and operational objectives.
* Ensure systems of engagement are in place to work collaboratively with all major stakeholders involved in Community Connect CMS developments.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of the nursing services and in responding to the changing health needs of patients.
* Develop partnerships between clinical operations, Community Connect team, and researcher community across the region to ensure the optimum and safe use of the systems and the resulting data.
* Lead the process of exploring emerging roles, technologies and models of nursing and midwifery digital health practice.
* Manage the expectations of clinical information system end-users

**Planning and Governance*** Represent nursing and midwifery on Community Connect CMS governance groups at both regional and national levels.
* Ensure robust change management plans are in place to facilitate operational readiness.
* Monitor and report on Community Connect programme milestones, benefits realisation, and adoption KPIs.
* Promote innovation and champion the development of an information culture to drive continuous clinical and business improvement across the region.

**Change Management and Stakeholder Engagement*** Lead stakeholder engagement initiatives to promote adoption and ownership of Community Connect across nursing and midwifery teams.
* Develop and implement regional communication strategies to keep staff informed on Community Connect programme updates and developments.
* Collaborate with clinical and IT teams to ensure user needs and clinical safety are prioritised.
* Identify operational and educational barriers from the use of digital systems and solutions to develop and implement regional engagement, change and training strategies.
* Collaborate with nursing and midwifery leaders in planning and implementing programme expansion and growth.
* Support the development and approval of nursing content within Community Connect CMS.
* Champion clinical engagement and facilitate nursing and midwifery input into the Community Connect CMS configuration, workflow mapping and validation.
* Act as a liaison between Community Connect teams and frontline nursing/midwifery services as required.
* Ensure timely communication and feedback loops to inform programme design and delivery.
* Lead stakeholder engagement initiatives to foster ownership and promote adoption of Community Connect CMS.

**Training and Capability Building*** Work in partnership with ONMSD and Community Connect training leads to develop and deliver targeted digital literacy and training programmes.
* Develop nursing and midwifery digital champion networks to support end-user adoption.
* Promote digital capability building through workshops, training sessions, and coaching.
* Build digital literacy and capability among nursing and midwifery staff to support implementation and future optimisation of Community Connect CMS.
* Ensure appropriate in-service digital health and related learning and development programmes and ongoing learning needs are met for all assigned staff.
* Ensure the implementation of Community Connect educational strategies and role capabilities and competencies that enhance the integration of technology into clinical practice.

**Governance and Quality Assurance*** Promote the use of Community Connect to improve continuity of care, patient safety and clinical decision-making.
* Ensure data quality and integrity in all Community Connect CMS-related workflows.
* Participate in clinical validation and testing of system functionality.
* Support data quality improvement initiatives in the development of nurse and midwifery sensitive indicators.
* Contribute to post-implementation reviews, benefit realisation tracking and continuous improvement cycles.
* Collaborate with the multi-disciplinary team to identify where further improvements in patient care, quality, clinical resource management, operational efficiency, performance improvement and patient/parent engagement can be made.
* Ensure Information Governance and data quality issues are considered, identified, and provide clinical input into finding solutions that ensure reliable, accurate data.
* Contribute to the standardisation of nursing terminology, coding, and compliance to ensure that Community Connect CMS meets the needs of regulatory compliance.
* Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in the Community Connect programme.
* Ensure adherence to all codes and guidelines relating to professional nursing practice and behaviour.
* Ensure risks are identified, mitigated against and managed in the context of delivering safe, effective digital systems.

**The above Job Description is not intended to be a comprehensive list of all duties involved. 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** | **Each candidate must be at the latest date of application:**1**. Statutory Registration, Professional Qualifications, Experience, etc**(a) Eligible applicants will be those who on the closing date for the competition: (i) Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).And (ii) Have 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) in an acute setting.And (iii) Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in a health care or management related area.And (b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.**2. Annual Registration**1. Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).

 **And**1. Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

**Age** Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.**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.  |
| **Post Specific Requirements** | * Proven track record in clinical leadership and change management
* Experience working as part of a project team and clearly outlining the project work undertaken and delivered.
* Experience of working collaboratively with various internal and external stakeholders and partners.
* Experience/knowledge of the implementation of clinical information systems, or other common health care clinical applications ideally in a community setting.
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| **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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| **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 and Experience***Demonstrate:** Ability to align Community Connect goals with HSE Digital Health Strategy and national priorities.
* Understands interdependencies across acute, community, and primary care services.
* In-depth understanding of electronic health records and clinical informatics.
* Knowledge of GDPR, data protection, and HIQA standards relevant to digital health.
* Ability to evaluate clinical impacts and digital solution usability.
* Proficient in operational readiness planning and monitoring milestones.
* Capable of identifying risks and implementing mitigation strategies.
* Leads regional digital training programmes and develops nursing/midwifery champion networks.
* Understands adult learning principles for embedding digital literacy.
* Supports continuous professional development for digital health competencies.
* An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Sláintecare

**Planning and Organising***Demonstrate:** Ability to plan, organise and coordinate resources in an efficient, effective and resourceful manner, within a model of patient-centred care and value for money
* Ability to manage deadlines and effectively handle multiple tasks
* Possess the innovation and creativity to deal with crisis and challenging situations
* Experience managing large-scale digital health projects
* Proficient in operational readiness planning and monitoring milestones.
* Capable of identifying risks and implementing mitigation strategies.
* Capable of planning, anticipating challenges, and adapting to evolving priorities.

**Building and Maintaining Relationships: Leadership & Team Skills***Demonstrate:** Inspires and leads nursing and midwifery teams through digital transformation.
* Acts as a visible change agent and role model for Community Connect adoption.
* Builds trust and credibility with senior leaders and multidisciplinary teams.
* Proven clinical, leadership, managerial and administrative knowledge, skills, change management and stakeholder engagement

**Project and Change Management, including evaluating information and judging situations***Demonstrate:** Experience managing large-scale digital health projects
* Proficient in operational readiness planning and monitoring milestones.
* Capable of identifying risks and implementing mitigation strategies.
* Well-developed organisational skills and ability to manage conflicting priorities to meet deadlines
* Proactive management style and the ability to take initiative and responsibility

**Commitment to Quality Care** *Demonstrate:** Understanding of and commitment to, the underpinning requirements and key processes in providing quality patient-centred care in the context of infection prevention and control
* An ability to set, monitor and evaluate performance standards
* Knowledge of Accreditation and Quality Processes
* Commitment to quality, patient safety, and continuous improvement.

**Communication & Interpersonal Skills** *Demonstrate:** Excellent written, verbal, and presentation skills for clinical and non-technical audiences.
* Skilled at influencing, negotiating, and building collaborative relationships across disciplines.
* Facilitates engagement between national digital health programme teams and frontline staff.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out based on 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 outlines how the core principles of probity, merit, equity, and fairness can be applied on a principled 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”.The CPSA publishes codes of practice, which 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 this role, and as structures change, the job description may be reviewed.This job description 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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**Assistant Director of Nursing 1**

**Technology & Transformation – Community Connect Programme**

 **Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are Specified Purpose Contracts for a period of 2 years.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 the “expression of interest” stage. These posts may be assigned to any the Digital for Care programmes based on service requirements and this will be specified at ‘’job offer’’ stage.Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **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 the agreed-upon roster/on-call arrangements as advised by your Reporting Manager. Your contracted hours are liable to change between 8:00 am and 8:00 pm 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 the job offer 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 members have additional responsibilities, such as Line Managers, Designated Officers, and Mandated Persons. You should verify whether you are a Designated Officer and/or a Mandated Person, and be familiar with the related roles and legal responsibilities.For further information, guidance, and resources, please visit the [HSE Children First Webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role, such as the Standards for Healthcare, National Standards for the Prevention and Control of Healthcare-Associated Infections, and Hygiene Standards. |
| **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 their roles and responsibilities are detailed in the relevant Site Specific Safety Statement (SSSS).Key responsibilities include:* Developing an SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating the 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 kept 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**: The detailed roles and responsibilities of Line Managers are outlined in the local **SSSS**. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)