

**Finance Reform Programme Manager, IFMS Project**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Finance Reform Programme Manager, IFMS Project**(General Manager) (Grade Code 0041) |
| **Campaign Reference** | NRS14360 |
| **Closing Date** | **Monday 1st July 2024 at 12 noon.** |
| **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** | **Integrated Financial Management and Procurement System (IFMS) Project** **Finance Reform Programme** There is currently one permanent whole time post available in the Programme Management Office, Finance Reform Programme, 4th Floor, Herbert Building, Carrickmines, Dublin 18Please note that no panel will be formed as a result of this recruitment campaign.  This campaign will be used to fill the listed posts only and no additional jobs will be offered to candidates successful at interview.  Once the posts are filled the candidate pool will be disbanded.Please also note that successful candidature and highest ranked order of merit may not guarantee appointment.  Given the current requirement to confine the recruitment pool for these posts while maintaining critical service delivery with limitations on backfill, the impact of potential appointments will be assessed by relevant National Directors to inform decision making in relation to risk and suitability of offers and release.     |
| **Informal Enquiries** | Anna Egan, HR Officer, Finance Reform Programme, National Finance Division**Email:** anna.egan2@hse.ie**Mobile:** +353 87 1663679  |
| **Details of Service** | The Mission of the National Finance Division within the HSE is to secure and account for the maximum appropriate investment in Health and Social Care by supporting Services to deliver and demonstrate value, probity and sustainability in the use of resources.The Finance Reform Programme currently underway as part of the wider Health Reform Programme aims to:* Introduce standardised financial management processes run from a single technology base.
* Provide a single accurate financial picture across the Health Sector.
* Implement new Finance operating structures and new ways of working across Finance.

The IFMS Project, as part of the Finance Reform Programme, will implement a new Finance Operating Model for both statutory and voluntary agencies in the Health Service delivered through * A Single National Integrated Finance and Procurement Management System
* Standardised National processes and ways of working
* A strengthened financial control framework
* A New National Shared Services Model

The major business transformation Programme covering the introduction of SAP S/4 Hana as a National Finance & Procurement system, will support standardised best-practice business processes and the significant organisation restructuring and change that will be required to facilitate the transformation.Further information available at:<https://www.hse.ie/eng/about/who/finance/financereformprogramme/> |
| **Reporting Relationship** | The post holder will report to the Finance Reform Programme Director in the Programme Management Office or other nominated manager within the IFMS project. |
| **Key Working Relationships** | The role will involve working closely with the IFMS Project Manager, FRP Programme Director and the SI (Systems Integrator). |
| **Purpose of the Post**  | To support the Finance Reform Programme Director and IFMS Project Manager in driving the Finance Reform Programme and in particular the IFMS Project in ensuring the IFMS Project is delivered to cost, time and quality requirements through the application of the required standards, frameworks, tools and processes. In addition, ensure the overall programme management approach is in line with agreed System Reform Programme methodologies and other National Policies and Procedures. |
| **Principal Duties and Responsibilities** | **In performing their duties, the Finance Reform Programme Manager will:** **Lead the Team/People Management*** Support the Programme Director in driving the Finance Reform Programme and in particular the IFMS Project.
* Lead and manage the core PMO team to support the delivery of Finance Reform activities and the IFMS Project.
* Work closely with PMO, IFMS and wider Finance Reform Programme Teams’ and the System Integrator to maximise programme and project integration opportunities.
* Plan, allocate and evaluate work carried out by teams and individuals and monitor and control the use of resources in accordance with the Health Service Executive’s Financial Regulations and best practice.
* Manage the performance of assigned staff and teams.
* Provide advice and support to service managers regarding information management.
* Ensure and promote effective communication in both internal and external environment.
* To act as spokesperson for the Finance Reform Programme and/or the HSE as required.
* Deputise for the Programme Director as required.
* Carry out other associated duties that may arise, develop or be assigned in line with the broad remit of the post.

**Programme Management*** Implement robust project management methodology in line with HSE Programme for Health Service Improvement programme management methodologies and processes to enable successful project performance and delivery.
* Define approach to managing benefit models and Programme Plan and provide challenge on progress.
* FRP Budget oversight, Management and Analysis. Production of financial reports for the Programme.
* Complete focused reviews of the critical path / key dependencies and reporting on findings.
* Facilitate planning workshops.
* Ensuring open and transparent communication across the programme through accurate reporting and collaboration.
* Work closely with the IFMS Project Manager and IFMS Project Team (Central and Regional) to ensure that they remain on track against programme milestones.
* Engage with other Programmes / Stakeholders with respect to the FRP and understand competing priorities in the system.
* Manage external suppliers to the Programme.

**Risk/Issue Management*** Define Risk and Issue Management approach for the FRP in line with HSE Policy and actively monitor and manage the key risks and issues for the Programme.
* Exception reporting - focused reporting on ‘at risk’ areas of the Programme informing of the situation and offering options and recommendations to address.
* Maintain a forward looking view of Programme and potential risks and issues.
* Analyse and assess project management reports including risk and issue management.
* Facilitate risk and issue management workshops.

**Governance, Quality Assurance and Reporting*** Develop guidance material to assist in the establishment of robust governance arrangements.
* Provide ongoing support and assurance to the established governance structures.
* Develop and implement an end to end model of Programme Assurance for the Programme.
* Develop and maintain programme and project management quality standards including methodologies, tools and templates to be used across the Programme.
* Develop and maintain a standard suite of programme and project reports to meet the requirements of key stakeholders.
* Compile regular programme progress reports as required.
* Ensure the consistency and standardisation of programme tracking and reporting using a HSE approved software tool.
* Develop and maintain good working relationships with key stakeholders, including senior management.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* Maintain confidentiality and a high level of professionalism.

**Standards, Regulations, Policies, Procedures & Legislation*** Contribute to the development of policies and procedures for own area
* Effectively discharge the day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures
* Assess and analyse compliance with National and EU legislative obligations, and national policies and procedures
* Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team
* Maintain own knowledge of relevant regulations and legislation e.g. HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts etc.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Pursue continuous professional development in order to develop management expertise and professional knowledge
* 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, 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
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **The applicant pool for this campaign is restricted to existing HSE staff working at the grade of General Manager or higher****Candidates must have at the latest date of application:** * Professional Project or Programme Management Qualification such as PRINCE2, PMP, PIMBOK or AGILE
* Significant experience at senior level in a programme or project management role within a large complex multi stakeholder environment.
* Experience of delivering complex multidisciplinary projects and/or programmes of work within a specific timescale and budget, using structured project management methodologies.
* Experience of leading and managing a team, as relevant to the role.
* Experience of working collaboratively cross functionally, with multiple internal and external stakeholders, as relevant to the role.
* Have the requisite knowledge and ability (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 and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Flexibility in relation to working hours to fulfil the requirements of the role.Access to appropriate transport as post will involve regular travel to other locations. |
| **Skills and competencies and/or knowledge** | **Professional Knowledge and Experience :****Demonstrates:*** A clear understanding of government healthcare reforms, in particular the Finance Reform Programme as one of the key strategic pillars to Future Health.
* Expertise in Programme and Project Management.
* Strong expertise in Microsoft Office suite, including proficiency in MS Word and Excel and in project management software (e.g. CORA or MS Project).
* Significant Project or Programme Management experience of delivering complex multidisciplinary change projects within a complex working environment with multiple internal and external stakeholders.
* Significant Project Management experience of regular project reporting, project scheduling, and experience in achievement of project management objectives in a high pressure, fast paced environment with multi-stakeholders.
* Experience of strategic partnership working with governance and quality assurance teams.
* Significant experience in ‘as is’ business process analysis and ‘to be’ business process development including; business process metrics, measurement and workflow configuration.
* Acute business acumen and understanding of organisational issues and challenges of a large scale transformation project.

**Leadership and Direction****Demonstrates:*** A track record as an effective leader with a “can-do” attitude who has led, organised and motivated staff in times of rapid change in challenging environments.
* Ability to interact in a professional manner and work effectively with other finance staff, multi-disciplinary business budget holders and other key stakeholders.
* A capacity to balance change with continuity – continuously strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions.
* Leadership and team management skills including the ability to work with multi-disciplinary team members
* Evidence of strategic management skills including service planning, managing own work and that of others, delegating appropriately within the resources available.
* The ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation.
* An aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals.
* The capacity to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes.
* Evidence of effective leadership in a challenging and busy environment including a track record of innovation / improvements.

**Managing and Delivering Results (Operational Excellence)****Demonstrates:*** A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships.
* Strong evidence of excellent planning and implementation of programmes of work.
* Evidence of effective planning and organising skills including awareness of resource management and importance of value for money
* A capacity to negotiate and then ensure delivery on stretched objectives.
* The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion
* Strong focus on achieving high standards of excellence and measurement of performance
* The ability to manage deadlines and effectively handle multiple tasks

**Critical Analysis, Problem Solving & Decision Making****Demonstrates:** * The ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges
* The ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions
* Effective problem-solving capacity in complex work environments

**Working with and Through Others (Influencing to Achieve)*****Demonstrates:**** The ability to work independently as well as work with a wider multidisciplinary team in a complex and changing environment
* The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service
* The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders
* The ability to listen to contrary views and consider all insights and contributions in the management of service delivery
* Effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups; the ability to give constructive feedback
* The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders

**Communication & Interpersonal Skills*****Demonstrates:**** Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups
* The ability to present information clearly, concisely and confidently in speaking and in writing
* A track record of building and maintaining key internal and external relationships in achieving organisational goals
* An ability to influence and negotiate effectively in furthering the objectives of the role

**Personal Commitment and Motivation*****Demonstrates:**** A patient / service user centred approach to provision of health services
* Be capable of coping with competing demands without a diminution in performance.
* The ability to treat patients / service users, relatives and colleagues with dignity and respect
* A willingness to learn from experience and to identify opportunities to further grow and develop
 |
| **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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



**Finance Reform Programme Manager, IFMS Project**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is permanent and whole time.The post is pensionable. 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: €81,593, €83,654, €86,918, €90,206, €93,468, €96,738, €101,493 (01/01/2024)New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, local authorities, health service and other public service bodies and statutory agencies. |
| **Working Week** | The standard working week applying to the post will be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. 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.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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.  |
| **Ethics in Public Office 1995 and 2001****This includes positions where the salary scale straddles the minimum Grade VIII salary point.** ***Please refer to the latest*** [***HSE Pay scales***](https://healthservice.hse.ie/staff/pay/pay-scales/) ***website for the most recent and correct salary information.***  | 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/>. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)