

**Supplementary**

**Grade VI Section Officer**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Grade VI Section Officer**  *(Grade Code: 0574)* |
| **Campaign Reference** | **NRS14364** |
| **Closing Date** | **Monday 08th of July 2024 12 noon.** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **FSS- National Finance Division HSE, Payroll Services**  There is currently one permanent and whole-time vacancy available in FSS, National Finance Division HSE, Payroll, 20-23 Merchants Quay, Dublin 8.  A supplementary panel may be formed as a result of this campaign for **Grade VI Section Officer within FSS, National Finance Division, HSE, Payroll Services** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Mr. Don Marlow, Payroll Services, FSS, National Finance Division, HSE, Payroll, 20-23 Merchants Quay, Dublin 8  **Tel:** +353 (1) 8817162 / 087 3413503  **E-mail:** [don.marlow@hse.ie](mailto:don.marlow@hse.ie) |
| **Details of Service** | Finance Shared Services (FSS), National Finance Division (NFD) carries full operational accountability and responsibility for the delivery of a large range of support functions to the health system with the core objective of delivering these services efficiently and of a high standard thus allowing frontline services to focus on patient care delivery.  The aim of Finance Shared Services, NFD is to deliver a customer-focused finance shared service to support frontline health service delivery in line with the Strategy. The seven main functions within Finance Shared Services are Income Services, Financial Reporting, General Accounting, Payment Services, Payroll Operations, Business Support & Integrated Financial Management System (IFMS) Project Team.  The following key objectives of Finance Shared Services (FSS) are to deliver:   * The optimum in cost-effective, high-quality services * Demonstrate improvement in quality and timeliness of financial information with a customer focus. * Drive centralised, standardised and consistent processes which are cost efficient and compliant with policies, legislation, and National Financial Regulations * Delivering economies of scale * Freeing capacity to support front-line clinical activities.   The overall aim of the Payroll Departments in Payroll Operations is to pay staff including retired staff promptly, based on instruction received in accordance with the returns submitted & information received.  An on-going / future development is the delivery of a standardised HR Payroll process in a shared services environment to facilitate the delivery of the HR Payroll strategy.  Just to note Finance Shared Services – NFD who deliver Payroll Services have offices in the following areas:   * Merchant’s Quay, Dublin. * Wilton Road, Cork. * Bective Street, Kells. * Pery Street, Limerick. * Merlin Park Hospital, Galway. * Manorhamilton, Co. Leitrim. * Lacken, Kilkenny * Srah, Tullamore |
| **Reporting Relationship** | The post holder will report to the Payroll Manager or other designated manager. |
| **Key Working Relationships** | The post holder will work collaboratively with the following:   * Revenue * NPA * SAP CoE * Banking providers * Business Support Functions (HR, Shared Services, Corporate Support Services) * National Finance Division * C&AG * Internal Auditors |
| **Purpose of the Post** | The Grade VI will be responsible for the administrative/management support to the Payroll Manager on a day to day basis. The job holder will be responsible for ensuring the effective and controlled delivery of payroll and managing Payroll Dept. staff associated with the role. |
| **Principal Duties and Responsibilities** | The position of Grade VI encompasses both managerial and administrative responsibilities which include the following:   * To manage and supervise relevant pay groups and staff in a fast-paced environment with responsibility for day-to-day running of the office. * Responsible for payroll processing across all pay frequencies along with maintaining compliance with legislation, auditing payroll entries for accuracy and ‘process’ improvements – e.g. SAP, ResourceLink, Perfast or CIF. * To ensure that payments are made only to properly appointed/certified staff at the authorised rate. * To supervise daily payroll transactions. * To ensure that there is the required prudent division of responsibilities within the office – to approve and monitor day-to-day control procedures within the office. * To assist the Payroll Manager with development of Payroll Projects plans including detailed work plans for system implementation, to ensure prompt and appropriate responses to queries/issues from National Payroll and undertake project work as required. * To provide details and information on Parliamentary Question’s, Freedom of Information Requests, and other ad hoc queries. * To ensure compliance with National Financial Regulations, HR Circulars, Government Policy and Directives etc. * To liaise with appropriate departments e.g. NPA, OoCIO, HR, Payroll Software providers should problems/issues arise with the system or payroll process in order to minimize disruption to processing of payroll. * To deal with queries in relation to internal/external audits e.g. Comptroller & Auditor General (C&AG) & Revenue Commissioners and ensure that subsequent recommendations are implemented. * To implement Workplace Relations Commission instruction and Court Orders. * To assist with training/co-ordination of training of staff and liaising with staff to identify training needs. * To assign staff for provision of cover when staff are on leave. * To manage and be responsible for preparation and presentation of Corporate Induction Programme when required. * To create and maintain Payroll documentation for system processes and procedures. * To assist in completing year-end activities. * To assist in any other duties that may be assigned. * To deputise for the Payroll Manager where necessary and provide assistance to National Payroll. * 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. * 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement - 161867***   1. **Eligible applicants will be those who on the closing date for the competition:**   Have satisfactory experience as a clerical officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004  **Or**  Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.  **Or**  Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.  **Or**  Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).  Note1: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.  **And**   1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character.  \* A list of ‘other statutory health agencies’ can be found:  <https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/> |
| **Post Specific Requirements** | * Significant experience of working within a high volume Finance or HR transactional Service as relevant to the role * Experience of managing staff as relevant to the role * Experience of dealing with internal and external stakeholders as relevant to the role |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * Knowledge of the HSE and in particular the FSS NFD Payroll Function both regionally and nationally and associated functions. * An excellent knowledge of relevant Payroll system. e.g. SAP, ResourceLink, Perfast * Knowledge of statutory regulations, legislation, policies and procedures in relation to the Payroll Function * Experience of managing people * Ability to compile succinct reports, present statistical data and interrogate variances * Excellent IT skills are essential, particularly in Microsoft Office (Word, Excel, Outlook and Powerpoint)   **Communications & Interpersonal Skills**  Demonstrates:   * Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders * The ability to present information clearly, concisely and confidently when speaking and in writing. * The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role   **Planning & Managing Resources**  Demonstrates:   * Strong planning and organising skills including, structuring and organising own work load and that of others effectively * The ability to use computer technology effectively for the management and delivery of results * The ability to take responsibility and be accountable for the delivery of agreed objectives * A logical and pragmatic approach to workload, delivering the best possible results with the resources available   **Commitment to a Quality Service**  Demonstrates:   * 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 * Commitment to developing own knowledge and expertise   **Evaluating Information, Problem Solving & Decision Making**  Demonstrates:   * The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate * Ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues * A capacity to develop new proposals and put forward solutions to address problems   **Team Working**  Demonstrates:   * The ability to lead the team by example, coaching and supporting individuals as required. * The ability to work with the team to facilitate high performance, developing clear and realistic objectives * The ability to address performance issues as they arise * Flexibility and willingness to adapt , positively contributing to the implementation of change |
| **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. | |



**Grade VI Section Officer**

**Terms and Conditions of Employment**

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| **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: (as at 01/01/2024)  €54,548, €55,848, €57,435, €60,415, €62,197, €64,415, €66,642 LSIs  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to 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**. |

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)