**Grade VI Press Officer**

**Job Specification & Terms and Conditions**

**Schedule 5 /7 working week**

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| **Job Title, Grade Code** | Grade VI Press Officer(Grade Code: 0574). |
| **Campaign Reference** | NCD0225 |
| **Closing Date** | 5th February 2025 at 5pm |
| **Proposed Interview Date (s)** | Candidates maybe called for interview at short notice |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | 10/11 Cornmarket, Dublin 8A panel may be formed as a result of this campaign for **Grade VI Press Officers** from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled.  |
| **Informal Enquiries** | Ciara NíRuairc, Head of Press & Media – ciara.niruairc@hse.ieMary Gleeson, Deputy Head of Press & Media – mary.gleeson@hse.ie |
| **Details of Service** | The HSE is Ireland’s public health and social care service, providing or funding health services in homes, communities, hospitals and specialist services all over the country. Everyone living in Ireland uses a HSE service at least once each year, and we have a budget of over €23 billion in 2024. The health service has over 140,000 staff and is the largest employer in the country.  The HSE is currently working to deal with multiple challenges including the reduction of waiting times for care and the evolution and expansion of health and social care services. We are working to implement changes and improvements to our health service and its structures, in line with the Sláintecare programme. Communications plays a key role in this work and the HSE Communications and Public Affairs team is critical to its delivery |
| **Reporting Relationship** | The post holder will report to the a senior Press Officer |
| **Key Working Relationships** | The key working relationships are the Communications & Public Affairs team along with staff and managers across a range of HSE services  |
| **Purpose of the Post**  | The Press Officer, will be joining one of the countries busiest and most dynamic press offices, in what is an incredibly exciting time for the HSE, with the establishment of the new health regions. There is massive scope and opportunity for professional development and upskilling in key areas, along with working on a broad range of projects. They will act as a main contact for press & media, identify opportunities to communicate the work of the HSE, research and draft press releases, work with operational and regional teams to manage issues and incidents, liaise with media and monitor and respond if appropriate to media coverageThey will participate in the coordination, planning and management of campaigns, initiatives and research projects. This will include organising photocalls, media briefings with journalists and preparing spokespeople for public awareness campaigns.And most importantly they will be across important issues that impact our patients, clients and services users, help understand what has happened and explain what we are doing to address it. |
| **Principal Duties and Responsibilities** | **Principle Duties*** Handling press queries and responses
* Media management – preparation of statements, briefings, press conferences
* Provision of media relations advisory service to internal clients
* To assist the Press Office team in the co-ordination of emergency management
* Management of proactive and reactive media relations
* Liaise with relevant bodies, key stakeholders and external agencies as required.
* Contribute to the evaluation of campaign and initiatives
* Participate in the roster
* General upkeep of administration tasks
* Work with other HSE communications teams, includingProgrammes & Campaigns, Digital, Internal, Public Affairs and regional teams,to identify from a communications perspective, the links and synergies that may exist across the division and to work to ensure a seamless approach to integrated communications activity for the organisation.

**General*** 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 etcand 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
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| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application:**1. Eligible applicants will be those who on the closing date for the competition:
2. 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.

Or1. 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 Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

Or1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.

Or1. 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.And1. 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. |
| **Post Specific Requirements** | * Experience in a press office or similar fast-paced media led environment engaging with and responding to media queries.
* Experience in a communications role, which has included the following areas; media relations, corporate communications, public relations, public information campaigns or digital media.
* Experience in project management and the delivery of communications projects.
* Proven track record of managing a broad cross section of internal clients and competing demands
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| **Other** **requirements specific to the post** | Access to appropriate transport is necessary to fulfil the requirements of the role.This role is Monday – Sunday, 5 over 7 days |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**Demonstrate:* Knowledge of the role of the Communications and Public Affairs Division the broader health service structure and its relationship with external agencies
* Knowledge and experience in relation to dealing with media operations and project management
* Experience of professional writing e.g. briefings, reports etc
* Good understanding of the political system

**Communications & Interpersonal Skills*****Demonstrate:**** 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*****Demonstrate:**** 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*****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
* Commitment to developing own knowledge and expertise

**Evaluating Information, Problem Solving & Decision Making** ***Demonstrate:**** 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*****Demonstrate:**** 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
* The ability to work in a cross functional manner with other teams in the Communications and Public Affairs Division
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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 progressing to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)   |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles 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.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Grade VI Press Officer**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy 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 isas at(01/10/2024)€55,644, €56,971, €58,589, €61,629, €63,447, **€65,711, €67,981 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)