

**Director of Nursing 1, Assistant, Nurse Planner**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Director of Nursing 1, Assistant, Nurse Planner(Grade Code: 2910) |
| **Campaign Reference** | NRS14560 |
| **Closing Date** | Monday, 6th January 2025 at 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** | **Capital & Estates HSE Dublin and North East & Corporate Estates Office**There are currently two permanent whole-time vacancies available as follows:* 1 x Capital & Estates Department, HSE Dublin North East, Beactive Street, Kells, Co Meath
* 1 x Capital & Estates, Corporate Estates Office, Sir Patricks Dun’s, Lower Grand Canal Street, Dublin 2

It is the intention of the National Recruitment Service to form two separate panels as a result of this campaign for **Director of Nursing 1, Assistant, Nurse Planner**; **one for Capital & Estates HSE Dublin and North East, one for Capital & Estates Corporate Office**. These panels will be used to fill current and future, permanent and specified purpose vacancies of full or part-time duration. |
| **Informal Enquiries** | Nurse Planner Corporate EstatesEleanor Mastersone-mail: Eleanor.masterson@hse.ieEstates Manager Dublin & North EastSelina Kavanaghe-mail: selina.kavanagh@hse.ie |
| **Details of Service** | The HSE Capital & Estates function provides a range of professional, technical, project management, property, Fire & Safety and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure – including buildings, plant and equipment. These services include design, specification, project management, supervision and procurement associated with major and minor capital building and refurbishment works, infrastructural risk and asset management, property services, fire, health and safety issues, energy, and sustainability etc. |
| **Reporting Relationship** | The post holder will report to the relevant Estate Manager or other nominated manager |
| **Key Working Relationships** | The post holder will typically engage with their colleagues in Capital & Estates , service providers and project managers in the acute or community services as appropriate , design teams and construction teams appointed for relevant projects |
| **Purpose of the Post**  | As a key member of the Capital & Estates Department and Project Teams the Nurse Planner provides professional clinical knowledge and advice during all stages of design, construction, equipping and operational commissioning of new patient/service user infrastructural projects in both the Acute Hospitals and Community Healthcare settings. The post holder will provide knowledge of the latest external and internal evidence on design, re-design and good practice to support clinical users in developing a quality service to enable best practice. They will act as a key interface between strategic /service planning and the processes of design, procurement, equipping and operational commissioning of new facilities. |
| **Principal Duties and Responsibilities** | *The Director of Nursing 1, Assistant, Nurse Planner will:***Management and Leadership*** Will be required to bring comprehensive experience to bear on the detailed design, planning of patient accommodation, wards and related areas in the new developments.
* Support the principle that the care of the patient comes first at all times.
* Participate in the appropriate and effective planning of the project and support the development and delivery of a detailed project plan.
* Participate in the overall financial planning, human resource and service planning function and equipping of the project.
* Support the development and implementation of the detailed project plan for the project to include linking with user groups and the project team members.
* Work with the Directorates and Project Board and Team to support the planning and delivery of the project with appropriate timelines.
* Provide updates on project activity and associated expenditure.
* Provide innovative and effective leadership, support and advice to support the project team.
* Provide guidance to nursing and other staff in the development of the project and commissioning.
* Maintain good employee relations and promote good communication within the group and stakeholders.
* Participate and engage in sub group projects and service developments as required.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**Professional / Clinical Responsibilities*** Provide a high level of professional and clinical leadership and expertise to support the team and work with clinical teams to ensure project design meets standards.
* Participate and manage user groups and teams as appropriate, communicating and working in cooperation with the other team members and the wider stakeholder groups.
* Ensure the development and maintenance of protocols and guidelines consistent with the highest standards of patient care.
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* Provide support/advice to the project team as Nurse Planner.
* Liaise with nursing and midwifery colleagues nationally and internationally to ensure that an advisory service is available to management when needed
* Undertake special projects related to the management of patient care, which may facilitate the planning of new facilities
* Prepare planning briefs in collaboration with the Project Manager and participate in the preparation of operational policies in consultation with the service and nursing management and staff
* Liaise with the Equipping team on the equipment to be purchased and attend meetings of the Equipping Group and submit reports to this group where appropriate
* Assist with establishing a co-ordinated equipping programme of work by all departments directed towards opening the new facilities on time and in consultation with the equipping and commissioning teams
* Assist with the commissioning arrangements of new facilities
* Liaise with nursing and midwifery colleagues nationally and internationally to ensure that an advisory service is available to management when needed
* Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards.
* Ensure advice of relevant stakeholders is sought prior to procurement.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas if applicable to the Nurse Planner role :
* Continuous Quality Improvement Initiatives
* Document Control Information Management Systems
* Risk Management Strategy and Policies
* Hygiene Related Policies, Procedures and Standards
* Decontamination Code of Practice
* Infection Control Policies
* Safety Statement, Health & Safety Policies and Fire Procedure
* Data Protection and confidentiality Policies
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* 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.
* 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** | **Candidates must have at the latest date of application: -** 1. **Statutory Registration, Professional Qualifications, Experience, etc.**
2. Eligible applicants will be those who on the closing date for the competition:
3. 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 and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

And1. 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**1. 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 in a **health care or management related area.**

**And**1. Candidate must possess the requisite clinical, leadership, managerial and administrative knowledge and ability the proper discharge of the duties of the office.
2. Annual registration
3. On appointment, practitioners must maintain live annual 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**1. Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

**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.*Please note that appointment to and continuation in posts that require statutory registration**is dependent upon the post holder maintaining annual registration in the relevant division* *of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)*  |
| **Post Specific Requirements** | Demonstrate depth and breadth of nursing experience in the acute hospital environment to include patient flows and service delivery, 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*** Demonstrates an excellent clinical knowledge of the acute hospital or community services environment and patient flows and service delivery
* Demonstrates knowledge of the structure and operation of the Irish Health Service
* Demonstrates a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.
* Demonstrates relevant knowledge, expertise and experience from an acute hospital perspective in order to discharge the duties of this senior nursing post.
* Demonstrates evidence of policy development and translating policy into working practices/action.
* Demonstrates knowledge and experience of quality audit/assurance systems.
* Demonstrates knowledge of clinical assessment and information systems.

**Planning and Organising Resources** * Demonstrate ability to proactively plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money.
* Demonstrate ability to manage deadlines and effectively handle multiple tasks.

**Building and Maintaining Relationships: Leadership, Staff Management & Team Skills** * Demonstrate empowering leadership skills and ability to influence others.
* Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.
* Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process.
* Demonstrate ability to manage, motivate and develop staff to maximize performance at work.
* Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.

Demonstrate ability to work effectively with multi-disciplinary teams and non-clinical stakeholders.**Evaluating Information and Judging Situations** * Demonstrate the ability to evaluate information and solve problems.
* Demonstrate the ability to identify problems, action and sustain solutions.

**Commitment to Providing Quality Service** * Demonstrate knowledge and experience in Quality Management.
* Demonstrate an ability to monitor and evaluate service performance and levels of care.
* Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care.
* Demonstrate understanding of, and commitment to Person centeredness.

**Communication and Interpersonal Skills** * Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback.
* Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials, etc.
 |
| **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. 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. |

**Director of Nursing 1, Assistant, Nurse Planner**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancies available are **permanent** and **whole time.** The post is pensionable. Two separate panels 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 01/10/2024**€69,315, €70,658, €71,952, €75,928, €77,180, €78,634, €79,994, €81,344, €85,539New 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.  |
| **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. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)