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| **Job Specification Sample Content**  **Grade V (0566)** | |
| **This template provides sample content for the above role.**  **Use the latest National Job Specification Template available on the** [Job specifications](https://www.hse.ie/eng/staff/resources/recruitment-standards/before-you-recruit/job-specifications.html) **page create your full and final version.** | |
| **Principal Duties and Responsibilities** | **For Example:**  The position of Grade V encompasses both managerial and administrative responsibilities:  **Administration**   * Ensure the efficient day-to-day administration of area of responsibility. * Ensure deadlines are met and that service levels are maintained. * Ensure policies and procedures are well documented, understood and adhered to. * Ensure that archives and records are accurate, maintained confidentially and readily available to the appropriate authority. * Ensure line management is kept informed of issues. * Ensure that stakeholders are kept informed and that their views are communicated to middle management. * Maximise the use technology in ensuring work is completed to a high standard.   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service users / customers are treated with dignity and respect. * Seek feedback from service users / customers and implement change to incorporate same, in agreement with Line Manager.   **Human Resources / Supervision of Staff**   * Supervise and ensure the wellbeing of staff within own remit. * Ensure an even distribution of workload amongst the team, taking into account absence due to annual leave etc. * Create and promote a positive working environment among staff members which contributes to maintaining and enhancing effective working relationships. * Promote cooperation and working in harmony with other teams and disciplines. * Deal with under performance in a timely and constructive manner. * Identify training and development needs of staff in own area. * Pursue and promote continuous professional development in order to develop management expertise and professional knowledge. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Service Delivery and Improvement**   * Ensure accurate attention to detail in own work and work of team. * Actively participate in innovation and support change and improvement initiatives within the service; adapt local work practices ensuring team knows how to action changes. * Monitor efficiency of service provided by team, identify and implement changes to the administration of the service where inefficiencies arise. * Encourage and support staff through change processes.   **Standards, Policies, Procedures & Legislation**   * Maintain own knowledge of relevant HSE policies, procedures, guidelines and practices to perform the role effectively and to ensure current work standards are met by own team. * Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts, GDPR. * 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** | **Insert the national** [**Grade V Eligibility Criteria**](https://www.hse.ie/eng/staff/resources/recruitment-standards/before-you-recruit/clerical-administrative-supervisory-iii-to-vii-.html) **available on the HSE Eligibility Criteria pages.** |
| **Skills, competencies and/or knowledge** | **For Example:**  **Professional Knowledge & Experience**   * Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role. * Maximise the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc. * Demonstrate the ability to work in line with relevant policies and procedures. * Demonstrate commitment to developing own professional knowledge and expertise.   **Planning and Managing Resources**   * Demonstrate the ability to effectively plan and manage own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met. * The ability to manage deadlines and effectively handle multiple tasks. * The ability to manage within allocated resources and a capacity to respond to changes in a plan. * Maintains an awareness of value for money.   **Commitment to a Quality Service**   * Demonstrate an awareness and appreciation of the service user and a strong commitment to providing a quality service. * Embraces and promotes the change agenda; demonstrates flexibility and initiative including the ability to adapt to and implement change. * Supports team through service improvement / change processes.   **Evaluating Information, Problem Solving & Decision Making**   * Demonstrate numeracy skills, an ability to analyse and evaluate information; and make effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management. * Demonstrate initiative in the resolution of issues arising / problem solving and proactively develop new proposals and recommend solutions. * Makes decisions and solves problems in a timely manner before they accumulate.   **Team working**   * Demonstrate the ability to work on own initiative as well as part of a team, promoting a positive team spirit. * Demonstrate leadership potential, the ability to manage the performance of others and support staff development. * Works as part of the team to establish a shared sense of purpose and unity.   **Communications & Interpersonal Skills**   * Demonstrate excellent communication and interpersonal skills including the ability to present (verbal & written) information in a clear and concise manner. * Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders. * Treats others with dignity and respect. |