



**HSCP Deliver Project Officer
National HSCP Office
Clinical Programme Implementation and Professional Development
Job Specification & Terms and Conditions**

Job Title and Grade	<p>HSCP Deliver Project Officer National Health and Social Care Professions Office</p> <p>(1 WTE for a two year period)</p> <p>Expressions of Interest are invited from staff of the HSE, TUSLA, and bodies which provide services on behalf of the HSE under Section 38 of the Health Act 2004 that are reassigning to the above role. Reassignment/secondment will be on a grade-to-grade basis and current terms and conditions will apply.</p> <p>Applicants should be employed at a minimum of a senior Health and Social Care Profession clinical grade or administrative Grade VII.</p>
Closing Date	12 noon on Friday, 18 th February, 2022
Proposed Interview date(s)	Skills match meeting will take place after the short listing process has been completed
Taking up Appointment	A start date will be indicated at job offer stage but immediate start is required.
Organisational Area	National Health and Social Care Professions Office, Clinical Programme Implementation and Professional Development, Clinical Function.
Location of Post	<p>National HSCP Office:</p> <p>The National HSCP Offices are located in Phoenix Hall, St. Mary's Hospital Campus, Phoenix Park, D20CK33 and Clinical and Administration Block A, HSE Merlin Park Hospital, Galway H91N973. Flexibility and commitment to travel is required.</p>
Informal Enquiries	Jackie Reed, National Lead, National Health and Social Care Professions Office, Tel. No. 087 415 8758
Details of Service	<p>The National HSCP Office is a national strategic function for HSCP leadership and support. The role of the National HSCP Office is to strategically lead and support HSCP to maximise their potential and achieve the greatest impact for the design, planning, management and delivery of people centred, integrated care.</p> <p>The National HSCP Office reports to the National Director, Clinical Programme Implementation and Professional Development within the Clinical Function. The Clinical function is accountable for connecting, aligning and integrating clinical leadership across the healthcare system, from service and policy design, to planning and implementation; placing clinicians at the heart of decision making, creating a healthcare system informed and shaped by care pathways which meet patient expectations. The function is responsible for designing and implementing clinical models of care and public health strategies, and ensuring that these are</p>

	<p>implemented in line with guidelines, setting quality and patient safety standards across the health system and ensuring these are met. The function is also responsible for leading on providing clinical expertise to strategic programmes.</p> <p>Clinical Programme Implementation and Professional Development is responsible for managing the professional planning and development of the clinical workforce, including Doctors and Consultants, Nurses and Midwives and Health and Social Care Professionals. The function sets the framework and ensures that processes are being followed to drive the highest professional standards across the HSE, informs workforce requirements and ensures compliance across the system with clinical recruitment processes, manages partnerships with academic institutions and ensures clinical professionals advise and contribute to clinical design and service planning. Clinical Programme Implementation and Professional Development is accountable for Clinical Programme implementation and management of the National Trauma Unit and National Contracts Office.</p> <p>HSCP Deliver – A strategic Guidance Framework for Health and Social Care Professions 2021 – 2026 sets out the direction for Health and Social Care Professions. It has been designed for action to enable HSCP, managers, leaders and policy makers to apply it in their own context, implementing in a way that supports local action on local priorities. HSCP Deliver sets out the full collective potential of the family of 26 Health and Social Care Professions and offers:</p> <ul style="list-style-type: none"> -A clear view on the impact on our health services and most importantly, the population served when HSCP work to their collective potential -A description of the commitments that HSCP collectively make to delivering on that potential -Details of the supports and actions required from colleagues and other specific relevant stakeholders to realise this potential <p>Health and Social Care Professions (HSCP) is a term used to encompass a diverse, highly educated and skilled range of professionals with significant contributions to make to the health, care, wellbeing and quality of life of the population. The Health and Social Care Professions (HSCP) are the second largest clinical grouping of the healthcare workforce. There are 26 Health and Social Care Professions providing interventions in therapeutic, rehabilitative, re-enablement, health and social care and diagnostic services. HSCP work in all settings including acute, community, disability, specialist, mental health, primary care, residential and services for older persons. There are 18,723 Health and Social Care Professionals employed by the HSE (HSE Staff Census October 2021) representing 25% of the clinical workforce and 14% of the overall health services workforce.</p>
<p>Reporting Arrangements</p>	<p>Reporting to the National Lead, National HSCP Office or designee.</p>
<p>Purpose of the Post</p>	<p>The purpose of this post is to facilitate engagement with HSCP Deliver - A Strategic Guidance Framework for Health and Social Care Professions 2021 – 2026, and provide structured, project management and administration support for the widespread implementation process and associated project work required.</p>
<p>Principal Responsibilities</p>	<p>This position requires close collaboration with team members within the National HSCP Office and with colleagues within Clinical Programme Implementation and</p>

<p>and Duties</p>	<p>Professional Development as well as working in partnership with a range of stakeholders. There will be a strong emphasis on co-creation and working in line with the principles underpinning development of HSCP Deliver and People's Needs Defining Change, the Health Services Change Guide.</p> <p>Facilitation of engagement and project management</p> <ul style="list-style-type: none"> • Provide direct support and input to the planning, organisation and management of a range of engagement and associated educational and development activities related to implementation of HSCP Deliver. • Plan and develop a repository for storing, sharing and signposting to relevant tools and materials to support implementation of HSCP Deliver. • Assist in identification of meaningful supports for HSCP, including development of creative and innovative approaches, resources, materials and tools to support engagement and implementation. • Provide senior secretariat support to the high level oversight group and other projects and working groups associated with implementation of HSCP Deliver. • Develop, manage and maintain project logs including activities, tasks, timelines, risks, issues actions and dependencies as required. • Establish and maintain collection and reporting mechanisms to track and report on engagement patterns, activity and outcomes in relation to implementation of HSCP Deliver. • Develop and plan approaches to evaluation of projects and activities. • Establish and maintain mechanisms to facilitate identification, collation and sharing of examples of innovation and implementation aligning to HSCP Deliver. • Manage communications in relation to HSCP Deliver, including development of creative and engaging approaches. • Assist in stakeholder identification, mapping and management. • Source information, literature and resources relevant to issues or topics arising in supporting implementation of HSCP Deliver. • Provide support and input to identification, engagement and support of champions and mentors. <p>Business management</p> <ul style="list-style-type: none"> • Coordinate and schedule meetings and events. • Manage and coordinate any specific procurement requirements relating to HSCP Deliver in collaboration with relevant National HSCP Office team members. • Ensure all HSCP Deliver resources, files, general and financial records are up to date and readily accessible. • Prepare regular reports on progress of work, including preparation of documentation suitable for a range of different target audiences. • Contribute to the preparation of business cases and input to operational planning. <p>Standards, Regulations, Policies, Procedures & Legislation</p> <ul style="list-style-type: none"> • Effectively discharge day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures. • Maintain knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively.
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	<ul style="list-style-type: none"> • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • 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 <p>The above Job Description 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 their post, and which may be assigned to him/her from time to time and to contribute to the development of the post while in office</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Each candidate, at the latest date of application, Must;</p> <p>A</p> <ul style="list-style-type: none"> a) Be working in the HSE, TUSLA, and bodies which provide services on behalf of the HSE under Section 38 of the Health Act 2004. b) Be employed at a minimum of senior Health and Social Care Profession clinical grade or administrative Grade VII <p>B</p> <ul style="list-style-type: none"> c) Have experience of working on national projects/national groups d) Provide evidence of delivering transformational change e) Provide evidence of leadership and engagement across a range of disciplines and stakeholders. f) Provide evidence of collaborative and partnership working with a range of stakeholders. g) Provide evidence of experience in project management and strong organisational skills. h) Possess the requisite knowledge and ability including a high standard of suitability and managerial and administrative capacity to properly discharge the functions of the role. <p>Health</p> <p>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.</p> <p>Character</p> <p>Each candidate for and any person holding the office must be of good character.</p>

<p>Key competencies and knowledge</p>	<p><u>Professional Knowledge & Experience</u> Demonstrates:</p> <ul style="list-style-type: none"> • Project and programme management experience. • Experience of professional writing e.g. reports, briefing papers etc. • Experience of data analysis and data interpretation including use of critical appraisal skills • Good knowledge base in relation to the Health and Social Care Professions and current challenges and opportunities. • An understanding and appreciation of HSCP Deliver – A Strategic Guidance Framework for Health and Social Care Professions 2021 – 2026 and the implications and opportunities arising for HSCP. • Knowledge of legislation, regulations, and strategies as relevant to this role • Knowledge and understanding of health service reform. • Excellent ICT skills including use of MS Office suite and email. <p><u>Leadership and Direction</u></p> <ul style="list-style-type: none"> • Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long term corporate objectives • The capacity to lead, organise and motivate staff to function effectively in times of change • The ability 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. • The ability to work with multi-disciplinary/multi-sectoral team members and stakeholders to facilitate high performance, developing and achieving clear and realistic objectives <p><u>Working With and Through Others (Influencing to Achieve)</u></p> <ul style="list-style-type: none"> • Excellent influencing and negotiating skills • The ability to work independently as well as with a wider team in a complex and challenging environment. • The ability to be flexible, team oriented and a relationship builder and have a significant track record of achievement in the area. • Team building and management skills including the ability to work collaboratively with multi-disciplinary / multi-sectoral/interdisciplinary team members. • An ability to influence and negotiate effectively in furthering the objectives of the role • Sets high standards for the team and puts their work, and the work of the organisation into meaningful context <p><u>Operational Excellence – Managing and Delivering Results</u></p> <ul style="list-style-type: none"> • 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. • A capacity to negotiate and then ensure delivery on objectives • Places strong emphasis on achieving high standards of excellence and

measurement of performance.

- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisational goals
- Perseveres and sees tasks through – is a completer/finisher
- Demonstrates the ability to achieve medium and long term goals whilst also managing short term goals and priorities
- Shows a strong degree of self-sufficiency, being capable of proactively suggesting improvements and adapting readily to change

Critical Analysis, Problem Solving and Decision Making

- The ability to quickly assimilate and analyse complex information
- The ability to consider the range of options available, involve others at the appropriate time and level to make balanced and timely decisions
- The ability to think strategically, with strong analytical and judgement skills
- Demonstrates knowledge and application of evidence based decision making practices and methodologies
- Ability to collate and summarise evidence from a wide range of sources

Communication & Interpersonal Skills

- 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
- An ability to influence and negotiate effectively to achieve objectives
- Excellent writing skills
- The ability to tailor the message to meet the needs of the audience and plan engagement with stakeholders including the most appropriate for a.
- Facilitates two-way communication up and down the hierarchy

Personal Commitment and Motivation

- Is self-motivated and shows a desire to continuously perform at a high level
- Is driven by a value system compatible with the goals and values of the National HSCP Office and the HSE
- Is capable of coping with competing demands without a diminution in performance
- A core belief in and passion for the sustainable delivery of high quality customer focused services
- Maintains composure when dealing with crises and keeps a sense of perspective and balance in challenging circumstances

Commitment to a Quality Service

Demonstrate:

- Evidence of incorporating the needs of the service user into service delivery
- 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
- Evidence of delivery of a safe & quality service through multidisciplinary, interdisciplinary and cross sectoral working
- Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility

	<ul style="list-style-type: none"> • An ability to cope with competing demands without a diminution in performance.
<p>Competition Specific Selection Process</p> <p>Shortlisting / Interview</p>	<p>A shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for shortlisting is 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.</p> <p>This position is being filled based on a reassignment/secondment; therefore, if the successful candidate selected through the EOI process cannot obtain the support for their release from their position with their substantive employer, then unfortunately the candidate must be deemed ineligible.</p>
<p>Code of Practice</p>	<p>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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information For Candidates".</p> <p>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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.</p>	



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Terms and Conditions

<p>Tenure</p>	<p>The current vacancy will be filled based on a reassignment/secondment. It will be for a one year time-period.</p> <p>The successful candidate will retain their existing terms and conditions of employment on reassignment/secondment into this role. The successful candidate will be required to take up duty as soon as possible. The reassignment/secondment arrangement may be extended with the agreement of the HSE National HSCP Office, Clinical Programme Implementation and Professional Development, the candidate's employer and the successful candidate.</p> <p>Recruitment and appointment by 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.</p>
<p>Remuneration</p>	<p>Current remuneration will continue to apply</p>
<p>Working Week</p>	<p>The standard working week applying to the post is 37 hours per week.</p>
<p>Annual Leave</p>	<p>The successful candidate will retain their existing terms and conditions of employment, including contractual entitlement to annual leave, on reassignment/secondment into this role.</p>
<p>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale €70,373 as at 01.10.21)</p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€70,373 as at 01.10.21) 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;</p> <p>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.</p> <p>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</p>

	<p>Officer.</p> <p>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 http://www.sipo.gov.ie/</p>
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