



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

| | |
|-----------------------------------|---|
| Job Title and Grade | <p>HSCP Project Officer Mentorship Programme National Health and Social Care Professions Office</p> <p>1 WTE for 9 months</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 | <p>Mary Samuel, HSCP Development Manager, National HSCP Office Email: mary.samuel@hse.ie Mobile: 087 7157275</p> |
| 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</p> |

| | |
|-------------------------------|--|
| | <p>clinical models of care and public health strategies, and ensuring that these are 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> |
| Reporting Arrangements | The successful post holder will report to the HSCP Development Manager or designee. Post holder will be expected to work collaboratively with members of the National HSCP Office team, wider Clinical Programme Implementation and Professional Development team and other relevant stakeholders. |
| Purpose of the Post | The HSCP Project Officer will be responsible for the development of a pilot mentorship programme to support a targeted cohort of HSCP taking up clinical leadership representative roles in identified clinical programmes. |

Principal Responsibilities and Duties

Programme development and project management

- Finalise an agreed project plan for the design and development of a pilot HSCP mentorship programme with realistic objectives and deliverables.
- Review relevant literature to inform the development of a mentoring programme suitable for HSCP. Collate the findings and prepare a brief summary.
- Identify key risks, issues and challenges in the development and provision of a bespoke mentorship programme for HSCP, with effective mitigation and management strategies, as necessary.
- Identify and engage with the broad range of stakeholders required to develop HSCP mentorship programme and process.
- Design and develop guidelines and a process for HSCP mentoring programme for the National HSCP Office.
- Procure a service provider to design and deliver bespoke training for mentors and mentees.
- Carry out a pilot mentorship programme with an identified cohort including the process of contracting mentors and mentees.
- Collaborate and work with the identified training provider and other relevant stakeholders to deliver the programme.
- Evaluate the programme after a specified duration.
- Based on feedback from the pilot, make necessary amendments to the mentorship programme and the process.
- Develop a report for the National HSCP Office detailing the outcomes and making recommendations for next steps including identification of resources required to enable implementation of the mentorship programme.
- Manage and provide leadership in all aspects of the programme.

Standards, Regulations, Policies, Procedures & Legislation

- 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.
- 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

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>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></p> <p>Demonstrates</p> <ul style="list-style-type: none"> • A proven track record of achievement in their profession/role to date. • An ability to use training needs analysis, design, deliver and evaluate training programmes. • Good knowledge base in relation to the Health and Social Care Professions and current challenges and opportunities. • A good working knowledge of the health services including the health service reform and HSE service improvement. • Project 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 • Knowledge of legislation, regulations, and strategies as relevant to this role. • Excellent ICT skills including use of MS Office suite and email. |

Leadership and Direction

Demonstrates

- Effective leadership in a challenging environment including a track record of implementing improvements
- An ability to effectively lead projects to successful outcomes.
- Initiative in proactively identifying inefficiencies and implementing solutions
- Flexibility and adaptability
- Strategic awareness and thinking.

Working With and Through Others (Influencing to Achieve)

Demonstrates

- Excellent skills in relationship building and influencing.
- A real interest in and commitment to developing others.
- Excellent influencing and negotiating skills to achieve objectives.
- A track record of collaborative and inter professional working

Operational Excellence – Managing and Delivering Results

Demonstrates

- Excellent organisational and time management skills to meet objective within agreed timeframes and achieve quality results.
- Excellent project planning and organisational skills including an awareness of resource management and the importance of value for money
- The ability to improve efficiency within the working environment and the ability to evolve and adapt to rapidly changing environment.
- Ability to work to tight deadlines and operate effectively with multiple competing priorities.
- The capacity to operate successfully in a challenging operational environment while adhering to quality standards.
- An ability to take personal responsibility to initiate actions/activities and drive objectives through to a conclusion.

Evaluating Information and Decision Making

Demonstrate

- The ability to evaluate, analyse, interpret, collate and summarise complex data and make effective decisions.
- Effective problem solving.
- Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams.

Communication & Interpersonal Skills

- Effective communication and interpersonal skills
- An ability to influence and negotiate effectively to achieve objectives
- An ability to present information clearly, concisely and confidently in speaking and in writing
- The ability to tailor the message to meet the needs of the audience and plan engagement with stakeholders including the most appropriate fora.

Other:

- High personal energy and positive approach, requiring minimal direction, the ability to deal with workload challenges and meet deadlines.

| | |
|--|--|
| <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 9 month 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> |
|--|--|