****

**Healthy Campus Project Manager**

**Health Promotion and Improvement**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Healthy Campus Project Manager**  **Health Promotion and Improvement**  Specified Purpose Contract – Initial period of 2 years |
| **Closing Date** | 12 Noon 7th November 2017 |
| **Proposed Interview Date (s)** | November 2017 |
| **Taking up Appointment** | ASAP |
| **Organisational Area** | Health Promotion and Improvement, Health and Wellbeing Division |
| **Location of Post** | This is a national post - location to be agreed. |
| **Informal Enquiries** | Helen Deely, Health Promotion and Improvement  [Helen.deely@hse.ie](mailto:Helen.deely@hse.ie)  087 2157930 |
| **Details of Service** | Improving the health and wellbeing of Ireland’s population is a Government priority and is one of the four pillars of healthcare reform outlined in *Future Health.* This signals a clear shift in policy, service design and practice away from simply treating sick people to keeping people healthy. This re-orientation is necessary as Ireland is experiencing significant and alarming trends in the prevalence of chronic disease within the population. The projected growth in chronic diseases of 3-4% per annum means a very unhealthy and financially unsustainable future.  The work of Health and Wellbeing is focused on -   * protecting people from threats to their health and wellbeing * helping people to stay healthy and well, though our health promotion and improvement function and behaviour change programmes and policies * detecting diseases early, though our national screening programmes and clinical models of care * Providing knowledge, intelligence and support to ensure our health service and models of healthcare provision deliver health improvement gains for the population and particularly for those most at risk.   Several key policies and strategies have been developed to progress this work including; *Healthy Ireland*, The *National Physical Activity Plan*, *A Healthy Weight for Ireland - Obesity Policy and Action Plan*, the *National Sexual Health Strategy*, *Tobacco Free Ireland*, the *National Substance Misuse Strategy*. |
| **Key Working Relationships** | Programme Manager for Education, Health Promotion and Improvement Managers and staff. |
| **Purpose of the post** | To support the national implementation of evidence-based education initiatives to support health and wellbeing in the third level education sector. |
| **Reporting Relationship** | The Project Manager will report to the Programme Manager for Education or other delegated officer |
| **Principal Duties and Responsibilities** | The Healthy Campus Project Manager will be responsible for:   * Developing and delivering an implementation plan to support wellbeing in the third level sector, in partnership with the Policy Programme Leads, Health Promotion and Improvement, the Department of Education and Skills and the Department of Health and other relevant organisations. * Developing web-based resources, toolkits and support materials to support third-level institutions to become a healthy campus, in line with national health and education policy. * Developing and co-ordinating a National Healthy Campus Network. * Establishing and managing a National Healthy Campus working group. * Identifying an appropriate recognition system for the Healthy Campus initiative at national level. * Developing and managing an outcome-focused reporting and monitoring system * Establishing and pursuing research and development priorities. * Undertaking communications activities to promote wellbeing in the third level sector * Liaising with relevant internal and external stakeholders. * Keeping up to date with the relevant research on health and wellbeing in the education sector. * Managing the project budget as required.   Any other appropriate duties assigned  **This 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 the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***This campaign is confined to staff who are currently employed by 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 as per Workplace Relations Commission agreement -161867***  **Candidates must have at the latest date of submission of CV: -**   * Experience of delivering national policies, best practice or evidenced based programmes related to improving population health and wellbeing * Experience of managing and working collaboratively cross functionally with multiple internal and external stakeholders, as relevant to the role * Have the requisite knowledge and ability for the proper discharge of the duties of 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.  **Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed CVs for the office occurs. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as post will involve travel |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *Demonstrate:*   * Knowledge of the current research literature in implementing health and wellbeing initiative in education settings * Experience in promoting health and wellbeing in education settings. * Knowledge of relevant strategies and policies * Excellent MS Office skills to include, Word, Excel and PowerPoint Knowledge   **Communications & Interpersonal Skills**  ***Demonstrate:***   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently * Excellent written communication skills including strong report writing and presentation skills * Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.   **Planning & Organising and Delivery of Results**  ***Demonstrate:***   * The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation * The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes * The ability to use resources effectively, challenging processes to improve efficiencies where appropriate   **Evaluating Information, Problem Solving & Decision Making**  ***Demonstrate:***   * Excellent analytical, problem solving and decision making skills * The ability to quickly grasp and understand complex issues and the impact on service delivery * The ability to confidently explain the rationale behind decision when faced with opposition * Ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues   **Building and Maintaining Relationships including Teamwork & Leadership Skills**  ***Demonstrate:***   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * The ability to lead the team by example, coaching and supporting individuals as required. * Flexibility, adaptability and openness to working effectively in a changing environment   **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 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 |
| **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 CV. 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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their CV 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”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  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. | |