

Director of Public Health Nursing, Assistant

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Director of Public Health Nursing, Assistant**  (Grade Code:281X) |
| **Campaign Reference** | To be completed by Recruiter |
| **Closing Date** | To be completed by Recruiter |
| **Proposed Interview Date (s)** | To be completed by Recruiter |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder? |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | Under the leadership of the Director of Public Health Nursing, the Assistant Director of Public Health Nursing (ADPHN) will be responsible for the management of the community nursing service delegated to him/her. S/he must manage the delivery of an efficient and effective community service to those eligible who require it. All nursing staff report to and are supervised by the ADPHN.  In keeping with their responsibility to ensure optimal use of available resources the ADPHN must develop and manage working relationships with nurse colleagues in the PHN service, other members of the Primary Continuing Care Team, hospitals and other institutions in the network and community area, GPs and practice nurses, voluntary and statutory bodies and professions, representatives of marginalised and vulnerable groups. |
| **Principal Duties and Responsibilities** | *The Director of Public Health Nursing, Assistant will:*  **Professional / Clinical**   * Identify service needs in a defined geographical area and monitor demographic trends relevant to the effective delivery of Community Nursing Services. * Identify and develop the organisation and delivery of Health Promotion activities in their area. * Manage and support Public Health Nurses and other members of the team in the provision of community nursing and related services. * In keeping with his/her responsibilities to provide optimal and coordinated service to the community and to ensure the best use of available resources, develop and manage working relationships with a wide range of stakeholders including colleagues in the Public Health Nursing Service, other members of the Community Care Team, Primary Care Team, hospitals and other health institutions in his/her area, General Practitioners (GPs) and practice nurses, voluntary organisations, representatives of marginalised groups, statutory bodies and professions as appropriate, Home Help organizers and representatives of persons with special needs. * Co-operate with GPs, practice nurses, community and hospital staff in order to develop the most effective procedures for the referral of patients to the community nursing service, for the treatment and care of patients and for the discharge or transfer of care to other services. * Monitor the workload of the community nursing team and administer and manage the assignment of staff. * Co-operate in the on-going development of community care services including the use of new technology, etc. * Manage the delivery of child health and maternal services as required. * Assist in the direction of the community nursing service in line with policy and legislation. * Manage and/or monitor the home support service if required. * Manage and/or monitor the home care attendant service as required. * Undertake duties in connection with the co-ordination and development of services for various care groups and evaluate and improve these services. * As part of and in partnership with the multi-disciplinary team introduce and support continuous quality improvement of all services under his/her charge. * Discharge professional and statutory responsibilities in the area of child care. * Provide effective leadership, support and advice to nursing and allied staff as necessary. * Work with Primary Care Teams to co-ordinate primary health care initiatives such as primary and booster immunisation programmes. * Deputise for the Director of Public Health Nursing as required. * Undertake other relevant duties as may be determined from time to time by the Director of Public Health Nursing or other designated officer.   **Education and Training**   * Participate in mandatory training programmes. * Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by the Director of Public Health Nursing. * Identify staff training needs and recommend training and development initiatives within available resources. * Participate in induction and in-service training. * Ensure newly qualified nurses have adequate induction and clinical supervision and assist in implementing annual staff development and performance review. * Manage the placement of student Public Health Nurses during community placement and liaise with tutorial staff on the Public Health Nurse higher diploma programme. * Organise the allocation and placement of students for community experience in conjunction with tutorial staff.   **Health & Safety**   * Promote a safe working environment in accordance with health and safety legislation. * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Actively participate in risk management issues, identify risks and take responsibility for appropriate action. * Report any adverse incidents in accordance with organisational guidelines. * 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.   **Administrative**   * Play a strategic role and participate in the overall management and implementation of service plans and budgets in partnership with the Director of Public Health Nursing and General Manager. * Formulate service plans and budgets in co-operation with the multi-disciplinary team. * Within the assigned area of responsibility, ensure expenditure is controlled in line with budget allocation and identify potential areas for savings through improved practices and innovations. * Collect and collate statistical and financial returns as appropriate and keep such records as required by the Director of Public Health Nursing. * Continually evaluate the efficiency and effectiveness of the service provided, through the use of appropriate structures and mechanisms. * Manage and monitor the usage of supplies and loan of equipment to service users. * Ensure an adequate supply of clinical products and nursing equipment for emergency use. * Exercise a defined role in the personnel function. * Discharge responsibilities in dealing with complaints and conflict resolution.   **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 him/her 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: -**  ***Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **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. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | **Knowledge / Experience Relevant to the Role**  *For example:*   * Demonstrates excellent knowledge of nursing and evidence based practice. * Demonstrates sound clinical knowledge and professional judgement to effectively carry out the duties and responsibilities of the role. * Demonstrates the knowledge, abilities and technical skills required to oversee the provision of safe, efficient and effective service. * Has the administrative capacity to discharge the functions of the post. * Demonstrates a willingness to inform self and to adhere to legislative or other requirements specific to practice.   **Leading on Vision, Values and Process**  *For example:*   * Demonstrates evidence of the ability to contribute to the implementation of the corporate, service and professional vision as it applies to the role. * Communicates the vision and purpose in a way that is meaningful at all service levels. * Demonstrates the ability to facilitate the implementation of the vision. * Creates an enthusiastic and committed work climate; builds a strong team ethos and knows how to motivate others by inviting and valuing their input. * Is open to change and demonstrates evidence of being able to lead effectively in the implementation of change.   **Analytical Thinking**  *For example:*   * Demonstrates the ability to effectively collate information and data relevant to the role. * Demonstrates the ability to analyse and interpret information (as appropriate) to inform decisions. * Recognises the importance of making relevant others aware of key trends; develops a business case to address identified trends to inform service delivery as appropriate to the role. * Demonstrates excellent problem solving, analytical and decision making skills. * Demonstrates the ability to make decisions in a timely manner and take proactive action when needed.   **Managing & Developing (Self & Others)**  *For example:*   * Works with others to set and achieve goals in line with service and organisational objectives - ensures that goals are met. * Adapts management style to suit the demands of the situation and the people involved. * Demonstrates the ability to plan and manage resources in order to meet objectives **-** adheres to deadlines, can multi-task effectively. * Demonstrates flexibility and adaptability and the ability to re-prioritise in response to changing demands / responds effectively to crises situations. * Delegates effectively; empowers and enables others / proactively engages others in managing and implementing change.   **Communication & Interpersonal Skills**  *For example:*   * Keeps lines of communication open and knows how to get things done through both formal and informal structures and channels. * Demonstrates strong interpersonal skills in order to deal effectively with a wide range of stakeholders. * Presents compelling arguments by understanding and anticipating the agendas of others. * Balances diplomacy and tact with a firm, objective approach / demonstrates assertiveness as appropriate. * Demonstrates strong negotiation, influencing and persuasion skills – uses information and facts to build an effective case. |
| **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.  The HSE is an equal opportunities employer. |
| **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.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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 Public Health Nursing, Assistant**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel 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: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New 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.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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 for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. [↑](#footnote-ref-1)
2. 1 A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)