

**Assistant National Lead (Audiology)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Assistant National Lead (Audiology)**  (Grade Code: 3448) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **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?   *For example:* The Assistant National Lead (ANLA) will report to the National Lead for Audiology for all clinical matters and for operational matters to the designated CHO manager. |
| **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.  *For example:* The Assistant National Lead (Audiology) will liaise effectively with any other staff, clinicians and management of supporting services, other hospitals and agencies as required, including Dept. of Education, Social Services and voluntary agencies so as to promote multi-disciplinary working to provide a seamless, integrated, audiology service for patients of all ages. |
| **Purpose of the Post** | What is the overall high-level purpose of the job?  *For example:* Each Assistant National Lead (Audiology) will support the National Audiology Clinical Lead in the implementation of the modernisation of audiology services across their area based on the recommendations of the National Audiology Review Group Report (2011), the resulting Integrated Audiology Programme, and the HSE’s strategic plans for reorganisation and integration of community and acute services.  They will be responsible for ensuring the delivery of ongoing high quality evaluative audiology services across their specified area. The Assistant National Lead will support the National Lead for audiology to ensure that operational implementation of modernisation is rooted in the national strategic policy. They will be expected to continue clinical practice in order to maintain clinical competency and may also take on a national lead role in an identified programme(s)/ initiative(s). |
| **Principal Duties and Responsibilities** | *The Assistant National Lead (Audiology) will:*  **Clinical / Professional / Service Development**   * Lead on service development, service improvement and patient pathway redesign to ensure effective and efficient services with patient needs at the forefront. * Liaise closely with Assistant National Lead colleagues and with the National Lead for Audiology in order to maximise service quality and consistency, share best practice and reduce national and regional service variability. * Have overall responsibility for ensuring systems of clinical governance within integrated audiology services, for quality improvement and staff development. * Be clinically responsible and lead in all adult and paediatric audiology services including optimising resource allocation to meet population needs. * Undertake the full range of specialised adult and paediatric services; being clinically responsible for, and the lead in, all adult and paediatric audiology services within the area, providing assessment and rehabilitation services to meet international standards of best practice and recommended procedures. * Undertake highly specialised clinical activity and provide expert clinical, scientific, and technical advice within the field of audiology. * Undertake clinical sessions (approximately 50% WTE) in one or more clinical areas. * Liaise with, and ensure that lines of communication are in place internally with staff, clinicians, management, supporting services and externally with GPs and other hospitals and agencies as required. * Undertake the development of hearing health improvement programmes to prevent unnecessary hearing loss by working with educational and industrial establishments (public awareness). * Consult widely with clinical and managerial leads in related disciplines and ensure open and supportive interactions with these disciplines. * Demonstrate a commitment to the development of audiological practice by being active nationally in specialist area(s) as evidenced by participation in, for example, national meetings and membership of organising/professional bodies. * Take a national lead role in an identified programme/service.   **Education & Training**   * Be responsible for establishing and maintaining the training function of audiology services in terms of clinical education, practical competencies and skills for trainees at various levels and CPD for existing staff. * Be responsible for the co-ordination of clinical and theoretical teaching to a wide range of non-audiological staff and other professional/lay audiences as necessary. * Participate in mandatory and recommended training programmes in accordance with departmental / organisational guidelines. * Ensure that clinical and professional standards, including confidentiality, ethics and legislation are maintained at all times and local and national guidelines implemented across their area of responsibility. * Avail of and participate in own supervision. * Participate in planning reviews, professional supervision, and performance achievement and development processes. * Ensure the provision of quality practice education and supervision of student audiologists and promote and engage in the teaching/training/support of others as appropriate.  Research and Development (R&D)  * Undertake an active role in research and development into improved procedures, tests and equipment for audiological services, including liaising with local, national and international organisations to develop creative and innovative improvements in audiological services for patients. * Conduct and participate in clinical audit. * Develop a strong customer focus, seeking the views of service users periodically. * Develop business cases to initiate and secure funding for R&D, along with co-ordinating R&D activities for audiological services. * Demonstrate commitment to continuous professional development; contribute to scientific literature in the field of audiology, and present scientific papers to international and national conferences; be active nationally in the specialist area(s) as evidenced by participation in national meetings and membership of organising/professional bodies.   **Quality, Risk Management, Health & Safety**   * Ensure the co-ordination of safety checking, routine maintenance and calibration of all audiological equipment within the region. * Work in a safe manner with due care and attention to the safety of self and others. * Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Adequately identify, assess, manage and monitor risk within their area of responsibility. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). * Develop and implement policies and procedures to support safety, best practice and service provision. * 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.   **Managerial & Financial**   * Be responsible for predicting changes in demand for future audiology services within the region and develop business plans and working documents in conjunction with the national lead, service managers and commissioners for future delivery of audiology. * Manage appropriate service performance within available resources; this will involve the identification of shortfalls, risks or changes in practice, and highlight the consequences to management. * Lead on decision-making for audiology services within the region including strategic planning, procurement, and training. * Be accountable for the service on a day-to-day basis, including the management of all resources ensuring the effective deployment of resources including people, skills, equipment, facilities, and finance to best meet population needs across the region. * Be responsible for ensuring that adequate systems are in place for monitoring and delivery of efficient services and quality standards. * Work with management to monitor waiting times, review capacity, develop equitable access to services and meet local service level agreements, through recording and monitoring clinical activity with reporting at specified intervals. * Have a major lead role in the strategic development, management, and maintenance of audiology equipment and audiology IT systems in conjunction with ICT staff. * Engage in IT developments as they apply to service users and service administration. * Keep up to date with developments within the organisation and the Irish Health Service. * Support the recruitment and selection of staff in accordance with HR policies and procedures.   **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** | **Candidates must have at the latest date of application:**  **Please insert Eligibility Criteria for the post - see 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** | *The Assistant National Lead (Audiology) will demonstrate:*  **Professional Knowledge and Experience**  *For example:*   * Clinical, scientific and technical audiology expertise and experience for dealing with complex audiological cases / to fulfil the requirements of the role. * Evidence of having played a leading role in audit practices. * An awareness of legislation, standards, and policies relevant to the role. * Evidence of maximising the use of ICT and keeping abreast of technologies that support audiology services. * A commitment to own CPD and that of others. * Computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.   **Planning & Managing Resources**  *For example:*   * Evidencing of looking ahead and forward planning for service developments. Anticipates trends and identifies opportunities. Ensures that the learning from new service models and practices influences future service planning. * Competence in heading up a scientific section; a proven ability to plan and manage resources; making every effort to ensure that staff have the resources to do the job properly. * The ability to lead on planning and organising including having clarity of thought on long-term aims and well-defined objectives for the short and medium term. * A high level of initiative and adaptability in response to workforce demands.   **Managing Others**  *For example:*   * Effective team management skills including the ability to lead by example and motivate staff. * Clear strategic direction, adopting an approachable management style and promoting collaborate working relationships. * An understanding of the different approaches required to influence different strategic   stakeholder groups.   * An ability to deals positively and constructively with obstacles and conflict. * A commitment to the development of self and others in a busy working environment.   **Is a champion for the service user**  *For example:*   * Commitment to providing a quality service. * Evidence of embracing and promoting change - plans strategically to drive change and ongoing improvement, is innovative. * A tendency to continuously challenge standards of quality and efficiency and strives to find ways to improve standards of care. * A strong awareness and appreciation of the service user. * A commitment to identifying, managing and reporting on risk.   **Evaluating Information and Judging Situations**  *For example:*   * Sound judgement involving highly complex facts / situations, which require analysis, comparison and interpretation i.e. able to analyse, interpret, discuss, and advise on the latest scientific audiological advances/research. * Effective problem-solving strategies - relies on professional expertise and management experience to understand and evaluate problems. * An ability to explain the rationale behind decisions confidently when faced with opposing or competing demands. * Objectivity but also aware of sensitivities in their approach. * That they regularly quantify and evaluate activities against service plans and take timely action to correct potential difficulties and/or to respond to changing needs.   **Communication & Interpersonal Skills**  *For example:*   * Effective communication skills (verbal & written) including the ability to get a message across fluently and persuasively. * Evidence of tailoring the communication method and message to match the needs of the audience. * Effective interpersonal skills including the ability to network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery. * Strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view. |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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. | |

**Assistant National Lead (Audiology)**

**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 of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale 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:  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.  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 Officer.  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 <https://www.sipo.ie/>. |

**\*\*\*\*\*\*\*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. 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-1)
2. [↑](#footnote-ref-2)