

**Dietitian, Manager  
Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Dietitian, Manager**  *(Grade Code: 3328)* |
| **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** | The Dietitian Manager will lead and manage the provision of Dietetic Services, providing professional and clinical leadership, management and support to facilitate the Dietetics team in providing a quality service in response to the needs of the service user population. |
| **Principal Duties and Responsibilities** | *The Dietitian Manager will:*  **Professional / Clinical**   * Provide strategic, clinical and professional leadership in the delivery of a high quality dietetics service. * Be responsible for the overall management and performance of dietetics activity, ensuring services are delivered in line with national policy directives and priorities. * Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-dietitians.pdf> * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. [***Delete or include bullet as appropriate***] * Support the implementation of the recommendations of the ‘National Food and Nutrition Policy.’ * Retain a clinical remit as required. * Ensure the implementation of best practice dietetics needs assessments and that an appropriate range of service user interventions are in place to meet the needs of the client population. * Promote a clinical service with a focus on incorporating therapeutic delivery and care planning. * Work as a member of multidisciplinary teams; initiate and / or participate in departmental and multidisciplinary initiatives to enhance the standard of care to clients. * Establish standards and best practice guidelines to provide a quality driven service through the development and implementation of, for example, care pathways, policies, procedures, and guidelines, in conjunction with acute hospital and community Dietitians, as part of the Nutrition and Dietetic Service integration process and risk management measures. * Build and communicate an understanding of the role and contribution of dietetics within multidisciplinary teams, to ensure a clear pathway for service users. * Develop good working relationships with other Heads of Service, professionals, specialist services, community and voluntary organisations to provide integrated quality care to service users. * Demonstrate a research focus to enhance service development and delivery. * Represent dietetics on the Management Team and other fora as required.   **Education & Training**   * Oversee the implementation of appropriate induction and probationary systems. * Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives. * Promote staff continuous professional development by making recommendations with regard to the ongoing education, research, training and in-service needs of dietetic staff members. * Act as a resource by participating in the education and training of dietetic colleagues, other health professionals and client groups as required. * Co-ordinate the development of nutritional and dietetic resources and teaching materials. * Facilitate supervision, CPD and PDP for staff. * Be responsible, in partnership with local General Management, for the practice education of Dietetic students through provision of placements and through support for Dietitians who are practice educators within their departments.   **Quality and Risk, Health and Safety Management**   * Be responsible for all aspects of staff and client safety within their area of responsibility. * Be responsible for clinical audit and risk management within the service, including adequately identifying, assessing, managing and monitoring risk within their area of responsibility. * Participate with any internal or external evaluation of the service. * Conduct periodic risk assessment and safety evaluations of facilities and work practices. * 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.   **Management**   * Play a significant role in aligning the Dietetics service with the organisation’s strategies, initiatives and health promotion projects. * Be responsible for the strategic and operational management, delivery and evaluation of dietetic services. * Contribute to the development of Service Plans based on identification of needs and priorities, national and local HSE area objectives and activities, budgets and timeframes. * Collaborate with relevant personnel to produce Operational Plans for dietetic services. * Work to facilitate the implementation of integrated and streamlined dietetics services within the area. * Manage the effective and efficient delivery of a people centred service within allocated budgets and resources. Ensure that expenditure is controlled within budget and identify potential for efficiencies through improved practices and innovations. * Prepare annual financial planning of the service including the negotiation of resources and assessment of priorities in pay and non-pay expenditure. * Monitor and review the operational functioning of the dietetic services in the assigned area, with a view to maximising quality. Assist in change management of nutrition and dietetic services as required. * Record, analyse and evaluate indicators such as activity levels, service trends, work practices etc. and submit findings to inform service planning and development. * Collate and submit data for National Metrics and Performance Indicators. * Manage a Dietetic team in a transparent and equitable manner including the provision of staff guidance and supervision and participating in recruitment initiatives as required. * Oversee implementation of appropriate performance management system (e.g. clinical audit/quality assurance programmes) for the delivery of a high quality dietetics service. * Ensure the dietetics service complies with relevant HR and other policies, procedures and guidelines. * Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines, Freedom of Information (FOI) Act and GDPR. * Act as spokesperson for the organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Keep updated on current and impending legislation and the perceived impact on practice.   **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** | **Professional Knowledge and Experience**  *For example:*   * A high level of clinical knowledge and evidence based practice to carry out duties and responsibilities of the role. * Knowledge of the various theoretical models and approaches that apply in current practice. * Knowledge of a range of appropriate interventions relevant to the client group and an ability to apply knowledge to best practice. * Demonstrates a commitment to promoting evidence based practice and research. * The knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice. * Knowledge of the role of health promotion and the importance of preventative health care. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email and PowerPoint systems, as relevant to the role. * Maximises the use of ICT with a willingness to develop IT skills relevant to the role.   **Planning and Managing Resources**  *For example:*   * Demonstrate the ability to lead on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of client centred care and with a focus on value for money. * Ability to manage deadlines and effectively handle multiple tasks. * Co-ordinates work with other professions to ensure an optimum service is provided for clients. * Demonstrates a high level of initiative and adaptability in response to workforce demands.   **Managing and Developing (Self & Others)**  *For example:*   * Provides clear direction on a regular basis and adopts an approachable management style, promotes collaborate working relationships. * Deals positively and constructively with obstacles and conflict within teams. * Demonstrates a commitment to the development of self and others. * Fosters a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.   **Commitment to Providing a Quality Service**  *For example:*   * Demonstrates the ability to lead on the delivery, design, implementation of a high quality, person centred service. * Embraces and promotes change - demonstrates an ability to plan strategically to drive change / make improvements to service delivery. * Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care. * Displays strong awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrate ability to collate, analyse, interpret, and report on service activity, and assigned/agreed KPI’s. * Demonstrate the ability to effectively analyse and critically evaluate complex information and make appropriate decisions. * Demonstrate effective problem-solving strategies, including the ability to identify and manage risk, be flexible and innovative, and manage challenging scenarios. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.   **Communications and Interpersonal Skills**  *For example:*   * Display effective communication skills (verbal & written), including the ability to present complex information by tailoring the communication method and the message to match the needs of the audience; demonstrates active listening skills. * Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others. * Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * Demonstrates 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.  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. | |

**Dietitian, Manager**

**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. |
| **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)