

**Dietitian, Manager-in-Charge III**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Dietitian, Manager-in-Charge III**  *(Grade Code: 3391)* |
| **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? *For example:* The post holder will report to the General / Operations Manager and will work as part of the multidisciplinary management team. * 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** | What is the overall high-level purpose of the job?  *For example:* To lead and manage the provision of Dietetic Services in a hospital or community setting as appropriate, ensuring the effective and efficient delivery of services within an allocated budget. The Manager-in-Charge III will ensure that the provision of service is quality driven in line with recognised standards of practice and delivered in line with health service changes and developments. The post holder will work with multiple stakeholders on a wide range of issues such as; service planning, personnel issues, medical legal issues in the practice of Dietetics, Health, Safety & Risk Management relating to client care etc. |
| **Principal Duties and Responsibilities** | *The Dietitian, Manager-in-Charge III will:*  **Clinical / Professional**   * Lead, organise and co-ordinate the work of the Dietetics service, ensuring the highest standards of service user care. * 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***] * Lead the development, monitoring and review of standards, policies and guidelines to ensure optimal client care and outcomes. * Establish and maintain liaison with the multidisciplinary team to ensure maximum benefit from coordinated care. * Lead on the local implementation of nutrition related national policies and work effectively with other related disciplines to apply those policies. * Keep abreast of new developments, skills and technology in order to initiate and respond to changes in the work environment e.g. data analysis, clinical audit, research etc. * Be actively involved in continuously improving the quality of the service, through audit, quality improvement initiatives and clinical research. * Develop best practice regarding the delivery of services, liaising with others as required. * Establish and maintain links with other Dietetic Services and professional bodies both nationally and internationally, in order to promote collaboration in professional development and research. * Build alliances and working partnerships with other professions and colleagues to develop quality initiatives to enhance outcomes and ensure best standard approaches for service users. * Keep abreast of research and new developments and encourage adoption of new ideas. * Initiate, facilitate and take part in research and promote awareness of current / on-going research. * Support and encourage a research focus within the team to enhance service development e.g. case studies, abstracts, conference submissions, studies for higher degrees. * Participate and co-operate with any internal or external evaluation of the service.  Education and Training  * Support the highest standard of nutrition and dietetic practice through the provision of professional supervision and supporting staff in their continuing professional development. * Maintain a professional relationship with academic institutions in relation to on-going training of Dietetic students, collaborative research and other activities. * Facilitate the arrangements necessary, and participate as appropriate, in the education and training of Dietetic students and other staff, both at undergraduate and post-graduate level, as the need arises. * Be responsible, in partnership with local General Management, for the practice education of student Dietitians through provision of placements and through support for Dietitians who are practice educators within their departments.   **Quality & Risk, Health & Safety Management**   * Work in a safe manner with due care and attention to the safety and well-being of self and others. * Develop and implement risk management and health and safety strategies in line with relevant health and safety regulations and legislation, including adequately identifying, assessing, managing and monitoring risk within their area of responsibility. * Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards. * Complete clinical incident forms and risk assessments as per HSE policy. * 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 Responsibilities**   * Engage a strategic approach to the development of dietetic services and structures, embracing continuous quality improvement and the management of change necessary to achieve organisational objectives. * Lead and manage the dietetic service and provide advice in relation to development planning and the improvement of service in consultation with management. * Plan and manage to ensure an efficient, effective and quality service, anticipating changing demands and responding to these changes. * Develop a shared sense of commitment and participation among staff in the planning, development and delivery of the service. Communicate local / national plans, strategies and policies to staff. * Participate in the overall financial planning of the service including the negotiation of resources and the assessment of priorities in pay and non-pay expenditure, incorporating staffing, education and training costs. * Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices. * Contribute to relevant business cases and financial planning exercises being undertaken by the organisation. * Be responsible for the management of staff staffing levels and for ensuring the delivery of a quality service. * Ensure the optimum and effective use of staff through efficient rostering, skill-mix planning, workload measurement and staff deployment. * Implement a staff development and performance management process and foster a high level of morale among staff by effective motivation and communication. * Engage in recruitment initiatives as required. * Promote a culture that values equality, diversity and respect in the work place. * Act as spokesperson for the organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **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 & Experience**  *For example:*   * Demonstrate a level of clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. * 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 the strategic planning and delivery of services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money. * Promotes and encourages work with other professions to ensure an optimum service is provided for service-users. * Demonstrates a high level of initiative and adaptability in response to workforce demands.   **Managing and Developing (Self and Others)**  *For example:*   * Leads on the design and delivery of a high quality, person centred service working with and through others in achieving goals. * Provides clear direction on a regular basis and adopts an approachable management style, promotes collaborate working relationships. * Deals positively and constructively with obstacles / conflict. * Fosters a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.   **Commitment to providing a Quality Service**  *For example:*   * Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area(s) of responsibility. * Embraces and promotes change - plans 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:*   * Relies on professional expertise and management experience to understand and evaluate problems. * Makes decisions in a transparent manner by involving and empowering others where appropriate. * Evaluates information and makes effective decisions especially with regard to service delivery. * Demonstrates 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. * Tailors 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 network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery. * 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-in-Charge III**

**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)