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| **Job Specification; Sample Content**  **Dietitian Manager-in-Charge III (3391)** | |
| **The following template provides sample content for the above role.**  **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** | |
| **Purpose of the Post** | ***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** | ***For Example:***  *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 & Training**   * Support the highest standard of nutrition and dietetic practice through the provision of professional supervision and supporting staff in their continuing professional development. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * 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.** |
| **Skills, competencies and/or knowledge** | ***For Example:***  *The candidate must demonstrate*  **Professional Knowledge and 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, and 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. |