

**Radiography Service Manager I**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Radiography Service Manager I**  (Grade Code: 309X) |
| **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 (if anyone)? |
| **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?  *Example:* The Radiography Service Manager I will be responsible for the management of the:   * day-to-day Radiography Service, working closely with other senior members of staff in responding effectively to changing work priorities, and in promoting quality and efficiency * recruitment, rostering and management of Radiographers and support staff within the department, creating and promoting healthy working relationships |
| **Principal Duties and Responsibilities** | *The Radiography Service Manager I will:*  **Clinical / Professional**   * Provide strategic and clinical leadership which results in the delivery of an effective, efficient, quality assured and patient centred radiographic service. * Lead in the management of the radiography service. * Maintain awareness of the primacy of the service user in relation to all activities. * Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-radiographers-radiation-therapists.pdf> * Maintain up-to-date knowledge of clinical, technical and radiographic developments so as to promote modern standards of clinical care in service delivery. * Be accountable for monitoring and evaluating the quality of the Imaging Service provided, including radiographic technique / technical aspects and customer service. * Maintain a quality assurance programme for the department. * Participate in and co-operate with any internal or external evaluation of the service, including performance review and external audit. * Contribute to the development and implementation of operational policies, protocols and guidelines. Ensure adherence to codes and guidelines relating to professional practice. * Liaise with other departments and disciplines in maximising the service user experience. * Maintain collaborative working relationships with appropriate statutory, professional and voluntary organisations responsible for and / or participating in health care. * Develop a shared sense of commitment and participation among staff in the development of the service. Keep staff briefed on developments. * Attend meetings as required, including multi-disciplinary clinical meetings.   **Education & Training**   * Participate in mandatory training programmes. * Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice. * Identify the training needs of staff and facilitate their professional development. * Participate in the recruitment, training and supervision of radiography staff. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. Be responsible, in partnership with local General Management for the practice education of student Radiographers through provision of placements and through support for Radiographers who are practice educators within their departments.   **Health & Safety**   * Work in a safe manner with due care and attention to the safety of self and others. * Ensure that policies and legislation on radiation safety are understood by staff and complied with. * Assist with investigations and take appropriate action in accordance with policies relating to, for example, complaints, accidents and incidents. * Comply with the policies, procedures and safe professional practice of the Irish Healthcare system, by adhering to relevant legislation, regulations and standards. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Investigate and take appropriate action regarding complaints, accidents and incidents. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply for 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health care.   **Managerial Responsibilities**   * Participate in the preparation of service plans and monitor and report on their implementation as required. * Contribute towards the strategic planning and lead on the co-ordination of the unit with regard to work rotas, patient scheduling, allocation of work, assignment of areas of responsibility and redeployment of staff when appropriate. Ensure the optimum and effective use of staff through efficient rostering, skill / grade mix planning and workload measurement. * Maintain appropriate staff records including attendance, ensuring that the relevant HR and financial procedures are adhered to. Implement grievance and disciplinary procedures as required. * Promote a culture that values diversity and respect. Create and promote healthy working relationships. * Contribute to departmental financial planning and ensure that appropriate budgetary control procedures are implemented. * Identify potential for effectively saving through improved practices and innovation. * Ensure provision of accurate monthly performance and activity information to the Management Team. * Advise on equipment selection, purchase, replacement and upgrading when required and maintain up-to-date knowledge on new developments. * Monitor and record equipment performance to include routine service, maintenance, malfunctions and downtime. * Supervise, in co-ordination with the Supplies Department, the custody and stock level of all materials held in the department and the delegation of these duties to appropriate staff. * Maintain strict confidentiality at all times. Ensure compliance with Freedom of Information GDPR legislation.   **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** | ***Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](about:blank)  **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 mostly relate to a specific role and might include education / experience required for a specific post in a specific location / may include specialisms e.g. ICU course or experience. We don’t include ‘Nice to have’ / ‘Desirable’ criteria – either a criterion is essential to the role or it isn't. Avoid including ‘numerical data’ here e.g. must have x no. of months / years’ experience in XXX. Instead it is more helpful to detail what it is you want the applicants to know / be able to do.** |
| **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** | *Candidates must demonstrate:*  **Professional Knowledge and Experience**  *For example:*   * An advanced level of clinical expertise, knowledge and evidence based practice to carry out the duties and responsibilities of the role in line with relevant policies, legislation and standards. * Practises within the legal and ethical boundaries of their profession to the highest standard. * Demonstrates the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of responsibility. Has a sound knowledge of clinical risk management. * Evidence of the ability to lead on clinical practice and service quality. * An advanced understanding of radiation physics, radiation biology, diagnostic and radiotherapy equipment as appropriate. * An understanding of the role of reflective practice in relation to personal and professional development and displays a commitment to continuing professional development and lifelong learning. * Maximises the use of ICT and keeps abreast of technologies as relevant to the role. Computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.   **Planning and Managing Resources**  *For example:*   * Leads on planning, organising and delivering services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money. * Recognises the need for effective self-management of workload and resources and is able to practise accordingly. * A high level of initiative and adaptability in response to workforce demands. * Looks ahead and forward plans for service developments. Anticipate trends and identifies opportunities. Ensures that the learning from new service models and practices influences future service planning.   **Managing and Developing (Self & Others)**  *For example:*   * Effective team management skills including the ability to lead by example and motivate staff. * Provides clear strategic direction, adopting an approachable management style and promoting collaborate working relationships. * Deals positively and constructively with obstacles and conflict within teams. * Demonstrates a commitment to the development of self and others in a busy working environment.   **Commitment to Providing a Quality Service**  *For example:*   * Demonstrates a commitment to providing a quality service. * Embraces and promotes change - plans strategically to drive change, is innovative. * Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care. * Demonstrates a strong awareness and appreciation of the service user; empathises with and treat clients, relatives and colleagues with dignity and respect.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrate the ability to effectively analyse and critically evaluate complex information and make appropriate decisions. * Demonstrate effective problem-solving strategies. Relies on professional expertise and management experience to understand and evaluate problems. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery   **Communication and Interpersonal Skills**  *For example:*   * Effective communication skills (verbal & written) including the ability to get a message across fluently and persuasively in a variety of different media. * Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills. * Effective interpersonal skills including the ability to network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery. * Sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * 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. | |

**Radiography Service Manager I**

**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. |

**\*\*\*\*\*\*\*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)