



CHILDREN'S DISABILITY NETWORK MANAGER



Daughters of Charity
Disability Support Services





Children’s Disability Network Manager
Job Specification & Terms and Conditions



Job Title and Grade	Children’s Disability Network Manager Grade Code: 6010
Campaign Reference	HBS09431
Closing Date	
Proposed Interview Date (s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage.
Organisational Area	Community Health Organisation (CHO)
Location of Post	A panel will be created for the post of Children’s Disability Network Manager across all Community Healthcare Organisations from which permanent and specified purpose vacancies of full or part time duration may be filled.
Informal Enquiries	Informal enquiries:
Details of Service Context of Post	<p>Health care services in Ireland are undertaking a significant reform programme in line with Government policy. The “Community Healthcare Organisations” report was commissioned by the HSE in May 2013, to review Community Healthcare services. This report provides a framework for the governance and organisation of all of Community Healthcare services. The new structures recommended will facilitate the move to an increasingly integrated healthcare system which is responsive to people’s needs at the lowest level of complexity, and which will ensure a focus on the population in local areas.</p> <p>The recommendations of the CHO Report emphasises the need for strong leadership and ownership at local level, bringing the relationship between primary care, specialist social care and mental health services, as well as advancing the health and wellbeing of the population into a much more focused and integrated place in each local area. This will ensure a greater focus on service delivery and decision making at local level informed by national frameworks, which will allow the HSE to:</p> <ul style="list-style-type: none"> • provide better direct accountability; • provide for increased decision making at local level; and • Deliver services in the community through an integrated management structure. <p>Community Healthcare Services are the broad range of services that include Primary Care, Disability Services, Older Person Services, Mental Health and Health & Wellbeing Services. These services are delivered through the HSE and its funded agencies to people in local communities, as close as possible to people’s homes. Full details of the services provided by a CHO can be found at http://www.hse.ie/eng/services/publications/corporate/CHORreport.html</p>

	<p>Under the <i>Progressing Disability Services for Children and Young People Programme</i>, Children’s Disability Network Teams are being reconfigured so that all children with a disability and developmental delay and their families will have access to services according to their needs and there will be consistency and equity in delivery of services across the country.</p> <p>The Children’s Disability Network Teams are charged with the delivery of an efficient and effective health and personal social service for a designated population in order to achieve targeted health outcomes within the overall Community Health Network.</p> <p>Each area has agreed “lead agencies” to manage defined Children’s Disability Networks.</p>
<p>Reporting Relationship</p>	<p>All Children’s Disability Network Managers will be employed by either the HSE or a Section 38 funded agency. In areas where the agreed “lead agency” is a Section 39 funded non-statutory organisation, the manager will be seconded to that organisation from the HSE or Section 38 agency. The Children’s Disability Network Manager will report to the designated line manager in the organisational structure.</p> <p>The Children’s Disability Network Manager will be accountable to the Community Healthcare Organisation Head of Social Care (or nominated officer) through the children’s disability services governance group with respect to adherence to the model of service delivery, key objectives and key performance indicators.</p>
<p>Key Working Relationships</p>	<p>The Children’s Disability Network Manager will work collaboratively with the following:</p> <ul style="list-style-type: none"> • Lead Agency Management Team • Head of Social Care and the Social Care Team • Head of Primary Care and the Primary Care Team • Head of Mental Health and the Mental Health Team • Community Healthcare Network Managers • HSE and HSE funded non-statutory organisations providing children’s disability services in the Network • Heads of Discipline across Lead Agencies and HSE • Network GP Lead • Key Personnel in other Divisions, agencies and relevant organisations <p>This list is not exhaustive and it is envisaged that the successful candidate would forge appropriate relationships as befitting the role.</p>
<p>Purpose of the Post</p>	<p>The Children’s Disability Network Manager (CDNM) is responsible to the Lead Agency for the development of Children’s Disability Services within a designated area in line with National Policy. The CDNM is the accountable and responsible person for ensuring the delivery of high quality, safe, integrated children’s disability services to the population of the Community Healthcare Network. This will be provided in accordance with legislative and service delivery frameworks and requirements, within the resources allocated.</p> <p>Using the key principles of the <i>Progressing Disability Services for Children and Young People programme</i> as a model of service which is based on family centred practice and interdisciplinary team working, the CDNM will have full responsibility and accountability for managing resources including all staff the children’s disability staff within the Children’s Disability Network.</p>

	<p>The CDNM will provide day to day operational line management for children’s disability staff and provide clinical assurance regarding the professional supervision of each clinician working in that team.</p> <p>The CDNM will be supported in this regard by an agreed evidence based clinical governance structure within the Lead Agency or Community Healthcare Organisation.</p>
<p>Principal Duties and Responsibilities</p>	<p>Professional / Clinical /Administrative</p> <ul style="list-style-type: none"> • To promote a child and family centred practice within the Lead Agency • To provide strategic leadership and direction for the team which results in the delivery of effective, efficient, quality assured and person centred services in collaboration with the Lead Agency and in line with National Policy. • To be accountable for the management and reporting of all financial allocations (pay and non-pay) associated with the delivery of Children’s Disability Services in the assigned network. • To promote evidence based practice in collaboration with the professional discipline leads. • To provide clinical assurance regarding the professional supervision of each clinician working in the Children’s Disability Network service • In order to maintain clinical currency the post holder will be required to undertake appropriate continuous professional development and may be required to carry a small case load from time to time. • To be responsible for agreeing and implementing clinical pathways and oversee the timetabling/scheduling needed to achieve these pathways. • To manage referral intake meetings, referral waiting lists and caseloads inclusive of assessment, intervention, review pathways and discharge processes. • To be actively involved in leading and supporting continuous quality improvement initiatives. • To work with and lead the team in identification of Policies, Protocols, Procedures and Guidelines (PPPGs) which may be required • To lead on development and implementation of Standard Operating Procedures (SOPs) as required. • To co-ordinate and chair team meetings as appropriate • To co-ordinate responses to PQs, complaints, incidents, health and safety matters and liaise with child safeguarding processes in accordance with Lead Agency Policy / HSE requirements. • To be responsible for facilities management in consultation and agreement with the Lead Agency as appropriate including ensuring clinical and non-clinical spaces and other resources are appropriate to service user needs and are used to maximum effect. • To liaise with external agencies and services as appropriate – respite services, schools, NEPS, TUSLA, etc. • To manage and audit team performance including achievement of national and area level KPIs, and agreed service user outcomes. • To implement and audit the agreed care planning model inclusive of Key Worker and the Individualised Family Service Plan (IFSP). • Responsible for compliance with all relevant General Data Protection Regulation (GDPR) Legislation • To develop and maintain links between primary and tertiary services. • To provide effective communication with families and children, including establishment of communication links with the users of the service, ensuring the feedback from same is considered and evaluated in terms of service delivery / required changes to service deliver. • Responsible for building links with community supports and parent representative groups to maximise inclusion and service user participation.

- To liaise with professional discipline leads /heads of discipline regarding students and professional volunteer placements. Manage non-professional volunteer placements.
- To liaise with other CDNMs and professional discipline leads as required.
- To analyse, project and anticipate demand for services and supports.
- To manage the budget assigned to the Children's Disability Network Services in keeping with agreed financial policies of the Lead Agencies / HSE.
- To liaise with staff, staff representative organisations and Employee Relations Departments on service / staff issues in line with current HSE / Lead Agency policy, frameworks and ethos.
- To develop a shared sense of commitment and participation among staff in the management of change.
- To promote a culture that values diversity and respect in the workplace.
- To manage the network service in line with the agreed policies and procedures as relevant to the discharge of functions associated with the role.
- To engage in IT developments as they apply to service user and service administration.
- 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.
- To support staff in delivering high quality services through team working, team development and proactive quality and risk management.

Personnel

- To be responsible for the operational work of the team(s).
- To manage seconded staff in line with the Secondment Policy
- Foster a high level of morale among staff by effective motivation and communication.
- Responsible for induction of new staff in accordance with the Lead Agency and Progressing Disability Services for Children and Young People with Disabilities (PDS) induction policy.
- To provide the necessary co-ordination and deployment of staff in designated area(s) of responsibility, ensuring efficient rostering that takes into account skill mix requirements associated with fluctuating workloads and ensuring optimal use of available resources.
- To monitor, assess and report on workforce trends through collection and analysis of activity data in order to ensure effective service planning and delivery within approved resources.
- To ensure the appropriate maintenance of clinical and administrative records and support appropriate reporting arrangements.
- To ensure compliance with legal requirements, policies and procedures affecting service users, staff and other service matters.
- Be responsible for and ensure that Child Protection/Safeguarding measures/processes are in place in line with the organisation procedures and regulations under the Health Acts and to work with the Designated Liaison Person for the service area on all such matters as appropriate.
- As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report

	<p>Health and Safety</p> <ul style="list-style-type: none"> • To lead the services in maintaining a safe environment for service users, staff and visitors by ensuring appropriate quality & risk assessment and reporting is in place. • To ensure implementation and adherence to established Lead Agency policies and procedures e.g. health and safety, infection control, etc. • To observe, report and take appropriate action on any matter which may be detrimental to service user's care or well-being or may inhibit the efficient provision of care. • To ensure completion of incident / near miss forms and appropriate reporting. • To adhere to departmental policies in relation to the care and safety of any equipment associated with service user care including maintenance to an appropriate standard. • To ensure that facilities within the service are kept in a clean and appropriate state and to report any matters prejudicial to the efficient operation of same. <p>Education and Training</p> <ul style="list-style-type: none"> • To manage mandatory and other relevant team training to ensure professional development requirements are met. This will be done in consultation with the professional discipline leads in accordance with the service training policy and subject to training budget • In consultation with HR, to ensure where appropriate that professional registration is in place. • To engage in continuing professional development by keeping up to date with literature, recent research and new developments in management. • To assist in the development of knowledge, skill and competencies of all staff including students where appropriate. • Work with Heads of Discipline / Professional Discipline Leads to establish the clinical experience required to meet the needs of the student placement programme(s). To engage in performance review processes including personal professional development planning as appropriate. • To participate in the practice education of student clinicians. <p>General</p> <ul style="list-style-type: none"> • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>The above 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 him/her from time to time and to contribute to the development of the post while in office.</p>
Eligibility Criteria	Candidates must have at the latest date of application:

<p>Qualifications and/ or experience</p>	<p>Have a relevant professional qualification in Nursing or a Health and Social Care profession and where appropriate, have statutory registration or professional registration / accreditation.</p> <p style="text-align: center;">And</p> <p>Have a minimum of five years post qualification work experience including three years working in or managing the delivery of children’s disability therapeutic services.</p> <p style="text-align: center;">And</p> <p>Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.</p> <p>Health</p> <p>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.</p> <p>Character</p> <p>Each candidate for and any person holding the office must be of good character.</p>
<p>Other requirements specific to the post</p>	<p>Successful candidates must have access to appropriate transport to fulfil the requirements of the role as the post will involve travel.</p> <p>Note - Community Healthcare West Only:</p> <p>Depending on the location of the post in Community Healthcare West only a high level of proficiency in oral and written Irish will be an essential requirement.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of government and national HSE policy as it relates to this role, particularly <i>Progressing Disability Services for Children & Young People</i>. • Knowledge of best practice in Children’s Disability Services including inter-disciplinary working and family centred practice. • Knowledge of Social Care service provision. • Knowledge of Children First, FOI, GDPR, Disability Act and other legislation relevant to this role. • Knowledge of HIQA and other standards as relevant to this role. <p>Managing & Delivering Results (Operational Excellence)</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • Evidence of effective planning and organisational skills including resource management and the importance of value for money • Experience of and ability to manage resources including budget • An ability to improve efficiency within the working environment and the capacity to evolve and adapt within a rapid changing environment. • The ability to work to tight deadlines and operate effectively with multiple competing priorities

	<ul style="list-style-type: none"> • A capacity to operate successfully in a challenging operational environment while adhering to quality standards. • The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion. • Evidence of managing a team and the ability to deal with and manage performance issues. <p>Evaluating Information and Decision Making</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • An ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges. • An ability to make timely decisions • Effective problem solving especially from an operational perspective. <p>Leadership & Teamwork</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • Motivation and an innovative approach to the job within a changing working environment. • Leadership skills and the capacity to inspire teams to the confident delivery of excellent services. • An ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources. • Strong team work skills including the ability to build and maintain relationships in an inter-disciplinary team and multi-stakeholder environment. • An understanding of the complexity of team and team dynamics. • An ability to manage difficult and complex situations where conflict resolution is required. <p>Leading a Quality Service</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • A service user focus in the delivery of services. • A core belief in and passion for the sustainable delivery of high quality user focused services. • A commitment to community development principles and practices. • A commitment to the principles of public accountability as they apply to the local community. • Achievement of high standards and an ability to keep up with best practice • Promotion of a continuous quality improvement approach using reflection and learning. <p>Communication & Interpersonal</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Strong negotiation/influencing skills. • The ability to interact in a professional manner with other staff and other key stakeholders.
<p>Campaign Specific Selection Process</p>	<p>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</p>

<p>Ranking/Shortlisting / Interview</p>	<p>knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>Code of Practice</p>	<p>The Health Service Executive in partnership with Lead Agencies will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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.</p>	



Children's Disability Network Manager

Terms and Conditions of Employment

Tenure	<p>The current vacancies available are whole-time, permanent and pensionable and subject to the probation policy of the employing agency.</p> <p>The post is pensionable. A panel will 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.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The Salary scale for the post is as at 01/10/2020:</p> <p>€73,870, 75,037, 76,201, 77,428, 78,719, 80,008, 81,040</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at job offer stage.</p>
Annual Leave	<p>The annual leave associated with this post will be confirmed at Contracting stage.</p>
Superannuation	<p>This is a pensionable position. 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</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u></p> <p>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.</p> <p>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.</p>

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 Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
Mandated Person Children First Act 2015	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation</p> <ul style="list-style-type: none"> • To report child protection concerns at or above a defined threshold to TUSLA. • To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report <p>You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p> <p>You may also be appointed as a designated liaison person under Children First Act 2015</p>
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.
Health & Safety	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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.

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

	<ul style="list-style-type: none"> • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>
<p>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale €68,310 as at 01.09.2019)</p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.09.2019) 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;</p> <p>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.</p> <p>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.</p> <p>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 http://www.sipo.gov.ie/</p>

² See link on health and safety web-pages to latest Incident Management Policy