## Senior Programme Manager

**Children’s Health Ireland**  
**Job Specification and Terms & Conditions**

| Job Title and Grade | Senior Programme Manager  
| General Manager (Grade code 0041) |
|---------------------|---------------------------------------------------------------------|
| Campaign Reference  | ICT-SPM. 07.2020  
| Closing Date        | 5pm Friday 14th August 2020  
| Duration of Post    | Specified Purpose Contract: The term of this post is for the duration of the project, which is expected to be approximately 3 years and will be reviewed in light of the programme of work, related to the new children’s hospital and the Paediatric OPD & Urgent Care Centres.  
| Location of Post    | Children’s Health Ireland (CHI), includes the three children’s hospitals at CHI at Crumlin, Dublin 12, CHI at Temple Street, Dublin 1 and CHI at Tallaght, Dublin 24, and the Paediatric Outpatients (OPD) and Urgent Care Centre (UCC), CHI at Connolly Hospital, Dublin 15. The new OPD and UCC in Tallaght is due to open in 2020. CHI’s main Programme Office, CHI Herberton is in Rialto, Dublin 8, adjacent to the new children’s hospital which is on the campus shared with St James’s Hospital. This post will be based in CHI Herberton/ our other Programme office in Kilmainham Dublin 8.  
| Context/ Background | Children’s Health Ireland (CHI) is leading on the clinical and operational transformation of acute paediatric healthcare and consists of hospitals at Crumlin, Temple Street and Tallaght. The three children’s hospitals and CHI’s Corporate Office transitioned from four separate, independently governed entities into one new single organisation on 1st January 2019 to govern and operate paediatric services in Dublin. This new organisation operates as a single service across the existing locations of Crumlin, Temple Street, Tallaght and the CHI Corporate Office and will transition to the new facilities at the two paediatric outpatient and urgent care centres at Connolly and Tallaght Hospitals and the new children’s hospital on the campus shared with St James’s Hospital. The Minister for Health appointed a new Board in September 2017, initially on an administrative basis to support CHI’s Chief Executive and management team in the planning and implementation of the Children’s Hospital Programme and to prepare for the transition |
of services from the existing three children’s hospitals under the governance of the legally established Board, which commenced on 1st January 2019.

Children’s Health Ireland Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children and young people, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete. It will:

- Operationalise an integrated acute paediatric healthcare network
- Act as client for the government funded capital project to build the new children’s hospital and the two paediatric outpatient and urgent care centres at Connolly and Tallaght Hospitals, and a separately funded research and innovation centre
- Act as client to a major ICT programme to digitize paediatric healthcare
- Commission, transition to and operate the new children’s hospitals and the two paediatric outpatient and urgent care centres.

The new children’s hospital will be at the centre of a new model of care with two new Paediatric Outpatients and Urgent Care Centres (OPD & UCCs) central to the delivery of this new model of care. The POPD & UCC based at Connolly Hospital on the North side of Dublin opened in July 2019. The POPD & UCC based at Tallaght Hospital on the South side of Dublin is due to open 2020. The addition of the new POPD & UCCs, together with the opening of the new hospital in time, will transform how healthcare is delivered to children in Ireland.

**Reporting Arrangements**

This role is a key CHI ICT leadership role. This post will report to the ICT Programme Director

**Key Working Relationships**

Children’s Health Ireland (CHI) is the client to the construction of the new children’s hospital. It is the legal entity which will run the new hospital when it opens and is the legal entity which runs the existing children’s hospitals in Dublin. The National Paediatric Hospital Development Board (NPHDB) is the legal entity tasked with designing, building and partially equipping the new hospital. The CHI ICT Programme will also equip the hospital in addition to NPHDB.

The successful execution of duties will involve the development of appropriate relationships with colleagues across the Children’s Health Ireland programme. It will also require extensive communications with key stakeholders both internal and external to the ICT Programme (i.e. across CHI, existing hospital teams, the HSE and external Software & Hardware vendors).

The post holder will work closely with:

- The ICT leadership team in Children’s Health Ireland
- ICT Programme Teams including infrastructure and EHR
- ICT Campus Shared Services & Infrastructure Project Manager
- ICT Teams from CHI at Crumlin, Temple Street and Tallaght
- Business Intelligence resources within CHI
- CHI FM Lead, Chief Financial Officer, HR Lead and other Service Leads, as needed (operations, corporate, research and education and HR)
- The Project Lead/s for the Paediatric OPD and UCC’s
### Purpose of the Role

The ICT programme for the new children’s hospital and its outpatient and urgent care centres comprises of a number of work streams including:

- Clinical: Acquiring and deploying an Electronic healthcare record to HIMSS level 6
- Corporate, Non-clinical & Systems Integration: Financial, Human Resources and Facilities Management Systems, systems integration, and integrated elements of the programme e.g. end user devices and device integration
- Infrastructure: Deployment of technology to support the above work streams in addition to technology solutions which enhance workflow or the patient experience

The delivery of the Corporate, Non-clinical & Systems Integration Programme will involve a number of different areas, including:

- Implementation of national HSE systems e.g., finance, procurement, HR, etc.
- Procurement of systems unique to the NCH e.g. facilities and maintenance management, inventory control, asset tracking, wayfinding, room occupancy etc.
- Shared services e.g. campus logistics and supply chain
- Integration of both national and local systems
- Overseeing the projects and resources that bridge the EHR and infrastructure team or have significant integration e.g. end user device deployment integration, medical device integration
- Leading the Patient Experience Team to successful implement projects that deliver on the patient experience strategy

The Senior Programme Manager will be responsible for the delivery of all ICT projects that are part of the Corporate, Non-Clinical & Systems Integration work stream. This includes corporate functions (Finance, HR) and associated Enterprise Resource Planning Systems as well as the core building and facilities systems that need to be introduced as part of the opening of the new children’s hospital. A critical success factor of this work stream will be ensuring a robust integrations strategy is in place and successfully delivered, in conjunction with the wider clinical systems such as the Electronic Health Record.

The Senior Programme Manager will manage a team of project managers, integration resources and work closely with the infrastructure team, technical architects and application team to ensure the ICT solutions are delivered as per the business requirements.

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- National Paediatric Hospital Development Board (NPHDB) Project Team
- Key staff across the existing children’s hospitals, St. James’s Hospital, Tallaght Hospital and Connolly Hospital
- External organisations e.g. HSE, HBS
- External vendors and stakeholders

*Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.*
The Senior Programme Manager is responsible for the direction, scope delivery, cost, schedule, quality, and success of the projects within the Corporate, Non-Clinical & Systems Integration programme. This includes managing the programme plan, issues management, work breakdown structure, and other programme and project management activities.

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<tr>
<th>Principal Duties and Responsibilities</th>
<th>Programme Management &amp; Delivery</th>
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<tr>
<td></td>
<td>• Lead the delivery of all ICT projects that fall under the remit of the Corporate, Non-Clinical &amp; Systems Integration programme</td>
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<td>• Working with the CTO and Infrastructure team, support the procurement and deployment of hardware required to support the programme including desktops, mobile computing devices, carts, printers, scanners etc.</td>
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<td>• Working with the Health Technology team, advise and support medical device integration with the EHR</td>
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<td>• Manage a team of resources who are designing and implementing the systems integration between systems, including corporate, non-clinical and clinical, ensuring the successful delivery of individual projects</td>
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<td>• Act as the ICT lead with numerous business stakeholders and executive leads to ensure ICT alignment with requirements</td>
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<td>• Develop detailed delivery plans including finalisation of project team structure, task list, task inter-dependencies and timetable</td>
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<td>• Manage the projects within schedule and budget constraints according to specifications, and perform periodic cost and productivity analyses, and ensure CHI objectives are met</td>
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<td>• Update the CHI implementation plan in line with the agreed plans and budgets</td>
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<td>• Represent the CHI in aligning with Health national initiatives relevant to the programme e.g. National Finance system</td>
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<td>• Management of programme interdependencies</td>
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<td>• Define, identify, secure, and coordinate internal and external resources and expertise, as appropriate, for the programme</td>
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<td>• Lead and direct work assignments of internal and external resources</td>
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<td>• Oversee development of integrated design, configuration and testing activities</td>
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<td>• Act as single point of contact or escalation for the Project Managers and integration resources</td>
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<td>• Develop and assist with communications to the wider CHI organisation and service users regarding Programme initiatives, status, and progress</td>
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<td>• Work in conjunction with the ICT Leadership and Programme Delivery Team on all aspects of the programme</td>
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<td>• Responsible for the creation and provision of the reporting requirements within the programme and externally to the rest of the CHI Programme</td>
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<td>• Support project managers in implementing efficient and effective programme management processes and adoption of best practice</td>
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<td>• Oversee the management of key risks and issues for projects in conjunction with the project managers, including developing strategies for mitigation</td>
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**Programme Leadership and Direction:**

- Act as the Programme Champion for the completion of the Corporate, Non-Clinical & Systems Integration programme providing clear programme leadership throughout the programme life cycle.
- As a member of the CHI ICT Leadership Team, ensure the programme is aligned with other CHI ICT Programmes in the delivering strategic objectives.
- Provide contemporary expertise to ensure solutions reflect latest technology offerings to future proof solutions.
- Understand the potential benefits of technology in the corporate functions contributing to the digital hospital vision.
- Lead and manage the team to deliver on the plan.

**Relationship Management**

- Provide key liaison between vendor and CHI, facilitating programme activities and working closely with Chief Information Officer, Chief Operation Officer, Heads of IT and IT Programme Director to deliver the technical components of the programme.
- Pro-actively build and maintain a good working relationship with the CIO, Heads of IT and the local ICT Teams to ensure technical solutions implemented align with local requirements and IT strategic directions.
- Establish and manage relationships with external vendors and bodies including the HSE and government agencies.
- Provide key liaison between the technical team and the business or application teams.
- Establish and maintain close communication with the executive and leadership teams and other internal and external project stakeholders.
- Establish and manage relationships with external suppliers.
- Key liaison between the integration resources, the application/business teams and local ICT teams as required.
- Provide multiple solutions to problems identified and communicate options with stakeholders and agree a way forward.
- Present technical concepts in simple and understandable terms so as both technical and non-technical audiences gain an understanding of the problem and proposed solution.

**Operational Readiness**

- Support the relevant business leads so they can ensure operational readiness at time of go-live.
- Responsible for overseeing the scheduling and managing ICT gateway assessments for go-live at appropriate intervals, allowing sufficient time for remedial actions to be taken, if problems arise.
- Support the relevant business leads so they can obtain go-live sign-off from the Shared Services Committee / Campus Governance Committee.
- Act as a key point of contact at go-live, playing a pivotal role in the coordination of stabilisation activities and issue management.
- Assist in the development of a sustainable support and maintenance model in consultation with the Project leadership team to ensure system requirements are fully documented prior to system hand over
- Liaise with project resources to drive project outcomes and assist the transition into BAU
- Support the drafting, and assure and review Service Level Agreements, Business Continuity and Disaster Plans relevant to implementations
- Support the development of a sustainable technical support and maintenance model in consultation with the IT Director, Project Managers, existing ICT services and/or HSE as required to ensure system requirements are fully documented prior to system hand over

Business Engagement
- Ensure that the Corporate, Non-Clinical & systems integration programme meets its objectives and delivers the projected benefits
- Monitor delivery of the objectives and benefits which are defined in the Definitive Hospital Business case, the CHI ICT Business Case, CHI Implementation Plan taking appropriate action where necessary to ensure their successful delivery
- Operate as an effective change manager by ensuring ongoing engagement with senior stakeholders
- Oversee and support business readiness, change management, communications and training delivered on each work stream in collaboration with ICT Business Readiness Resources and central CHI Change, Training & Communications team to ensure a consistent approach across the work streams

Financial Management, Contracts and Procurements
- Managing programme expenditure to ensure alignment with agreed budget cash flow and completion of deliverables
- Management of all procurement and contracts executed within the programme. This includes determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities and managing finalisation processes. Contract management includes monitoring vendor delivery of deliverables within agreed timeframe, cost and quality.

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.

Eligibility criteria, qualifications and experience

The following minimum and essential criteria must be clearly demonstrated in your CV/ cover letter:

Minimum Criteria
- A relevant 3rd level degree/post-graduate qualification e.g. in Information Technology, Electronic Engineering, Programme/Project Management, Health Management
- Relevant post-qualification experience - minimum of 5 years
- Project Management qualification/training or a track record in delivering in a similar Project/Programme Management role for a minimum period of 4 years
- Experienced in the successful delivery of multi-stream, multi-vendor programmes, from initiation through to full project acceptance, ideally in the healthcare environment

**Essential Criteria**

- Successful delivery of modernization programmes of work and organisational transformation underpinned by technology. In particular Corporate systems e.g. ERP and/or complex systems integration
- Proven expertise in managing complex ICT projects
  - tracking, reporting and managing, and communicating clearly to senior executives on progress, objectives, risks and issues
  - managing project resources, budgets and delivering high quality customer-focused outcomes
- Passionate about systems integration
- Resilient and flexible approach to work
- Successfully thrived in a fast-paced project environment
- Resourceful and creative, a dynamic and adaptable approach, proactive leadership style and the ability to take initiative and responsibility
- Experienced in dealing with internal/external stakeholders and vendors, in particular the ability to negotiate and influence
- Ability to lead a team of internal staff and contractors to deliver high quality, customer-focused outcomes
- A driven and enthusiastic approach to delivery of project outcomes within time constraints and a strong ability to motivate staff
- Strong interpersonal skills with particular emphasis on gaining consensus, facilitation and consultation
- Extensive analytical skills and problem solving abilities
- Demonstrated and highly developed oral and written communication skills
- Competent in Microsoft Word, Excel, PowerPoint, Visio, Share point etc.

**Desirable Criteria:**

- Experience in delivering large scale change initiatives, including change management and project management principles and approaches
- Understanding and experience of implementing of smart building technology, current trends and future roadmap
- Experience managing logistics, business or shared services IT projects - ideally in a Healthcare setting will be very highly regarded
- Experience implementing modern cloud-based systems
- Background in technical architecture or systems integration design
- Knowledge and experience of public service procurement processes
- Professional Project / Programme Management qualification (PMP, PRINCE 2, MSP)
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<tr>
<th>Knowledge, Skills &amp; Competencies</th>
<th>Leadership &amp; Direction</th>
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<td>• Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment.</td>
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<td>• Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward.</td>
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<td>• Understands the challenges of leading a complex systems change.</td>
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<td>• Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.</td>
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<th>Working With &amp; Through Others - Influencing to Achieve</th>
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<td>• Has significant experience in engaging with healthcare organisations.</td>
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<td>• Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.</td>
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<td>• Is persuasive and effectively sells the vision; commands attention and inspires confidence.</td>
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<td>• Sets high standards for the team and puts their work and the work of the organisation into meaningful context.</td>
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<td>• Has excellent influencing and negotiation skills.</td>
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<th>Managing &amp; Delivering Results</th>
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<td>• Places strong emphasis on achieving high standards of excellence.</td>
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<td>• Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.</td>
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<td>• Perseveres and sees tasks through.</td>
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<td>• Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.</td>
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<th>Critical Analysis &amp; Decision Making</th>
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<td>• Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.</td>
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<td>• Recognises when to involve other parties at the appropriate time and level.</td>
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<td>• Is willing to take calculated risks in the interests of furthering the reform agenda.</td>
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<td>• Makes timely decisions and stands by those decisions as required.</td>
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### Building Relationships / Communication

- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has a strong results focus and ability to achieve results through collaborative working.

### Personal Commitment and Motivation

- Is personally committed and motivated for this complex role.
- Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
- Demonstrates a commitment to further education in health services management.

### Health & Safety

These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department’s safety statement, which must be read and understood.

### Quality, Risk & Safety Responsibilities

*It is the responsibility of all staff to:*

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.
- Participate and cooperate with Children’s Health Ireland Quality and Risk and Safety initiatives as required.
- Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:
  - National Standards for Safer Better Healthcare
  - National Standards for the Prevention and Control of Healthcare Associated Infections
  - HSE Standards and Recommended Practices for Healthcare Records Management
  - HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)
  - Safety audits and other audits specified by the HSE or other regulatory authorities.
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.
It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.

**Specific Responsibility for Best Practice in Hygiene**

Hygiene in healthcare is defined as “the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”

- It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.
- Department heads/managers have overall responsibility for best practice in hygiene in their area.
- It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.

**Competition Specific Selection Process**

Applicants will be shortlisted based on information supplied in the CV and covering letter submitted. Applications for this post must be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.

* Please note that you must submit a cover letter with your CV, this forms part of your application and CV’s will not be accepted without a detailed cover letter.

The closing date for submissions of CV’s and letter of application is 5pm Friday 14th August 2020. Applications must be completed through the advertised post on CHI.jobs by clicking ‘Apply for Job’.

Applications must be made online through www.CHI.jobs and will not be accepted through direct email or any other method.

A comprehensive Information pack for prospective applicants is available here; www.chi.jobs/ictrp

Information on “Non-European Economic Area Applicants” is available from [https://dbei.gov.ie/en/](https://dbei.gov.ie/en/)

The programme outlined for Children’s Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children’s Health Ireland is an equal opportunities employer.
| **Terms and Conditions of Employment**  
**Senior Programme Project Manager**  
**General Manager** |
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<tr>
<td><strong>Duration of post</strong></td>
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<td><strong>Remuneration</strong></td>
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<td><strong>Annual Leave</strong></td>
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| **Working Week** | The hours allocated to this post are full-time 37 hours/week with 7.4 hours as a standard working day. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.  

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). |
| **Probation** | All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served:  
• On commencement of employment  
• Fixed term to permanent contract  
• Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post. |
| **Pension** | Employees of Children’s Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body. |
| **Place of work/location** | Children’s Health Ireland (CHI), includes the three children’s hospitals at CHI at Crumlin, Dublin 12, CHI at Temple Street, Dublin 1 and CHI at Tallaght, Dublin 24, and the Paediatric Outpatients (OPD) and Urgent Care Centre (UCC), CHI at Connolly Hospital, Dublin 15. The new OPD and UCC in Tallaght is due to open in 2020. CHI’s main Programme Office, CHI Herberton is in Rialto, Dublin 8, adjacent to the new children’s hospital which is on the campus shared with St James’s Hospital. This post will be based in CHI Herberton/our other Programme office in Kilmainham Dublin 8. |
| **Age** | Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age. |
| **Maternity Leave** | Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001. |
| **Payment of sick leave** | Children’s Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 March 2014. |
| **Pre-Employment Health Assessment** | Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children’s Health Ireland 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. |
| Validation of Qualifications & Experience | Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven. |
| References | Children’s Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees. |
| Garda Vetting | Children’s Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. |
| Ethics in Public Office 1995 and 2001 | 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; |
| | 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 http://www.sipo.gov.ie/ |