### Director of Public Health Nursing

#### Job Title and Grade
Director of Public Health Nursing
(Grade Code: 2801)

#### Campaign Reference
NRS02208

#### Closing Date
Wednesday, 13th May 2015 @ 12 Noon.

#### Proposed Interview Date(s)
Mid June 2015

#### Taking up Appointment
A start date will be indicated at job offer stage.

### Organisational Area
Child & Family Agency
National Office for Early Years Services

### Location of Post
A National panel may be created to fill all current and future permanent and specified purpose vacancies of full or part time duration.

There is an initial 0.5wte vacancy in either St Joseph’s Hospital, Limerick or Brunel Building, Heuston South Quarters, Dublin (This will be assigned by the National Office)

#### Informal Enquiries:
Name; - Helen Rouine, Quality Improvement Manager
No: -061 461487
Email:- Helen.rouine@tusla.ie

### Details of Service
The person appointed to this post will work within the National Office for Early Years (to take account of the child protection nurses and training officer) working as part of the management team to co-ordinate and ensure the continuing professional development for nurses in the Agency.

A primary function of the Agency is to ensure the Protection and Welfare of children. The Director of Public Health Nursing will have responsibility for developing policy and strategy for the professional development of Nurses in the Agency and have the ability to implant policy and strategy in this regard.

### Reporting Relationship
Manager of Early Years Services National Office

### Purpose of the Post
The Director of Public Health Nursing will have responsibility for the strategic management of professional development for Nurses within the Child & Family Agency.

The Director of Public Health Nursing will have a pivotal role in engaging with all stakeholders both within the Agency and externally to embrace continuous quality improvement and the management of change to comply with evolving Legislation and National Standards.

The Director of Public Health Nursing will ensure quality assurance throughout the service in line with best practice.

### Principal Duties and Responsibilities

#### Leadership & Accountability
- To provide professional strategic leadership and direction for nurses within the Agency which results in the delivery of effective, efficient, quality assured service.
- To promote the nursing role within the Child and Family Agency.
- To support the development of a shared sense of commitment and
participation amongst nurses in the management of change, the development of early year’s services and in responding and adapting to the changing needs of the service.

- To develop, maintain and review the professional nursing organisational structure within the context of overall organisational objectives.
- To be responsible for strategy, policy and practice development, education and professional duties imposed by statute or determination in regard to professional development.
- To liaise with other service managers within the Agency and externally on any significant development within his/her area of responsibility.
- To liaise with and provide advice to the Director of Nursing and Midwifery Planning Unit on early year’s issues and to senior management as required.
- To assign responsibility for professional issues, where appropriate, to the Assistant Directors of Public Health Nursing in consultation with their Managers.
- To ensure close liaison between relevant external agencies as appropriate, Directors of Public Health Nursing in the HSE, Chief Nursing Officer in the Department of Health & Children and Office of Nursing Services Director of Nursing and Midwifery Planning and Development unit.

Planning
- Key objectives for professional development will be set on an annual basis.
- To be responsible for the management of the professional development strategy and ensure that systems are in place to support this responsibility
- To formulate, develop and manage relevant information and other systems.
- To participate in planning of training in co-operation with the specialist with responsibility for training in the Agency.

Operations
- To ensure the continuing professional development of Nurses according to legislation and regulations.
- To ensure that all nurses work within their Professional Scope of Practice as set down by the rules of An Bord Altranais agus Cnáimhsceachais na hÉireann (Nursing & Midwifery Board of Ireland).

Finance
- To prepare annual financial estimates for implementation of the Professional Development strategy including all education and training needs.
- To assist in ensuring expenditure is controlled within budget and identify potential for savings through improved practice and innovation.

Training, Education and Assessment
- To ensure that appropriate in-service education programmes and on-going learning needs are met for all assigned staff.
- To liaise with appropriate third level institutions.
- To liaise with Dept. of Health and Office of Nursing Services HSE, HSE Recruitment and Workforce Planning to ensure recruitment of public health nurses to the Child and Family Agency is planned for in advance.
- To assist in the development of performance management systems.
- Maintain awareness of relevant nursing research and new developments. To initiate and facilitate relevant nursing research and promote awareness of ongoing research.

Quality Assurance
- To ensure adherence to all codes and guidelines relating to professional
nursing practice and behaviour.

**General**

- To undertake other relevant duties as may be determined from time to time by the Senior Operations Manager or other designated officer.

**Miscellaneous**

- It is recognised that this job description is subject to on-going review in the light of service needs.

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.

To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Description 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.**

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<th>Eligibility Criteria</th>
<th>Candidates must on the latest date for receiving completed applications for the post: -</th>
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</table>
| **Qualifications and/ or experience** | (a) (i) Be registered in the Public Health Division of the An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) or entitled to be so registered.  
and  
(ii) Have not less than 5 years satisfactory experience as a Public Health Nurse in the Irish health sector or in an analogous post in another jurisdiction, or an aggregate of five years such experience.  
and  
(b) Candidate must possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the post. |

**Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)**

**Health**

Candidates 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**

Candidates for and any person holding the office must be of good character.
Age
Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

Other requirements specific to the post
Access to transport

Skills, competencies and/or knowledge
- **A high level of knowledge and experience relevant to the role**
  The ability to function effectively in the role as detailed in the job specification.

- **Strategic and System Thinking**
  Demonstrates the ability to adopt a corporate overview; sees the bigger picture of service delivery and appreciates the interconnectedness of issues. Looks ahead and anticipates substantive issues. Adopts a proactive forward-planning approach to service delivery in consultation with relevant stakeholders. Solves problems and makes decisions in a timely manner.

- **The ability to establish policy, systems and structures**
  Designs and implements structured policies and systems for the management of service delivery in consultation with key stakeholders and ensures clear role accountability for service levels, quality and decision making discretion.

- **The ability to lead on vision, values and process**
  Articulates a compelling vision for the role and contribution of each team member to the service. Creates an enthusiastic and committed work climate. Takes the lead on professional development and its implementation.

- **A developmental approach to staff**
  Has a strong focus on developing the contribution of staff at all levels. Is committed to and promotes team and personal development in the context of continuing professional development. Promotes a continuous improvement culture / creates a positive climate for learning.

- **Communication and interpersonal skills**
  Demonstrates strong communication and interpersonal skills. Presents compelling arguments by understanding and anticipating the agendas of others. Uses information and facts to build an effective case; will involve and consult with key stakeholders tactfully and listen to their views. Balances diplomacy with assertiveness.

Campaign Specific Selection Process

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<tr>
<th>Ranking/Short listing / Interview</th>
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<td>A ranking and or short listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short listing 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.</td>
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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.

| Code of Practice | The National Recruitment Service on behalf of the Child and Family Agency, TUSLA 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 Child and Family Agency review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.

Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://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](http://www.cpsa.ie).

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.
## Director of Public Health Nursing

### Terms and Conditions of Employment

| Tenure | The current vacancy available is permanent and 0.5wte initially which may increase to 1 WTE as the service develops.  

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 Child and Family Agency is governed by the Health Act 2004 (is this still the case or is it the new act 2013) and the Public Service Management (Recruitment and Appointment) Act 2004. |
| Remuneration | The Salary scale for the post at 01/07/2013:  

€68,655 – €70,736 – €72,824 – €74,999 – €76,959 - €78,991 |
| Working Week | The standard working week applying to the post is to be confirmed at Job Offer stage.  

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 job offer stage. |
| Superannuation | This is a pensionable position with the Child and Family Agency. 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. |
| Probation | Every appointment of a person who is not already a permanent officer of the Child and Family Agency 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. |
| 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. |
| Ethics in Public Office 1995 and 2001 | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.10) 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 Child and Family Agency 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/ |