

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens

Baile Átha Cliath 8, D08 W2A8

HR/ER Department, Business Operations,  
Technology and Transformation

HSE, Dr. Steeven’s Hospital,

Dublin 8, D08 W2A8

**Grade VII EU Technical Project Manager**

**Technology & Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Grade VII EU Technical Project Manager**  (Grade Code 0582) |
| **Remuneration** | The Salary scale for the post is Grade VII  €59,419 €60,870 €62,566 €64,268 €65,976 €67,501 €69,054 €70,566 €72,067 €**74,650** €**77,243** **LSIs (01.03.2025)**  **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. |
| **Campaign Reference** | T&T/15/25 Grade VII EU Technical Project Manager |
| **Closing Date** | 12 noon, Thursday 1st May, 2025 |
| **Proposed Interview Date (s)** | **TBC** |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Technology & Transformation |
| **Location of Post** | The line manager is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability to attend meetings in other nationwide locations as appropriate to carry out the functions of the post.  Technology & Transformation currently have a number of offices throughout Ireland and it is expected that the successful candidate will work from one of these locations.   * Dr. Steevens’ Hospital, Dublin   *Ospidéal Dr Steevens’, Baile Átha Cliath*   * Bective Street, Kells, Meath   *Sráid Bheigthí, Ceanannas, Co na Mí*   * Feehily’s Business Centre, Duck Street, Sligo   *Ionad Gnó Uí Fhithcheallaigh, Sráid na Lachan, Sligeach*   * Aras Slainte Chluainin, Manorhamilton, Leitrim   *Aras Slainte Chluainín, Manorhamilton, Leitrim*   * Áras Sláinte, Wilton Road, Cork   *Áras Sláinte, Bóthar Wilton, Corcaigh*   * Dublin Road, Lacken, Kilkenny   *Bóthar Bhaile Átha Cliath, Cill Chainnigh*   * Merlin Park Hospital, Galway   *Ospidéal Pháirc Mheirlinne, Gaillimh*   * 98 Henry Street, Limerick   *98 Sráid Anraí, Luimneach*   * Scott Building Midlands Regional Hospital, Arden Road, Tullamore, Offaly   *Ospidéal Réigiúnach Lár na Tíre, Tulach Mhor, Uíbh Fhailí*   * Southgate Shopping Centre, Colpe Cross, Drogheda, Meath   *Ionad Siopadoireachta Southgate, Crois Cholpa, Droichead Átha, Co. na Mí*   * University Hospital Kerry, Tralee, Kerry   *Ospidéal Ollscoile Ciarraí, Trá Lí, Ciarraí*   * Hale Street, Ardee, Louth   *Shráid Héil, Bhaile Átha Fhirdhia, Có Lú*  A panel may be created for the post from which permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Campaign Lead: Marie Fitzpatrick  Email: recruitment.technologyandtransformation@hse.ie |
| **Details of Service** | Technology & Transformation is the HSE office responsible for the delivery of technology to support healthcare across Ireland. Technology & Transformation embraces all voice, video and data communications technologies and provides one central management point for all purchases of hardware, software, telecommunications, ICT developments and advisory services.  Technology & Transformation is also responsible for implementing the Digital for Care Framework, ensuring that technology supports healthcare efficiently and effectively throughout the whole system. The core of Digital for Care is to bring improved population wellbeing, health service efficiencies and economic opportunity through the use of technology enabled healthcare provision.  [Digital for Care 2030](https://www.ehealthireland.ie/technology-and-transformation-functions/digital-for-care-2030/digital-for-care-2030-overview/) is the Framework under which all digital health solutions for the HSE are co-ordinated, streamlined and implemented.  It provides a strategic and innovative plan to advance key Sláintecare programmes and deliver integrated care that is fully aligned with the Health Regions structure.  These programmes are critical in setting the future policy direction under Digital for Care, for considering opportunities offered by current and emerging technologies, and are fundamental in the delivery of digital health transformation in Ireland.  The MyHealth@IE programme is part of the Standards & Shared Care Records function of HSE Technology & Transformation. Our vison is to enable the sharing of standardised interoperable digital health records for both healthcare professional and patients, nationally and across borders. The MyHealth@IE Programme is currently responsible for the delivery of three main Products:   * The National Contact Point (NCP – MyHealth@EU) project will enable secure cross-border exchange of health data for all EU citizens when they are outside of their home country in another EU member state. * The National Shared Care Record (NSCR) will aggregate existing digital health information from a variety of sources and present it in a secure and structured way to clinicians, patients, and carers. * The HSE App will enable health service users to access their own healthcare information on their mobile phone, as well as advice and support tailored to their needs. |
| **Reporting Relationship** | Reporting to the appropriate designated manager |
| **Purpose of the Post** | To lead technical project management for the successful delivery of MyHealth@EU Products, demonstrating that standards of quality are consistently applied and to maintain a posture of audit-readiness at all times.  The post-holder will also be expected to participate in technical groups within the EU eHealth network, and Technology & Transformation. |
| **Principal Duties and Responsibilities** | **Principal Duties & Responsibilities include: -**   * Liaise with the Senior Technical Project Manager, to establish agreed objectives for the performance of the functions and responsibilities of the Technical Project Manager. * Demonstrate that products are being managed, particularly technical aspects, to the agreed scope, budget and schedule. * Work with HSE T&T teams, NCSR and multiple vendors in documenting the design, build, test, implementation, and ongoing technical requirements for system implementation. Ensure technical build books are maintained and relevant. * Proactively contribute to the identification and management of project risks and be able to formulate and demonstrate viable mitigation plans are in place as part of project delivery. * Act as a point of contact for cross-team/cross functional technical collaboration. * Maintain a working knowledge of Irish & EHDS regulations, standards and guidelines relating to health data exchange. * Ensure EU audit-readiness requirements are met at all times. * Interact with and contribute to the wider National and EU digital health community eco systems, (engage with formal or informal networks for digital development or public service delivery). This may include activities and interactions with blog posts, conferences, meetups, online events or forums related to the post. * Manage the ongoing design, development, test and implementation of the Irish National Contact Point to meet EU regulations and to deliver interoperable MyHealth@EU cross border services for both Irish and all other EU citizens. * Actively contribute to all development aspects for existing and new EU initiatives, (i.e. xT-EHR, MyHealth@MyHands, EUVAC). * Maintain knowledge of relevant regulations, standards & procedures relating to Irish & EU health data exchange. * Act as a spokesperson for the Irish MyHealth@EU project when and as required. * Ensure that the Irish Test Harness is maintained and developed to support interoperability and health data exchange in HSE products. * Manage technical aspects of internal and external solution supplier relationships as part of project delivery. * Ensure that the Irish Test Harness is maintained and developed to support the onboarding of vendors onto HealthLink. * Ensure the consistent application of established HSE T&T project management quality standards continue to be applied and practiced. * Be responsible for the continued viability of overall project plans and schedules, including managing inputs from internal technical teams, business stakeholders, external vendors and solution providers. * Contribute to the proactive maintenance of comprehensive, up-to-date project plans, status reports and project documentation using the standard mandated HSE T&T tools provided. * Contribute to the formulation of Senior Management Reporting and relevant presentation slide decks. * Assist with the generation of research preparation reporting relating to health data exchange. * Provide regular confirmation that projects stakeholders are aware of their respective roles and responsibilities as deemed necessary. * Contribute to the adoption of effective communication between technical and business/service stakeholders, whilst adopting an open communication style to suit recipients. * Create a positive working environment, which contributes to maintaining and enhancing effective communication and working relationships. * Continue to regularly audit project progress to ensure that projects are always in full compliance with financial, procurement and data protection regulations. * Act as a senior team member leader to support colleagues through providing advice, guidance and coaching to colleagues as required. * Ensure that all solutions deployed adhere to patient privacy requirements and GDPR compliance. * Actively work with interfacing application development teams to define integration specifications and the delivery of integration projects. * Actively provide support to ongoing API development projects, including FHIR data mappings source development and adoption. * Continue to support the enhancement of existing documentation and configuration management processes, ensuring clarity, accessibility, and accuracy of all technical documentation and configurations.   **General**   * 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, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Demonstrate pro-active commitment to allcommunications with internal and external stakeholders * 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 TULSA & to assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report   **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 f*r*om time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867***  \*A list of ‘other statutory health agencies’ can be found [[here](http://health.gov.ie/about-us/agencies-health-bodies/).](http://health.gov.ie/about-us/agencies-health-bodies/)  [247584\_c223c6e7-2d32-4ace-923d-4b263ec7df07.xlsx](https://assets.gov.ie/247584/c223c6e7-2d32-4ace-923d-4b263ec7df07.xlsx)  **Eligibility Criteria – Qualifications and/or experience**   1. **Professional Qualifications, Experience, etc.:**   (a) Eligible applicants will be those who on the closing date for the competition:   1. Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.   **Or**   1. Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1 . Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.   **Or**   1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.   **Or**   1. Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).   And  Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.  *Note1: Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility.*  **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.  **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 68 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs |
| **Post specific requirement** | Applicants must, at the latest date of application, clearly demonstrate, all of the criteria listed below as relevant to the role:   * Experience of engagement at EU level, including EU wide technology related initiatives and solutions. * Experience of health information exchange, interoperability standards and messaging protocols to include HL7, FHIR, XML and JSON * Experience of managing project risks, issues and dependencies. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as this post may involve travel. * Flexibility in relation to working hours to fulfil the requirements of the role * Applicants are encouraged to commit to becoming Prince2, MSP or PMI Certified within 2 years of appointment to the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *Demonstrate***:**   * Significant knowledge and experience in the delivery and management of complex ICT projects * Excellent knowledge and understanding of project management. * Knowledge and understanding of the Knowledge & Information Plan for the eHealth and Disruptive Technologies * Knowledge and understanding of typical service management methodologies and approach. * Knowledge and understanding of HSE reform programme * Knowledge and understanding of vendor management * Experience of managing projects in multi organisational environment * Experience of managing Service Improvement programmes of work including cyber security, risk management and service management. Ideally having experience of NIST Cybersecurity (or similar framework) to implement such service improvement. * Evidence of strategic management skills including service planning, managing own work and that of others, delegating appropriately within the resources available * Excellent ICT and technical report writing skills * in * Strong technical knowledge of network administration, system security, and IT Infrastructure. * Solution architecture and technical design experience with hybrid on-prem and Azure Cloud platform applications. * An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Sláintecare   **Communication and Interpersonal Skills**  *Demonstrate***:**   * Excellent communication and interpersonal skills with an ability to engage effectively with a wide range of stakeholders * The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience * The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role   **Team and Leadership Skills**  *Demonstrate***:**   * Experience in managing and leading a team * Experience of working as part of a team with a mixed programme of work, and moving with ease between concurrent projects * The ability to work with multi-disciplinary team members and stakeholders to facilitate high performance, developing and achieving clear and realistic objectives * The ability to lead the team by example, coaching and supporting individuals as required * The ability to address performance issues as they arise * Flexibility and willingness to adapt, positively contributing to the implementation of change   **Evaluating Information, Problem Solving & Decision Making**  *Demonstrate***:**   * Effective problem-solving capacity in complex work environments * The ability to quickly grasp and understand complex issues and the impact on service delivery * The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate * The ability to make sound decisions with a well-reasoned rationale and to stand by these * A capacity to develop new proposals and put forward solutions to address problems in a timely manner * Proven critical thinking skills, follow through, and attention to detail.   **Planning and Organising Skills**  *Demonstrate***:**   * The ability to implement and manage change and business processes within the IT environment, including business, technical, governance and legal considerations’ * The ability to manage deadlines and effectively handle multiple tasks within a busy environment * Strong planning and organising skills including awareness of resource management and the importance of value for money * The ability to use computer technology effectively for the management and delivery of results * The ability to take responsibility and be accountable for the delivery of agreed objectives * A logical and pragmatic approach to workload, delivering the best possible results with the resources available   **Commitment to providing a quality service**  *Demonstrate***:**   * Evidence of incorporating the needs of the service user into service delivery * Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers * A commitment to continuing professional development |
| **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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The HSE will run this campaign 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 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). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  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. | |



**Grade VII EU Technical Project Manager**

**Technology & Transformation**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole time.  The posts are 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 Appointment) Act 2004. | |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.  The standard working week applying to the post is 35 hours. | |
| **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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 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.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and 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. | |
| **Ethics in Public Office 1995 and 2001**  **(Positions remunerated at or above the minimum point of the Grade VIII salary scale €70,373 as at 01.10.2021)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€70,373 as at 01.10.2021) 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 <https://www.sipo.ie/>. | |
| **Health** | 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. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)