

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

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

**Grade VIII Cloud Enablement and Adoption Lead**

**Technology and Transformation**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | Grade VIII Infrastructure and Technology Cloud Enablement and Adoption Lead (T&T)  Grade Code: TBC |
| **Remuneration** | The Salary scale for the post is  €81,444 €82,175 €85,389 €88,616 €91,818 €95,033 €98,231 **(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/14/25 |
| **Closing Date** | 12 noon, Monday 5th May 2025 |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Technology and 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 Roisin Shaw  Email: Roisin.shaw@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. |
| **Reporting Relationship** | The post holder will report to the Head of Cloud Platforms, Technology and Transformation |
| **Purpose of the Post** | Under the direction of the Head of Cloud Platform the post holder will be responsible for managing the overall delivery and enablement of cloud platform services within the HSE. The Cloud Enablement and Adoption manager is a key role in the Cloud Platform team. The post holder will lead the delivery functions within the team, working closely with the broader HSE organization. |
| **Principal Duties and Responsibilities** | **Principal Duties & Responsibilities include:**   * Strong communication skills with the ability to articulate complex technical concepts to non-technical stakeholders. * Strategic planning capabilities to drive long-term HSE Cloud Platforms goals and objectives. * Effective stakeholder management experience, ensuring collaboration and alignment across various departments and external partners. * A proven ability to manage budgets, resources, and timelines effectively while maintaining high standards of quality and performance. * Define cloud adoption and cloud services enablement strategies within HSE Cloud Platforms. * Assess the current state of cloud adoption and identify gaps and opportunities for improvement. * Deputise for the Head of Cloud Platform and manage the Delivery Functions related to Engineering and Architecture. * Define HSE Standardised Cloud Services for adoption across projects. * In coordination with the Architecture and Engineering functions recommend HSE Cloud Platform Offerings to project teams based on their workload requirements * Liaise with Architecture function to align design and service approaches to ensure new service designs meet the HSE Cloud Guiding Principles.​ * Drive initiatives to accelerate adoption of HSE Cloud Platform and promote the use of Public Cloud. * Work with project teams to support them design, build and deploy their workloads. * Engage with the business and drive a standardised engagement approach across all aspects of cloud adoption. * Liaise with the business and vendors on potential cloud workloads to ensure processes are followed safely and securely whilst onboarding to HSE managed Public Cloud Platforms. * Ensure defined interaction processes with Cloud Platform team are instigated and followed for the course of the cloud service project. * Establish and manage communications with stakeholders – Vendors, Projects, Internal stakeholder and ICT functions. * Engage with vendors and drive a standardised and flexible engagement approach * Develop a standardised process for the evaluation of vendor performance and representation at Quarterly Business Reviews. * Work with potential cloud project teams to provide cost calculations, ensuring optimal cloud usage. * Ensure appropriate funding and approvals for the project are in place and manage the cost lifecycle of projects cloud consumption including cost monitoring toolsets. * Define a cloud cost management plan for projects based on their budgets and cost calculations. * Liaise with the budget owner, project sponsor on overages/significant changes in cost * Implementation and integration of tools and processes to manage and avoid unnecessary costs. * Develop tools and processes for Project Lifecycle Management within the Cloud Platform Team. * Facilitate the onboarding of new cloud services and alignment with internal controls and processes. * Develop a Cloud Adoption Roadmap ensuring key initiatives are prioritised based on their demand. * Co-ordinate with project teams to ensure Service Introduction is performed and completed in a timely manner. * Responsible for Learning and Development across Cloud Platform. Develop Training Plans and Career Pathways across Engineering, Operations, Architecture and Adoption Functions. * Ensure team members are supported and mentored with Learning and Development objectives   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Applicants must demonstrate all of the criteria listed below, as relevant to the role: -**     * Significant experience working with Cloud Delivery and cloud-based platforms in a large and complex organisation. * Significant experience working at a senior level in an ICT environment, including experience of defining process and delivery practices. * Significant delivery and engagement experience working at a senior level in an ICT environment, including working collaboratively with internal and external stakeholders. * Experience of public sector procurement, budget planning, vendor management, and resource management processes.   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  **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 |
| **Other requirements specific to the post** | * A flexible approach to working hours as the post holder may be required to travel within Ireland at short notice and respond to tight deadlines. * Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge/Experience**  ***Demonstrate*:**   * Experience of implementing and managing complex change including a strong delivery record in ICT enabled change projects. * Experience in creating processes and initiatives to enable cloud adoption at scale. * Knowledge and understanding of the Digital for Care 2030 Strategy and the challenges in implementing ICT enabled change. * Knowledge of the Health Service including a good knowledge of the HSE reform and Sláintecare. the HSE’s Digital Health Strategic Implementation Roadmap, and Digital for Care 2030 * Experience of managing internal and external relations with senior stakeholders and vendors, as relevant to the role. * Excellent knowledge and understanding of the key technologies within the HSE. * Demonstrate knowledge and understanding of the health service and the issues in implementing ICT enabled change. * Excellent knowledge of industry technologies standards incorporating infrastructure and services. * Significant knowledge and experience in the design, delivery and management of complex ICT projects including project management of the large-scale ICT projects. * Knowledge and understanding of typical service management methodologies and approach. * Knowledge and understanding of the regulatory and statutory compliance aspects involved in ICT implementation in the Irish health service including public procurement processes policies and procedures. * Knowledge and understanding of managing procurement at a national Office of Government Procurement (OGP) and European level, Official Journal of the European (OJEU). * Excellent ICT and technical report writing skills. * Good knowledge and understanding of project management. * An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Slaintecare   **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.   **Planning and Organising Skills**  ***Demonstrate*:**   * The ability to implement and manage change and business processes. * 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.   **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. |
| **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. |
| **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 VIII Infrastructure and Technology Cloud Enablement and Adoption Lead Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and 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 job offer 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) 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)