



SLRON/07-2026/862

Grade VI Finance Change Champion - IFMS
Job Specification & Terms and Conditions

Job Title and Grade	Grade VI Finance Change Champion - IFMS Grade Code: 0574
Campaign Reference	SLRON/07-2026/862
Closing Date	12:00pm on Friday 24th July
Proposed Interview Date (s)	To be confirmed. Please note that you may be called to interview at short notice due to the nature of the post.
Taking up Appointment	A start date will be indicated at job offer stage.
Informal Enquiries	Elise Grumley, Chief Financial Officer, St Luke's Radiation Oncology Network, St Luke's Hospital, Highfield Road, Rathgar, Dublin 6 D06HH36 ✉ elise.grumley@slh.ie Tel: +353 (01) 406 5388 Mob: 087 788 4698
HR Point of Contact	SLRON is committed to providing information and services which are accessible to all, if you require accessibility assistance throughout any stage of the recruitment process, please contact: Name: Luke Kenna Position: Acting Deputy HR Manager Email: recruitment@slh.ie Tel: 01- 4065173
Location of Posts	The post is based is based at St Luke's Radiation Oncology Network, Rathgar.
Organisational Area	HSE Dublin and Midlands.
Reporting Relationship	The Grade VI Finance Change Champion - IFMS will report directly Chief Financial Officer, or other nominated manager.
Key Working Relationships	Key Working Relationships include but not restricted to • Super Users • Business Support Team (Human Resources, Corporate Support Services) • Service-based Finance and Procurement colleagues • Finance Reform Programme IFMS Project team • Finance Shared Services, Procurement Shared Services and SAP CoE • Key stakeholders across the SLRON Network
Purpose of the Post	Working with local stakeholders, the purpose of this post is to coordinate and be responsible for the day-to-day Change Management activity across the network including but not limited to the implementation of IFMS. The post holder must ensure the IFMS system is fully implemented across the Network to its full capacity. To ensure that all stakeholders in each department across the network are fully trained on the IFMS self-service element. To ensure that continuous improvement is implemented across the 3 sites and that all IFMS updates are effectively communicated to the network.

	To develop and present training plans for the self-service element of IFMS. To hold regular IFMS self-service training sessions with stakeholders across the network and provide continuous support. To ensure that the Vendor Invoice Management system is maintained and kept up to date. Be a point of contact for all change related activities relating to IFMS. To create awareness and education for all impacted by IFMS Project through extensive stakeholder analysis and engagement. To continuously support the local change assessments, data collection and reporting to the SAP COE Team and other relevant stakeholders for the day-to-day operations of SAP S4/HANA. Maximise the adoption of change strategies by stakeholders within the organisation.
Principal Duties and Responsibilities	The position of Grade VI Finance Change Champion - IFMS encompasses both managerial and administrative responsibilities which include the following: Project Management • Work with stakeholders of IFMS to support the requirements and scope of IFMS implementation • Work closely with CFO and wider stakeholders to deliver the Change Management and Communication objectives of IFMS deployment • Undertake deliverables to agreed quality standards within agreed timescales • Provide updates and recommendations to local sponsor and wider IFMS Project leads on IFMS Change and Communication initiatives • Identify and categorise risks and issues relating to IFMS change activities and implement corrective actions to address risks and issues identified • Lead and participate in IFMS change management project working groups and meetings • Support the implementation of the project plan and objectives with direction from local sponsor and wider IFMS Project Leads • Provide support to the CFO and wider stakeholders in change management of other departmental related projects Change Management • Organise and conduct the day to day the Change Management activities associated with the Implementation of IFMS on behalf of the IFMS Implementation and Change Management Lead • Develop the local organisation's Change Management strategy/plan in conjunction with the Central IFMS Change Team • Engage with the Local Leadership on all change related activities • Promote and participate in the implementation of the Change Network • Plan, manage and provide continuous support for activities such as workshops, change impact analysis, training needs analysis and risk assessments • Follow <i>People's Needs Defining Change – Health Services Change Guide</i> the organisational policy on change agreed by HSE Leadership and the Trade Unions with a focus on the people and culture elements • Utilise the IFMS Change Network toolkit • Identify and manage change interventions and feed these into the work-stream Change Plan

- Support the Benefits realisation process and activity for the organisation with the local leadership team and IFMS Implementation and Change Management Lead
- Support the organisation's readiness for the implementation of SAP S/4 HANA and assist in achieving relevant implementation pre-requisites
- Understand and acknowledge the change complexity and cultural ethos of the Service
- Alert and advise the CFO of any issues relating to impacted staff
- Work as a part of a multi-disciplinary team and liaise with a wide range of stakeholders to conduct the change management activities

Communication and Engagement

- Utilise central communication activities and support the creation and execution of local communication plans and deliverables
- Develop and deliver key messages and updates on changes and local impacts of IFMS Implementation
- Undertake senior stakeholder engagement and stakeholder analysis, including reporting through the Local Relationship Management Programme for IFMS
- Attendance at workshops, Implementation meetings and local governance meetings as required
- Build and maintain relationships with key stakeholders to promote and generate on-going support for departmental projects
- Maintain confidentiality and a high level of professionalism at all times
- Promote co-operation and working in harmony with other teams and disciplines
- Encourage and support staff through the change process through on-going engagement activities as required

Administration

- Ensure the efficient administration of area of responsibility
- Prepare clear, concise, accurate reports backed up by sufficient reliable documentary evidence
- Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them
- Make appropriate use of technology to advance the quality and efficiency of service provision
- Gather information from a variety of sources to ensure decisions are in line local and national agreements
- Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on own area
- Take minutes/actions at meetings and circulate in a timely manner after meeting

Human Resources

- Fully participate in mandatory training programmes and in turn identify, support the development and delivery of induction, education and training to others
- Provide support to Service Managers in relation to the nomination, training and requirements of Super Users
- Create a positive working environment, which contributes to maintaining and enhancing effective working relationships
- Pursue and promote continuous professional development in order to develop management expertise and professional knowledge

Other

	• Contribute to the development of policies and procedures for own area • Effectively discharge the day-to-day operations, including compliance with HSE Financial regulations and all HSE policies and procedures • Assess and analyse compliance with National and EU legislative obligations, and national policies and procedures • Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility • Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team • Maintain own knowledge of relevant regulations and legislation e.g., HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts etc. 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.
Eligibility Criteria	(a) Eligible applicants will be those who on the closing date for the competition: 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 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 Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction. Or 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). Note ¹: 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 criteria. And

	(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge 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 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.
Post Specific requirements	• Experience in project team management and working collaboratively cross functionally with diverse teams and multiple internal and external stakeholders • Experience of supporting, influencing and enabling change in a complex multi-stakeholder environment as relevant to the role • Experience of managing competing priorities and deadlines in projects, with the ability to collate, critically analyse and interpret information, take proactive action and report accurately • Experience of networking, effective communication and negotiating and influencing others to reach a desired outcome as relevant to the role • Experience in managing change in a busy finance department 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
Skills, competencies and/or knowledge	<u>Professional Knowledge & Experience</u> Demonstrates: • Experience in developing and/or delivering system improvement projects and/or initiatives, including managing risks • Knowledge and experience of managing change including user involvement/ process engagement activities • Significant experience of facilitating effective workshops with quality outputs • Knowledge and experience of researching data, interrogating, collating and presenting information in a variety of formats e.g., presentations and reports • A high level of competence in collaborating, facilitating and tracking a communication programme across stakeholder groups • Knowledge of maximising the quality, efficiency and effectiveness of service delivery while motivating and empowering staff

- Excellent knowledge and understanding of the Service
- Comprehensive knowledge of regulatory and statutory requirements relating to data usage and user privacy
- Finance or procurement knowledge and/or experience
- Knowledge of the health service including a basic knowledge of HSE Finance Reform
- Excellent working knowledge of MS Office skills to include, Word, Excel and PowerPoint, Outlook or Lotus Notes

Evaluating Information, Problem Solving & Decision Making

Demonstrates:

- Excellent analytical, problem solving and decision-making skills
- The ability to quickly grasp and understand complex issues and the impact on service delivery
- The ability to confidently explain the rationale behind a decision when faced with opposition
- Ability to make sound decisions with a well-reasoned rationale and to stand by these
- Initiative in the resolution of complex issues and negotiate commitment
- Effective problem-solving skills including the ability to anticipate problems and recognise when to escalate

Communications & Interpersonal Skills

Demonstrates:

- Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders, including senior management
- The ability to present information clearly, concisely and confidently when speaking
- The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role
- Strong writing skills with the ability to produce professional documents to publication standard

Planning & Managing Resources

Demonstrates:

- Strong planning and organising skills including, structuring and organising own work load and that of others effectively
- The ability to balance management of multiple simultaneous projects
- 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

Team Working

Demonstrates:

- The ability to lead the team by example, coaching and supporting individuals as required
- The ability to work with the team to facilitate high performance, developing clear and realistic objectives
- The ability to address performance issues as they arise
- Flexibility and willingness to adapt, positively contribute to the implementation of change
- The ability to develop collaborative working relationships

	<u>Commitment to a Quality Service</u> Demonstrates: • 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 • Commitment to developing own knowledge and expertise
Other requirements specific to the post	Access to appropriate transport as post may involve travel to other locations. A flexible approach to working hours is required in order to ensure deadlines are met.
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. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> 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 Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates". Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.
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 VI Finance Change Champion
Terms and Conditions of Employment**

Tenure	The current vacancy available is permanent The post is pensionable. A panel may be created from which specified purpose vacancies of full or part time duration may be filled. The tenure of this post 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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The salary scale for the post is: €58,477 , €59,871 , €61,573 , €64,767 , €66,677 , €69,056 , €71,441 LSIs 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.
Working Week	The standard working week applying to the post is 35 hours. 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 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. <u>* Public Servants not affected by this legislation:</u> 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.
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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	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/service², 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 procedures³. • 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.

² A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

³ See link on health and safety web-pages to latest Incident Management Policy