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| <b>Job Title &amp; Salary</b>                       | <b>Children's Disability Network Manager</b><br>CDNM (6010), DOH scale (€90,977 – €100,131)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Location of Post</b>                             | <p>Based in the CRC (Lead Agency) Children's Disability Network Teams, Waterford, with panel opportunities for all CRC CDNT Waterford locations.</p> <p>The CRC Children's Disability Network Teams (CDNT) provide intervention to children from the age of 0-18 years, presenting with complex developmental needs requiring inter-disciplinary intervention. Our services are based upon a Family Centred Practice Model in line with the Progressing Disability Services. CRCs CDNT Teams are located in Dublin and Waterford.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Details of Service / Purpose of the Position</b> | <p><b>About the CRC</b></p> <p>The CRC is a publicly funded Section 38 Agency, a registered charity, and a company limited by guarantee. It is a non-residential national service for the care, assessment, treatment and development of children and adults with disabilities.</p> <p>The CRC works with approximately 4,000 children and adults with disabilities throughout Ireland and has two main centres in Dublin Clontarf and Clondalkin, and two regional centres in Limerick and Waterford. Services are also provided from additional sites in Dublin: Swords, Balbriggan, Ongar, Killester, Hartstown, Firhouse, Raheny, and Clongriffin.</p> <p>The CRC provides services under 3 main categories:</p> <ul style="list-style-type: none"> <li>• Adult Day Services</li> <li>• Children's Services</li> <li>• Enhanced Complex Care Pathways</li> </ul> <p>The total staff at the CRC currently stands at approximately 400. At the CRC, we are in the midst of a bold transformation.</p> <p>Our new strategy, Creating Pathways that Empower and Enable, is not just a document — it is a commitment to delivering children's disability services in a more connected, equitable, and responsive way. We are strengthening a culture of transparency, collaboration, and person-centred leadership, where communication, partnership, and continuous learning guide everything we do.</p> <p>We are looking for someone who lives our values of Respect, Person-Centredness, Collaboration, Quality, Courage and Stewardship. Someone with integrity, purpose and a genuine belief in the potential of every child and family we support. If you thrive in a dynamic</p> |

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|                                                                | <p>environment where innovation matters, where courage in decision-making is valued, and where transformation is a shared endeavour, this role will give you the opportunity to shape the future of children's community disability services.</p> <p><b>About the Role</b></p> <p>We are seeking an inspiring, values-driven CDNM who brings energy, empathy, and commitment to ensuring that children and young people with complex needs have access to the right supports at the right time. This is a leadership role for someone who believes in integrated care, champions human rights, and leads with authenticity — someone who sees families as partners, who builds strong and inclusive teams, and who is unwavering in their dedication to delivering high-quality, equitable services across communities.</p> <p>The Children's Disability Network Manager (CDNM) holds a pivotal leadership role within the CRC, with responsibility for the development and delivery of high quality Children's Disability Services within the designated area, in line with national policy and best practice. The CDNM is the accountable lead for ensuring safe, effective, integrated services for children and families across the assigned Community Healthcare Network, delivered within the relevant legislative, regulatory, and resource frameworks.</p> <p>Guided by the core principles of the Progressing Disability Services (PDS) for Children and Young People programme—family centred practice, interdisciplinary teamwork, equitable access, and consistent pathways—the CDNM has full responsibility and accountability for the effective management of all resources, including the children's disability workforce within the Children's Disability Network.</p> <p>The CDNM provides day today operational leadership and line management for the children's disability team and holds responsibility for ensuring robust clinical assurance and governance. This includes oversight of professional supervision for all clinicians, supported by an agreed, evidence based clinical governance structure in place within the CRC.</p> |
| <b>Reporting Relationship:</b>                                 | <p>The CDNM will report directly to the Head of Community Integration, with the understanding that this reporting line may be amended in line with the ongoing organisation transformation programme and future organisational design developments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Liaison/ Communication &amp; Key Working Relationships:</b> | <p>The Children's Disability Network Manager will work collaboratively with the following:</p> <ul style="list-style-type: none"> <li>• CDNM colleagues</li> <li>• CRC's Senior Manager team</li> <li>• CRC Kaizen Promotion Office</li> <li>• Head of Social Care and the Social Care Team</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                                                    | <ul style="list-style-type: none"> <li>• Head of Primary Care and the Primary Care Team</li> <li>• Head of Mental Health and the Mental Health Team</li> <li>• Community Healthcare Network Managers</li> <li>• HSE and HSE funded non-statutory organisations providing children's disability services in the Network</li> <li>• Heads of Discipline across Lead Agencies and HSE</li> <li>• Network GP Lead</li> <li>• Key Personnel in other Divisions, agencies and relevant organisations</li> </ul> <p>This list is not exhaustive, and it is envisaged that the successful candidate would forge appropriate relationships as befitting the role.</p> <p>Community Healthcare Network Managers</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Accountability, Duties and Responsibilities</b> | <p><b>Duties and Responsibilities of the CDNM:</b></p> <ul style="list-style-type: none"> <li>• To promote a child and family centred practice within the CRC as a Lead Agency . Aligning with values based service delivery as identified by the CRC</li> <li>• To provide strategic leadership and direction for the team which results in the delivery of effective, efficient, quality assured and person-centred services in collaboration with the CRC as a Lead Agency and in line with National Policy.</li> <li>• To be accountable for the management and reporting of all financial allocations (pay and non-pay) associated with the delivery of Children's Disability Services in the assigned network.</li> <li>• To promote evidence-based practice in collaboration with the professional discipline leads.</li> <li>• To manage and audit team performance including achievement of national and area level KPIs, and agreed service user outcomes.</li> <li>• To provide clinical assurance regarding the professional supervision of each clinician working in the Children's Disability Network service and in collaboration with the discipline specific managers</li> <li>• In order to maintain clinical currency the post holder will be required to undertake appropriate continuous professional development and may be required to carry a small case load from time to time.</li> <li>• Proactively build and sustain professional relationships as a practitioner and collaboratively as part of a team.</li> <li>• To be responsible for agreeing and implementing clinical pathways and oversee the timetabling/scheduling needed to achieve these pathways.</li> <li>• To manage and guide referral intake meetings, referral waiting lists and caseloads inclusive of assessment, intervention, review pathways and discharge processes.</li> <li>• To be actively involved in leading and supporting continuous quality improvement initiatives.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• To work with and lead the team in identification of Policies, Protocols, Procedures and Guidelines (PPPGs) which may be required,</li> <li>• To lead on development and implementation of Standard Operating Procedures (SOPs) as required.</li> <li>• To understand the role and impact of effective interdisciplinary team working in meeting service user needs and be able to effectively contribute to and guide decision making within a team.</li> <li>• To co-ordinate and chair team meetings as appropriate.</li> <li>• To co-ordinate responses to PQs, complaints, incidents, health and safety matters and liaise with child safeguarding processes in accordance with Lead Agency Policy / HSE requirements.</li> <li>• To be responsible for facilities management in consultation and agreement with the Lead Agency as appropriate including ensuring clinical and non-clinical spaces and other resources are appropriate to service user needs and are used to maximum effect.</li> <li>• To liaise with external agencies and services as appropriate – respite services, schools, NEPS, TUSLA, Education Therapy Office etc.</li> <li>• To implement and audit the agreed care planning model inclusive of Key Worker and the Individualised Family Service Plan (IFSP).</li> <li>• Responsible for compliance with all relevant General Data Protection Regulation (GDPR) Legislation.</li> <li>• To develop and maintain links between primary and tertiary services.</li> <li>• To provide effective communication with families and children, including establishment of communication links with the users of the service, ensuring the feedback from same is considered and evaluated in terms of service delivery / required changes to service deliver.</li> <li>• Responsible for building links with community supports and parent representative groups to maximise inclusion and service user participation , and work within social prescribing framework as appropriate.</li> <li>• To liaise with professional discipline leads /heads of discipline regarding students and professional volunteer placements. To provide and manage non-professional volunteer placements.</li> <li>• To liaise with other CDNMs and professional discipline leads as required.</li> <li>• To analyse, plan and anticipate demand for services and supports, and work within social prescribing framework as appropriate</li> <li>• To manage the budget assigned to the Children's Disability Network Services in keeping with agreed financial policies of the Lead Agencies / HSE.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• To liaise with staff, staff representative organisations and Employee Relations Departments on service / staff issues in line with current HSE / Lead Agency policy, frameworks and ethos.</li> <li>• To develop a shared sense of commitment and participation among staff in the management of change.</li> <li>• To promote a culture that values diversity and respect in the workplace.</li> <li>• To manage the network service in line with the agreed policies and procedures as relevant to the discharge of functions associated with the role.</li> <li>• To engage in IT developments as they apply to service user and service administration, and apply digital literacy skills appropriate to your profession and the service</li> <li>• 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.</li> <li>• To support staff in delivering high quality services through team working, team development and proactive quality and risk management.</li> </ul> <p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the operational work of the team(s).</li> <li>• To manage seconded staff in line with the Secondment Policy</li> <li>• Foster a high level of morale among staff by effective motivation and communication.</li> <li>• Responsible for induction of new staff in accordance with the Lead Agency and Progressing Disability Services for Children and Young People with Disabilities (PDS) induction policy.</li> <li>• To provide the necessary co-ordination and deployment of staff in designated area(s) of responsibility, ensuring efficient rostering that takes into account skill mix requirements associated with fluctuating workloads and ensuring optimal use of available resources.</li> <li>• To monitor, assess and report on workforce trends through collection and analysis of activity data in order to ensure effective service planning and delivery within approved resources.</li> <li>• To ensure the appropriate maintenance of clinical and administrative records and support appropriate reporting arrangements.</li> <li>• To ensure compliance with legal requirements, policies and procedures affecting service users, staff and other service matters.</li> <li>• Be responsible for and ensure that Child Protection/Safeguarding measures/processes are in place in line with the organisation procedures and regulations under</li> </ul> |
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|                                              | <p>the Health Acts and to work with the Designated Liaison Person for the service area on all such matters as appropriate.</p> <ul style="list-style-type: none"> <li>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 TUSLA &amp; to assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report Health and Safety.</li> </ul> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>The CDNM will: Promote a safe working environment in accordance with Health and Safety legislation</li> <li>Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards</li> <li>Work in a safe manner with due care and attention to the safety of self and others</li> <li>Actively participate in risk management issues, identify risks and take responsibility for appropriate action</li> <li>Report any adverse incidents in accordance with organizational guidelines</li> <li>To ensure implementation and adherence to established Lead Agency policies and procedures e.g. health and safety, infection control, etc. Promote a culture that values diversity and respect</li> <li>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 protocols for implementing and maintaining these standards.</li> </ul> <p><i><b>Note:</b> 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.</i></p> <p><i><b>Please note this job description may be subject to change</b></i></p> |
| <b>Skills, competencies and/or knowledge</b> | <p><b>Professional Knowledge</b></p> <ul style="list-style-type: none"> <li>Strong understanding of Progressing Disability Services (PDS), family-centred practice, national disability policy, and integrated care models.</li> <li>Knowledge of governance, quality assurance, and risk management frameworks applicable to HSE and Section 38/39 services.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|  | <ul style="list-style-type: none"> <li>• Familiarity with Children First, HIQA standards, safeguarding requirements, and compliance with statutory frameworks.</li> <li>• Knowledge of best practice in Children's Disability Services including inter-disciplinary working and family centred practice.</li> </ul> <p><b>Managing &amp; Delivering Results (Operational Excellence)</b></p> <ul style="list-style-type: none"> <li>• Manage allocated budgets and resources efficiently and in line with financial governance requirements.</li> <li>• Ensure optimal utilisation of staffing, space, and equipment.</li> <li>• Prepare service plans, activity reports, and forecasts as required.</li> <li>• Evidence of effective planning and organisational skills including resource management and the importance of value for money</li> <li>• An ability to improve efficiency within the working environment and the capacity to evolve and adapt within a rapid changing environment.</li> <li>• The ability to work to tight deadlines and operate effectively with multiple competing priorities</li> <li>• A capacity to operate successfully in a challenging operational environment while adhering to quality standards.</li> <li>• The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion.</li> <li>• Evidence of managing a team and the ability to deal with and manage performance issues.</li> </ul> <p><b>People Management and workforce planning</b></p> <ul style="list-style-type: none"> <li>• Lead, manage, and support an interdisciplinary team including clinical, administrative, and support staff.</li> <li>• Oversee recruitment, induction, supervision, performance management, and staff development.</li> <li>• Foster a positive work culture</li> <li>• Support staff wellbeing and manage change effectively.</li> </ul> <p><b>Leadership &amp; Teamwork</b></p> <ul style="list-style-type: none"> <li>• Demonstrates strong motivation and adaptability, with the ability to lead services effectively in a changing and evolving work environment</li> <li>• Promotes innovation and flexibility in service delivery to support continuous improvement and high-quality outcomes</li> <li>• Provides confident and effective leadership, motivating teams to deliver excellent, child- and family-centred services</li> <li>• Creates a positive and supportive culture that encourages accountability, engagement, and high performance</li> <li>• Supports, supervises, and develops staff to adapt to new and changing work practices</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Empowers staff to work effectively within challenging conditions while maximising existing resources</li> <li>• Works effectively within interdisciplinary teams, fostering strong professional relationships across multiple stakeholder groups</li> <li>• Encourages collaboration, clear communication, and shared responsibility for service delivery</li> <li>• Demonstrates a strong understanding of team dynamics and their impact on performance, morale, and outcomes</li> <li>• Proactively addresses issues affecting team functioning and cohesion</li> <li>• Manages complex and sensitive situations calmly and professionally</li> <li>• Resolves conflict effectively through clear communication, sound judgement, and a solution-focused approach.</li> </ul> <p><b>Evaluating Information and Decision Making</b></p> <ul style="list-style-type: none"> <li>• An ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges.</li> <li>• An ability to make timely decisions</li> <li>• Effective problem solving especially from an operational perspective.</li> </ul> <p><b>Leading a Quality Service</b></p> <ul style="list-style-type: none"> <li>• A service user focus in the delivery of services.</li> <li>• A core belief in and passion for the sustainable delivery of high quality user focused services through our pathways.</li> <li>• A commitment to community development principles and practices.</li> <li>• A commitment to the principles of public accountability as they apply to the local community.</li> <li>• Achievement of high standards and an ability to keep up with best practice</li> <li>• Promotion of a continuous quality improvement approach using reflection and learning.</li> </ul> <p><b>Communication, Stakeholder &amp; Collaborative Working Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication, interpersonal, negotiation, and relationship-building skills across multiple stakeholder groups (HSE CHOs, families, voluntary partners, education providers).</li> <li>• Experience representing services at local, regional, or national levels, contributing to policy, quality, or service development forums.</li> </ul> <p><b>Personal Competencies &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to equity, inclusion, and rights-based service delivery for children and families.</li> <li>• Ability to model collaborative, compassionate leadership, consistent with CRC's and the HSE's organisational values.</li> </ul> |
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|                                                                            | High resilience and capacity to work in a fast-moving, reforming service environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Eligibility Criteria</b><br><br><b>Qualifications and/or experience</b> | <p><b>Candidates must have at the latest date of application:</b></p> <p>Have a relevant professional qualification in Nursing or a Health and Social Care profession and where appropriate, have statutory registration or professional registration / accreditation.</p> <p style="text-align: center;"><b>And</b></p> <p>Have a minimum of five years post qualification work experience including three years working in or managing the delivery of children's disability therapeutic services.</p> <p style="text-align: center;"><b>And</b></p> <p>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.</p> <p><b>Health</b></p> <p>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.</p> <p><b>Character</b></p> <p>Each candidate for and any person holding the office must be of good character.</p> <p><b>Age</b></p> <p>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.</p> <p><b>Other requirements specific to the post:</b></p> <p>Successful candidates must have access to appropriate transport to fulfil the requirements of the role as the post will involve travel.</p> |
| <b>Shortlisting</b>                                                        | <p>Applicants may be shortlisted for interview based on information supplied in their CV at the closing date or in other specified assessment documentation.</p> <p>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/ or knowledge section of this job specification and the information supplied. CRC may use desirable criteria for shortlisting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |