



**Podiatrist Manager
HSE Mid-West, Acute Services
HSEMW235-26**

Job Specification & Terms and Conditions

Job title, grade code	Podiatrist Manager Grade Code: 3355
Remuneration	The salary scale for the post as of 01/06/2026 is: €78,592; €81,421; €82,967; €85,776; €88,634; €91,495; €94,350 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	HSEMW235-26
Closing date	Wednesday 19 th August 2026 @ 5pm
Proposed interview date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	HSE Mid-West FSS an Mheán-Iarthair There is currently one specific purpose (temporary) whole-time vacancy available in the Podiatry Department, University Hospital Limerick, HSE Mid West Acute Services. A panel may be formed as a result of this campaign for HSE Mid-West from which current and future, permanent and specified-purpose vacancies of full or part-time duration may be filled.
Informal enquiries	<u>We welcome enquiries about the role.</u> Name: Elizabeth Carrig, Podiatry Manager, HSE Mid West Acute Services Email: Elizabeth.carrig@hse.ie Telephone: 061- 482617 Name: Leonora Carey, Group lead Allied Health, HSE Mid West Acute Services Email: Leonora.carey@hse.ie Telephone: 061 482789 <u>For enquiries relating to the recruitment process.</u> Please email UHLRecruitment@hse.ie



Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Sarah Relihan, Campaign Lead sarah.relihan@hse.ie
Details of service	HSE Mid West Six Health Regions have been established within the HSE, on the basis of the geographical boundaries agreed by the Government in July 2019 and they are fully operational since 2024. Each Health Region is tasked with population specific planning resourcing and delivery of health and social care services for the needs of its unique population. This will result in improved accountability and governance in terms of finance and performance, while also bringing decision-making closer to the frontline. Health Regions will enable and empower staff to provide services that are: - Integrated, locally planned and delivered - Easier to access and navigate - Available closer to home Health Regions are geographically-based units with clearly defined populations. They align community and hospital services within specific areas. The HSE will retain a strong but leaner central organisation, with more service provision developed at a local level. The newly established HSE Mid-West Health Region will manage and deliver all public Health and social care services for Limerick, Clare and North Tipperary serving a population of over 413,059 people. The redesign of services will allow new pathways to be developed between acute hospitals, community services, primary care, health & wellbeing and voluntary sectors to develop more integrated, patient-centred care. HSE Mid-West Includes all hospital, community healthcare and public health services in the region. This includes: HSE Mid West Acute Services consisting of: - University Hospital Limerick - University Maternity Hospital Limerick - Ennis Hospital - Nenagh Hospital - Croom Hospital - St John's Hospital (voluntary)
Reporting relationship	Group Lead Allied Health, University Limerick Hospitals Group
Purpose of the post	The Podiatry Manager will be responsible for the development and delivery of high quality Podiatry across HSE Mid West Acute Services ensuring a high quality, timely and appropriate service is provided.
Principal duties and responsibilities	<u>Professional/Clinical</u> <i>The Podiatry Manager will:</i>

	• Provide clinical and professional leadership in the delivery of a high quality podiatry service. • Maintain comprehensive and accurate patient and activity records, and ensure timely communication with the referrer is upheld. • Build and maintain effective working relationships with the relevant medical, health & social care and nursing personnel in relation to the treatment of patients and the provision of podiatry services. • Be able to work as a member of the multidisciplinary team as required for service. • Ensure competence in all specialities across podiatry service areas by maintaining clinical skills where a requirement of the post. • Ensure best practice podiatry needs assessments and appropriate range of service user interventions are in place. • Ensure that professional standards are maintained. • Ensure quality of staff provision through clinical audit, supervision and training. • Be responsible for the delivery of the podiatry service within the budget allocation. • Develop and promote integrated models of service delivery between relevant stakeholders. • Ensure the provision of professional and clinical supervision to Podiatrists. • Collaborate with colleges in ensuring safe and effective clinical placements for podiatry students. • Supplement the podiatry team resources provided to an identified clinical area. • Compile reports of a legal nature where necessary based on the documented care of the patient. • Undertake other responsibilities consistent with the nature of the post including programmes of research and development and project work. <u>Education & Training</u> <i>The Podiatry Manager will:</i> • Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. • Engage in career and professional development planning. • Encourage and support the promotion of staff development and training by making recommendations with regard to the ongoing education, research, training and in-service needs of Podiatrists. • Participate in the education and training of podiatry staff as required. • Build and communicate an understanding of the role and contribution of podiatry within multidisciplinary teams to ensure a clear pathway for service users.
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	<u>Service Provision</u> <i>The Podiatry Manager will:</i> • Lead and coordinate the provision of podiatry services under the direction of the Group Lead Allied Health and in accordance with the mission, policies and strategic plan of the HSE, DoH and other statutory organisations. • Be responsible for the operational management and delivery of podiatry services in the assigned area, in the short and medium term under the direction of the Group Lead Allied Health • Be responsible for day to day work scheduling in response to changes in staff /resource availability and service demands. • Regularly inform Group Lead Allied Health, regarding Podiatry services and related issues in area of responsibility. • Assist in development of policies, procedures, protocols and guidelines and ensure compliance with same. • Collaborate with clinical specialist and senior podiatrists in ensuring standards of practice are in accordance with professional standards. • Supervise and control the ordering and tracking of aids, appliances, consumables and other items, stock and non-stock. • Be responsible for ensuring policies, guidelines, standards and legislation are adhered to in the areas of Health and Safety, Fire Safety, Infection Control, Hygiene, Quality and Safety, Healthcare Records, Integrated Discharge Planning etc. • Conduct periodic risk assessment and safety evaluations of facilities and work practices. • Maintain an up to date asset register and use this for scheduled servicing. • Liaise with support services within locality to ensure a safe and effective facility and service. • Coordinate and oversee undergraduate clinical placements within the service • Provide first line of support for practice educators. <u>Service Planning and Evaluation</u> <i>The Podiatry Manager will:</i> • Collaborate with relevant personnel to produce the operational plans for podiatry services in line with service plans. • Monitor and review the operational functioning of the podiatry services in assigned area with a view to maximising quality. • Record, analyse and evaluate indicators such as activity levels, service trends, work practices etc. and submit findings to the Directorate General Manager and Group Lead Allied Health when appointed for service planning and development. • Monitor service levels/ performance in collaboration with the Group Lead Allied Health facilitate changes in work practices as required • Provide reports (including annual report), on day-to-day activity in assigned area
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	• Work to facilitate the implementation of integrated and streamlined podiatry services in the area. <u>Management</u> <i>The Podiatry Manager will:</i> • Keep updated on current and impending legislation and the perceived impact on practice. • Keep up to date with national and organisational developments within the Irish Health Service. • Ensure service delivery corresponds to best national and international practice • Ensure podiatry service complies with relevant HR and other policies, procedures and guidelines. • Contribute to the development of policies, procedures and guidelines in relation to the Podiatry service, engaging staff as appropriate. • Participate in and contribute to service planning and development. • Contribute to Directorate plans in consultation with other members of the area team and in accordance with national strategies. • Provide service delivery reports as required e.g. service plan, annual report. • Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act. • Oversee service user and data confidentiality. • Liaise formally and informally with other service, hospital departments and outside agencies, both statutory and voluntary. <u>Figurehead</u> <i>The Podiatry Manager will:</i> • Lead by example, a professional, punctual and dedicated team with open communication and healthy working relationships. • Liaise with local heads of discipline, managers, clinical directorates and other individuals or groups as required. <u>Human Resource Management</u> <i>The Podiatry Manager will:</i> • Oversee the implementation of appropriate induction and probationary systems • Work with the Group Lead Allied Health clinical specialist, seniors and staff grades to implement appropriate performance management system (e.g. clinical audit/quality assurance programmes) for the delivery of a high quality Podiatry service.
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	• Supervise and support the development of staff. • Compile staff training needs analysis and oversee implementation of the departmental training plan. • Deal with local service and personnel difficulties, involving Group Lead Allied Health and other Senior Management as appropriate. • Ensure all staff, new and rotational, are inducted into their assigned clinical areas • Work with Group Lead Allied Health in compiling staff training needs analysis and oversee implementation of same within agreed budget. • Keep staff abreast of all changes/ developments within assigned areas and in the wider local health area. • Assist with recruitment and selection processes. <u>Administration</u> <i>The Podiatry Manager will:</i> • Plan and organise rotation changes in a fair and equitable fashion ensuring minimal disruption of patient care. • Complete and submit, in a timely manner, applications for additional payments in accordance with agreed policies and controls. • Maintain and report staff details re payroll returns, leave etc. as required locally in a timely and accurate manner. <u>Health & Safety</u> <i>The Podiatry Manager will:</i> • Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff complies with same. • Carry out risk assessments as appropriate within the podiatry service as required, using the HSE corporate framework. • Ensure all staff are aware of all policies and trained to implement them including clinical risk assessment with service users. • Work with the Directorate General Manager and Group Lead Allied Health when appointed to implement the 'Better Safer Healthcare Standards' both within the Podiatry Department and as part of the Multidisciplinary Management team. • 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. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be
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	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	1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u> (a) Eligible applicants will be those who on the closing date for the competition: (i) Be registered, or be eligible for registration, on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU. AND (ii) Have 5 years' full time (or an aggregate of 5 years' full time) post qualification clinical experience. AND (iii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office. AND (iv) Provide proof of Statutory Registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU <u>before a contract of employment can be issued.</u> 2. <u>Annual Registration</u> i) Practitioners must maintain annual registration on the Podiatrist Register maintained by the Podiatrist Registration Board at CORU. And ii) Confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3. 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. 4. Character Each candidate for and any person holding the office must be of good character.
Post specific requirements	Demonstrate depth and breadth of podiatry experience as relevant to the role.
Additional eligibility requirements:	Citizenship requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.

	To qualify candidates must be eligible by the closing date of the campaign. OR (iii) Suitably qualified, non-resident non-EEA citizens. The HSE welcomes applications from suitably qualified, non-resident non-EEA citizens, and will support successful candidates in their application for a Work Permit, as applicable. Read more about Department of Enterprise, Trade & Employment Work Permits.
Skills, competencies and/or knowledge	<u>Professional Knowledge</u> • Demonstrate excellent knowledge of podiatry and evidence based practice. • Demonstrate knowledge of legislative requirements relating to the healthcare services and the workplace. • Demonstrate a commitment to continuous professional development and knowledge sharing. • Demonstrate knowledge of clinical risk management. • Demonstrate knowledge of strategic vision and policy framework of Health Service Executive. <u>Planning and Organising</u> • Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money. • Demonstrate ability to manage deadlines and effectively handle multiple tasks. <u>Leadership and Staff Management</u> • Demonstrate leadership skills and ability to influence others. • Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment. • Demonstrate ability to manage, motivate and develop staff to maximise performance at work. • Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients. • Demonstrate ability to work effectively with multi-disciplinary teams. <u>Commitment to Quality Care</u> • Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. • Demonstrate an ability to monitor and evaluate service performance and levels of care. <u>Communication and Interpersonal Skills</u>

	• Demonstrate effective communication and interpersonal skills including: the ability to present information in a clear and concise manner; the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback. Demonstrate competency in general use information technology - computers, office functions, internet for research purposes, email, preparation of presentation materials etc.
Campaign specific selection process Ranking/shortlisting / interview	A ranking and or shortlisting exercise may be carried out based on 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 progressing 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
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 CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.



The reform programme outlined for the health services may impact on this role, and as structures change the job specification may be reviewed.

This job specification 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.



Podiatrist Manager
Terms and conditions of employment

Tenure	The current vacancy available is specific purpose (temporary) 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, the Public Service Management (Recruitment and Appointments) Act 2004, and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
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.
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 joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 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.

	In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First 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. 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/service¹, 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 need 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 managed appropriately and investigated in accordance with HSE procedures². • 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.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.