

Clinical Nurse Manager 2, Mental Health
HSE Dublin and South East
Job Specification & Terms and Conditions

Job title, grade code	Clinical Nurse Manager 2, Mental Health / Bainisteoir Altranais Cliniciúil 2, Meabhairshláinte (Grade Code: 2658)
Remuneration	The salary scale for the post is as of 01/06/2026 is: €62,699 €63,737 €64,615 €66,048 €67,633 €69,189 €70,745 €72,497 €74,123 €76,921 €79,227 LSI 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	DSECNMMH7
Closing date	Thursday 10th of September 2026 by 5pm <i>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time and no exceptions will be made.</i>
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 Dublin and South East Region/ Réigiún Bhaile Átha Cliath agus an Oirdheiscirt de chuid an HSE There is currently one permanent whole-time vacancy available in Elm Mount Approved Centre, Dublin South East Mental Health Services. There is currently one permanent whole-time vacancy available in Le Brun, Clonskeagh Campus, Dublin South East Mental Health Services. A panel will be formed as a result of this campaign for Clinical Nurse Manager 2, Mental Health vacancies in <u>HSE Dublin & South East Region.</u> will be used to fill current and future, permanent and specified purpose posts of whole-time or part-time duration. All applicants will be given the opportunity, at the time of application, to indicate an IHA preference area. • HSE Carlow Kilkenny and Tipperary South • HSE Waterford Wexford • HSE Dublin South and Wicklow Candidates successful at interview will be placed on the regional panel in order of merit. Where vacancies arise, posts will be expressed to the panel as follows:

	1. IHA Preference Area Vacancies will initially be expressed to candidates who have selected the IHA preference area in which the vacancy arises, in order of merit. 2. Regional Panel Where a vacancy remains unfilled, an expression of interest will then be issued to the full regional panel, in order of merit, regardless of IHA preference.
Informal enquiries	We welcome enquiries about the role. For further information & informal enquiries about the role contact: <u>Mental Health Services Dublin South</u> Name: Binu Upendran, Director of Nursing (Assistant) Mental Health Services Email: binu.upendran@hse.ie Phone: 087 6814772 <u>Mental Health Services Wicklow</u> Name: Ms. Demelza Heneghan, Director of Nursing (Assistant) Mental Health Services Email: Demelza.Heneghan@hse.ie Phone: 087 0989590 Carlow/Kilkenny/South Tipperary/ Waterford/Wexford Mental Health Services: <u>Mental Health Services, Carlow</u> Name: Ms. Theresa Hunston, Director of Nursing (Assistant) Email: Theresa.hunston@hse.ie Phone: 087 6054388 <u>Mental Health Services, Kilkenny</u> Name: Ms. Laura Hoban, Director of Nursing (Assistant) Email: Laura.hoban@hse.ie Phone: 087 05681869 <u>Mental Health Services South Tipperary</u> Name: Ms. Geraldine Flynn, Director of Nursing (Assistant) Email: geraldinem.flynn@hse.ie Phone: 086 3889909 <u>Mental Health Services Waterford</u> Name: Mr. Maurice Connell, Director of Nursing (Assistant) Email: Maurice.connell@hse.ie Phone: 087 3590224 <u>Mental Health Services Wexford</u> Name: Mr. Brian McMahon, Director of Nursing (Assistant) Email: Briant.mcmahon@hse.ie Phone: 087 2250681 For informal enquiries relation to the recruitment process contact: Name: Reymary Reyes, Recruitment Lead HSE Dublin and South East Email: reymary.reyes@hse.ie Mobile: 087 342 1382
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Reymary Reyes, Campaign Lead reymary.reyes@hse.ie
Details of service	HSE Dublin South and Wicklow provide a comprehensive integrated community and in-patient service to those affected by significant mental illness across a large geographical area from Wood Quay in Dublin South Inner City to South Wicklow and Carlow/Wexford borders.

	The service is committed to developing a person-centred, compassionate, multidisciplinary team approach to service delivery through Community Mental Health Teams, in-patient services, day hospital, Rehabilitation and Recovery teams, Psychiatry of later Life and specialist Eating disorder (inpatient and community), and perinatal mental health services. The Service is divided in two distinct areas and you may apply for a post in one or both areas. • Dublin South East MHS with bases in Clonskeagh Hospital Campus, St Vincent's University Hospital, Irishtown, Donnybrook, Milltown and Churchtown; • Wicklow MHS has bases Newcastle Hospital, Bray, Greystones, Wicklow Town and Arklow. South East Mental Health Services comprises of Carlow, Kilkenny, Tipperary South, Waterford and Wexford Mental Health Services which are committed to working towards the development of a recovery orientated service that acknowledges the unique nature of each service user's journey to wellness and health. The focus is on providing assessment and treatment at the least complex level in line with Slaintecare (2017) aims. These services are delivered by staff from a range of disciplines in conjunction with our voluntary partners, to ensure the meaningful involvement of the service user in the management and delivery of a recovery focused mental health service. The recovery orientated services are provided in a wide range of hospital and community based locations. Hospital services include: liaison services and seven approved centres (Acute Admission, Rehabilitation and Recovery, and Psychiatry of Later Life). Community based services include: Home Based Treatment Service, Crisis Resolution Service, Eating Disorders Hub, Talking Therapies Service, Assertive Outreach, Day Hospital Services, Day Centre Services, Vocational Training, Low Medium and High Support Residential Units. There is also a Recovery College operating within the region.
Reporting relationship	Reports to the Clinical Nurse Manager 3 (CNM3) / Divisional Nurse Manager as relevant to the post / as appropriate. Accountable to the Assistant Director of Nursing and Area Director of Nursing.
Key working relationships	• Nursing and Management- Area DON/DON, ADON, NPDC, CNM3, CNM1 and RPNs, CNS, CPC, Students. • Multidisciplinary Teams – Clinical Director, Consultant Psychiatrists, medical, Occupational Therapist, Social Worker, Psychology, and other allied health professionals. • Service users and families, advocates, • External and community partners, GPs, Primary Care Teams, AGS, • Regulatory and educational bodies – MHC, NMBI
Purpose of the post	The post of Clinical Nurse Manager 2 (Mental Health) has a pivotal role in the delivery of effective; recovery orientated integrated care for individuals presenting to the mental health services. While a significant component of the role involves service planning, co-ordinating, and managing service delivery and resources within the clinical area, the main responsibilities are: • Quality assurance, • Resource management, • Staffing and staff development,

	• Clinical practice development, facilitating communication and professional / clinical leadership. • Managing clinical risk in the area of responsibility supported by the HSE Risk Management policy. • Ensuring services are managed with adherence to the Mental Health Commissions' codes of practice and Judgement support framework and associated HSE specific policies, procedures, protocols and guidelines.
Principal duties and responsibilities	<i>The Clinical Nurse Manager 2, Mental Health will:</i> <u>Professional / Clinical</u> • Manage patient (service user) care to ensure the highest professional standards using an evidence based, care planning approach • Provide a high level of professional and clinical leadership • Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s) • Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines • Practice nursing according to: • Professional Clinical Guidelines • National and Area Health Service Executive (HSE) guidelines • Local policies, protocols and guidelines • Current legislation • Manage own caseload in accordance with the needs of the post • Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members • Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes • Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice • Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy • Plan discharge or transition of the service user between services as appropriate • Ensure that service users and others are treated with dignity and respect • Maintain nursing records in accordance with local service and professional standards • Adhere to and contribute to the development and maintenance of nursing standards, protocols, and guidelines consistent with the highest standards of patient care • Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures • Maintain professional standards in relation to confidentiality, ethics and legislation • In consultation with CNM3 and other disciplines, implement and assess quality management programmes. • Participate in clinical audit as required. • Initiate and participate in research studies as appropriate; demonstrate the ability to relate nursing research to nursing practice. • Devise and implement Health Promotion Programmes for service users as relevant to the post • Operate within the scope of practice - seek advice and assistance from their manager with any cases or issues that prove to be beyond

	the scope of their professional competence in line with principles of best practice and clinical governance • Will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. <u>Risk Management, Health and Safety</u> • Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care • Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc. • Ensure completion of incident / near miss forms / clinical risk reporting • Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty • Liaise with other relevant staff, disciplines. • Have a working knowledge of Compliance procedures, the Mental Health Commission Standards, the application of the Mental Health Act 2001, Judgement Support Framework, and Best Practice Guidance for MHS, National Quality Framework driving excellence in MHS, and its application to the Mental Health Service both in community and approved centres. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the Framework for any updates. <u>Education and Training</u> • Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate. • Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme. • Participate in the identification, development and delivery of induction, education, preceptorship, training and development programmes for nursing and non-nursing staff. • Provide support and supportive supervision to Clinical Nurse Manager 1 and front-line staff where appropriate. • Supervise and assess student nurses and foster a clinical learning environment. • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. • Comply and ensure all mandatory training is up to date. <u>Advocacy</u> • Promote and act in collaboration with other members of the Community Mental Health Team as a patient (service user) advocate, involving communication, negotiation and representation of service user's values, decisions and needs as appropriate
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	• Develop and support the concept of advocacy particularly in relation to patients (service user) participation in decision making enabling informed choice of treatment options through education and information • Liaise with other health services professionals in the development and ongoing delivery of this service by coordinating regular MDT meetings • Establish, maintain and improve procedures for collaboration and cooperation between all services: acute hospital services, community services, primary care services and voluntary services as appropriate • Establish, maintain and improve procedures for collaboration and cooperation between vocational and social services and professionals as appropriate. Management • Exercise authority in the running of the assigned area(s) as deputised by the CNM3 • Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s) • Manage communication at ward and departmental level and facilitate team building • Provide staff leadership and motivation which is conducive to good working relations and work performance • Promote a culture that values diversity and respect in the workplace • Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team • Manage all resources efficiently and effectively within agreed budget • Lead on practice development within the clinical area • Lead and implement change • Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement • Contribute to the formulation, development and implementation of policies and procedures at area and hospital level • Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital (service) matters • Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community • Actively participate in the Nursing Management structure by 'acting up' when required • Maintain all necessary clinical and administrative records and reporting arrangements • Engage in IT developments as they apply to service user and service administration 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 them from time to time and to contribute to the development of the post while in office.
Eligibility criteria Qualifications and/ or experience	Statutory Registration, Professional Qualifications and Experience 1) <u>Professional Qualifications, Experience etc</u> (A) Eligible applicants will be those who on the closing date for the competition:

	(i) Are registered in the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais Na hÉireann) or entitled to be so registered. AND (ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area of Mental Health. AND (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. AND (iv) Candidates must demonstrate evidence of continuous professional development. AND (B) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role. 2) <u>Annual Registration</u> (i) Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann). AND (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3) <u>Health</u> Candidates 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) <u>Character</u> Candidates for and any person holding the office must be of good character.
Post specific requirements	Demonstrate depth and breadth of experience in the area of Mental Health and Nurse Management as relevant to the role.
Other requirements specific to the post	Have access to appropriate transport to fulfil the requirements of the role or Full driving licence and access to own car to fulfil the requirements of the role due to requirement to deliver services in non HSE locations such as clients' homes. Further requirements may be outlined at the "expression of interest" stage of the recruitment process.
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.
Skills, competencies and/or knowledge	<u>Professional Knowledge & Experience</u> <i>For example:</i> • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. <u>Organisation and Management Skills</u> <i>For example:</i> • Demonstrate the ability to plan and organise effectively. • Demonstrate the ability to manage deadlines and effectively handle multiple tasks. • Demonstrate an awareness of resource management and the importance of value for money. • Demonstrates flexibility and adaptability in their approach to work. <u>Building and Maintaining Relationships (including Team Skills and Leadership Potential)</u> <i>For example:</i> • Demonstrate the ability to work on own initiative as well as part of a team. • Adopts a collaborative approach to patient (service user) care by co-ordination of care / interventions and interdisciplinary team working. • Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues. • Demonstrates the ability to lead on clinical practice. <u>Commitment to providing a Quality Service</u> <i>For example:</i> • Demonstrates a strong commitment to the delivery of quality service. • Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. • Demonstrates integrity and ethical stance. • Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change. <u>Analysis, Problem Solving and Decision-Making Skills</u> <i>For example:</i> • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Shows sound professional judgement in decision-making.

	• Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. • Demonstrate resilience and composure in dealing with situations. <u>Communication Skills</u> <i>For example:</i> • Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner. • Demonstrates the ability to influence others effectively. • Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
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.	



Clinical Nurse Manager 2, Mental Health

Terms and conditions of employment

Tenure	The current vacancies available are 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, 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 37.5 hours per week. Your normal weekly working hours are 37.5 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](#).

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