

Job Title & Grade	Medical Manpower Lead, Grade VIII
Campaign Reference #	102679
Closing Date	Friday, 11 th September 2026 at 11.45pm
Duration of Post	Permanent, full-time
Advertisement Type	Internal/ External
Specific T&C's of post	35 hour standard working week, 5/5 Annual Leave: 30 days per annum Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st June 2026: Grade, Code 0655, starting at Point 1 €83,912 and rising annually in increments: €84,665; €87,976; €91,301; €94,600; €97,912; €101,207.
Location of post	CHI Cross-Site, with base site office location at 700 South Circular Road, Kilmainham, Dublin 8.
Reporting Arrangements	This post will report to the Director of Human Resources, with overall accountability to the Director of People and Culture.
Key Working Relationships	The post holder will work closely with: • Medical HR Team • Clinical Directors, Consultants & NCHD's • CMO, DCEO, COO and Clinical Specialty Leads across all sites • Work closely with the HR Leadership Team • Work collegiately with the wider CHI HR team and lead the HR medical transformation to a single structure • CHI Finance Business Partners on all aspects of Consultant/NCHD funding, invoice approvals & spends for CHI Medical HR • HSE, NDTP, CAAC, MMPM Group, IEHG, Paybill/Acute Hospitals Division • CHI Medical Boards, Joint Medical Board

	<i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Role	The purpose of this role involves working in partnership with CHI leadership teams to drive the delivery of people plans and HR strategy in Medical HR; through the effective coordination of people, resources and talent. This includes providing strategic HR advice and guidance to internal Medical teams on strategic HR policies and procedures, to ensure they are supported in their decisions and roles as people managers, and to ensure the right people capability to deliver the required strategy and services, is supported. The role-holder will partner with key stakeholders and HR partners to map out the Medical HR and Medical Recruitment models ahead of the new hospital and plan and drive the transition. The post holder will support the Clinical Teams, Clinical Directorates and sites. <i>The successful candidate will be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.</i>
Principal Duties and Responsibilities	Professional Duties and Responsibilities: The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. This role will require the role holder to be the HR Medical knowledge centre for all of CHI and be an integral advisor to the CHI Executive, CHI Board, CHI Medical Boards the local leadership teams that require your expert medical HR support. Leading out as a HR medical expert, you will work closely with Clinical Directorate leadership and associate multi-disciplinary teams to share your expertise across the breadth of Medical HR, delivering proactive and innovative people solutions. This includes a focus on: Operational and Strategic • Maintain, throughout the Hospital, awareness of the primacy of the patient in relation to all Hospital activities. • Demonstrate behaviour consistent with the Values of CHI and ensure that HR practises are at the forefront of advice with senior medical staff. • To provide advice, guidance and support to Senior Medical staff on a range of strategic and operational HR Management matters. • Lead and work closely with senior medical staff on advancing the modernisation agenda, workforce planning, EU working time directive and medical education issues.

- Report to the Director of HR or designated officer and work as part of the HR Senior Leadership team.
- Contribute to the implementation of a programme of organisational change and development, consistent with the Hospital's future plans.
- The development and implementation of new rostering arrangements in consultation with key stakeholders (managers, consultants, and NCHDs)
- Lead out on compliance with EWTD legal and regulatory requirements. Ensuring that Monthly/quarterly reports on EWTD are accurate and reported on time.
- The development of appropriate monitoring and control arrangements to ensure that employer's statutory and contractual obligations are fulfilled.
- Lead out on the most efficient use of the incoming Time and Attendance System to monitor attendance and payment of overtime for medical staff.
- Ensure processes are in place for the management of all pay related payments to all medical staff including overtime, training funds, CME, rest day etc.
- Represent the Hospital at national/regional meetings of Medical Manpower Managers.
- Carry out and assist on special projects/studies which involve the collection and analysis of data, discussion and liaison with department heads.
- Develop and introduce HR best practice in relation to recruitment, selection and induction of medical personal ensuring appropriate compliance is in place.
- Work with colleges and other healthcare employers to ensure effective transition of medical staff.
- Manage and administer the preparation and issuing of contracts of employment, which meet all relevant legislation requirements with regard to terms and conditions of employment.
- The development of manpower plans and recruitment and retention strategies for NCHDs and Consultants.
- Develop and implement effective processes for the efficient deployment of Locum NCHDs.

Leadership/Management

- The overall management of the Medical Division including HR/manpower planning for Consultants and NCHDs.
- Lead out on R2R approvals and funding process for medical roles – ensuring strong comms approach with CD's
- Develop a central medical workforce database for all medical CHI employees. Looking at data such as retirement age for consultants, CID's, all leave types etc. Planning ahead for exit dates for Consultants & NCHD's and aligning recruitment timetables to ensure no gaps in service and advising senior management of potential risks.
- Be responsible for the management of all Employee/Industrial relation discussions for the Consultants and NCHD's which may include attendance at the Workplace Relations Committee (WRC).
- Work with HR and other colleagues to provide HR leadership in the hospital and to pro-actively manage the hospital's Medical Division to ensure that it meets and anticipates ever changing needs.

- Provide effective leadership and management of the medical division that enables staff to perform to their full potential.
- Ensure that staffing levels and skill mix are appropriate and within the resource allocation.
- Recruit, select and train staff with professional advice and support from Human Resources.
- Create and promote open communications, healthy working relationships, and stimulate initiative among the team.
- Motivate team members, by agreeing goals and objectives, through performance achievement reviews.
- Ensure that the Medical Manpower Team make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation.
- Collect, interpret and present data and information on the Department's activities, staffing and expenditure.
- Manage the budget for the Medical Manpower Manager department ensuring the most effective use of available resources.
- Ensure that expenditure is controlled within agreed budgets/cash limits and in compliance with the Hospital's financial plan.
- Ensure that statistical and management information is provided to Management on a monthly basis or as required.
- Develop and maintain, with support from IT, appropriate management information systems to support HR and Medical Administration requirements, operational effectiveness and to facilitate decision making through the provision of timely and relevant information and the production of agreed reports.

Recruitment & Retention

- Assist hiring line managers in their defining role requirements and initiating the relevant role funding approval process, through to JD development.
- Support the Recruitment team on new resourcing initiatives and drives across CHI.
- Work with hiring line managers on addressing areas where there are higher levels of attrition, develop solutions to manage retention and manage the exit interview process and related metrics.
- Be the Medical HR Lead to engage with Senior Consultants in relation to the management of the staff on their team; advise on queries in relation to funding backfills and using funding to facilitate other posts within their department/remit.
- Work with the line managers and the Recruitment team to solve resourcing issues and support selection where necessary. Ensure that fully effective resource plans are in place.
- Work with Clinical and management stakeholders to proactively provide creative and engaging solutions focused on motivating Medical HR Team employees at different career points and stages and enhancing their workplace experience.

Medical HR Business Services

- Lead out on CAAC applications for CHI from advising the Consultant groups at the initial stage of development to submission at a CAAC meeting, including

organisation of and submission of all supporting documentation. Actively ensure all staff in the central HR medical team are trained in the CAAC/Paybill process.

- Be the HR medical expert to advise CEO, CMO and CD's in relation to the funding of all Consultant/NCHD posts, across all sites. Know where the funding gaps are for vacant posts, advise senior team where funding can be moved, suppressed and re-deployed when required.
- Own the Workforce Employment Control: Develop & Deliver Business Cases for new Consultants & NCHD posts - working with Operations Business Manager and ensuring that any new roles are included in the Consultant workforce strategy/plan.
- Be the Medical HR contact for funding agencies/groups for any new incoming posts (both recurrent & non-recurrent funding).
- Support the implementation of any revised HR Policy and/or HR Operational changes, including line manager education, local understanding and compliance.
- Ensure any local change initiatives in the Medical departments are consistent from a people perspective, with wider CHI change plans.
- Establish effective ways of working with the HR business service delivery teams, ensuring a coordinated and integrated approach to Medical HR services.
- Work with the Medical HRBS team to ensure accountability over locum agency spend and invoice sign off.

Employee Relations

- Ensure the whole Medical portfolio works in ways consistent with HR policies and practices, and support the development of new and revised HR standards. Support on the HR Business Partner organisation-wide roll-out of any ER initiatives, including proactive education and guidance.
- Case Management of CHI's Consultant & NCHD Occupational Health Referrals
- Work effectively with trade unions and other employee representatives, ensuring effective communication.
- Proactive management of individual ER cases with support from DoHR, CMO, IR-ER Lead, to minimize exposure to litigation.

Workforce Reporting

- Guide decision making through analytical reporting on areas in Medical such as talent & performance management, learning & development, recruitment, and onboarding.
- In conjunction with the HRIS Lead, develop and implement systems and processes for receiving, collating and following up on HR data relating to the medical portfolio (e.g. employment control, absence figures, vacancies etc.).
- As Medical HR Lead, you will ensure that all medical staff, across all sites are trained to update the systems required; NER; DIME-NCHD Records; CAAC; HIPE; SAP; MMP Portal (RCSI). Every team member needs to be trained on every system required by Medical HR.
- Monitor resource trends and ensure effective utilisation of staffing resources.
- Make informed decisions based on the ability to interpret data and share valuable insights with your stakeholders.

Eligibility criteria, qualifications and experience	• Ownership & delivery of Medical Attendance Management – National Reports, CIP, TRR for all CHI sites. Change and Employee Engagement • In conjunction with the wider Senior HR team, support the planning and delivery of change initiatives. Identify and prioritise change activities, focus and guide line managers on the people impact of change and work towards engaging all staff in organisational changes. • Drive cultural change and change management initiatives across your medical portfolio. • Proactively assist and participate in the development of the Clinical Directorate, site and cross-city models. • Support CHI integration through assisting with communication to staff on changes with a people impact as a result of integration. • Advise, coach and guide medical line managers to foster high levels of employee engagement. Drive employee engagement through creative and pragmatic programmes. <i>The above 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.</i> <u>Essential Criteria:</u> • 3rd Level Qualification in a relevant field • Minimum of 5 years post graduate experience in a relevant role • Minimum of 3 years' experience of leading and managing a team • Fluent command and understanding of the English language to include spoken and written word <u>Desirable Criteria:</u> • Experience working in a Medical Manpower department in a comparable size organisation. • Masters in a relevant HR field or in Healthcare Leadership • Experience working in Public Sector Hospital and has a working knowledge of the Clinical Directorate structure within medical divisions <u>Skills:</u> • Strong leadership, coaching, influencing and stakeholder management skills. • Ability to communicate effectively at senior level and to demonstrate sound judgement and problem-solving skills across the full Medical HR spectrum. • Demonstrated experience operating as a trusted HR advisor to leadership teams, with the ability to build positive and productive relationships with stakeholders.
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	• Demonstrated experience working in partnership with HR centres of expertise to deliver HR transformation projects, preferably working in organisations that have undergone significant change. • A deep understanding of Irish employment legislation and track record in Medical case management. • Ability to manage, interpret and present data and recommendations articulately at senior management level. • Ability and confidence to identify opportunities and make constructive suggestions for change or action. • Strong focus on delivery and continuous improvement. • Fluent command and understanding of the English language to include spoken and written word.
Competition Specific Selection Process How to Apply & Informal Enquiries	Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above are met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria. * Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter. The closing date for submissions of CVs and cover letter is Friday, 11th September 2026 at 11.45pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'. Applications will not be accepted through direct email or any other method. For informal queries relating to this recruitment process, please contact Talent Acquisition Specialist – Rachel.Sheridan@childrenshealthireland.ie or Head of Talent, Learning & Development – Jenny.campbell@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date. Below, you'll find the list of commencement dates for 2026 for your information. • 2nd November

- 7th December

Information on “Non-European Economic Area Applicants” is available from <https://dbei.gov.ie/en/>

Children’s Health Ireland is legally required to verify that all staff **have the right to work in Ireland before they begin employment**, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the [General Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

The programme outlined for Children’s Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children’s Health Ireland is an equal opportunities employer.