

Job Title & Grade	Scheduled Care Administrator Grade IV
Campaign Reference #	103037
Closing Date	14 September 2026 by 5 pm
Duration of Post	Specified Purpose Contract
Advertisement Type	External
Specific T&C's of post	35 standard working week Annual Leave: 28 days per annum Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 st June 2026: Grade, Code 0558, starting at Point 1 € 36,470 and rising annually in increments: €56,018 LSIS.
Location of post	CHI Cross site – Main base will be CHI Connolly
Reporting Arrangements	This post will report to the Scheduled Care Officer in CHI with overall responsibility to the CHI Scheduled Care Lead.
Key Working Relationships	The post holder will work closely with: • The CHI Scheduled Care Lead. • CHI Central Referrals Team • Scheduled Care Team members, including Scheduled Care Lead, Scheduled Care Manager/Deputy Managers. • Operations and Clinical Teams across CHI sites. • The Central Referrals Office and out-patient booking offices across all CHI sites. • The CHI Chief Operations Officer.

	• The executive team in Children's Health Ireland including the Children's Hospital Programme and project wide teams. • Key staff across all CHI sites including clinical staff, operations staff, ICT including the Business Intelligence Unit. • Healthcare bodies external to CHI, including the Health Service Executive (HSE), National Scheduled Care Transformation Team and the National Treatment Purchase Fund (NTPF). <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 post holder will support Scheduled Care initiatives across CHI aimed at improving access to clinical services for patients on waiting lists. The post holder's activities will contribute to work towards the reduction of wait time for CHI patients and their families in out-patients, in-patients, day cases and GI Scopes. This will include the administration of Central Referrals, Scheduled Care and will require the candidate to be flexible in terms of work location.
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. • Responsibility for the administration associated with the ongoing validation of CHI waiting lists across all specialties as agreed with the Scheduled Care Officer and overall with the CHI Scheduled Care Lead. • Tracking and monitoring the progress of waiting list validations and report any issues, gaps and risks to the Scheduled Care Officer for onward escalation as appropriate. • Quality checking CHI Waiting lists as agreed with the Scheduled Care Officer and reporting and logging issues as appropriate. • Support the Scheduled Care Officer on appropriate Scheduled Care initiatives, as identified and prioritised by the Scheduled Care Team. • Support the Scheduled Care Team on co-ordination of NTPF and HSE waiting list initiatives with hospitals and HSE and report back on progress/updates. • Support the Scheduled Care Team on the production of the annual CHI Operations Plan, producing and verifying data and other components of the Plan.

	• Carry out ongoing tracking and reporting process through the year against Operational Plan priorities, aligned to normal performance management process and report any issues to the Scheduled Care Officer. • Support on CHI's Service Estimates process, as dictated by the Scheduled Care Officer. • Support the Scheduled Care Officer in coordinating all activities related to the ongoing monitoring and actions of the HSE IPDC and OPD waiting times targets, including compiling weekly updates, reports and clearance plans. • Monitor weekly reporting templates such as Delayed Discharges, Colonoscopy reports and where targets are not being met liaise with the relevant hospitals to understand what corrective actions are required to ensure compliance. • Develop and maintain open communication channels with the three hospitals and new sites on all matters relating to business operations activities. • Provide high level administrative support to Scheduled Care / Access Collaborative committees as appropriate, including actioning items and coordinating actions which arise from these meetings. • Deliver on key actions and timely responses emanating from Scheduled Care meetings or other meetings as they arise. • Contribute to the agenda for Scheduled Care-led meetings including forward planning agenda items coordinating production of timely agendas and action points minutes and following up on agreed actions as appropriate. • Develop appropriate systems and processes to ensure the smooth running of the Scheduled Care team including effective forward planning, organisation and use of relevant systems e.g. Microsoft Teams. • On behalf of the Scheduled Care Team, identify and action issues which are impeding smooth flow of business for the Scheduled Care Team and respond to email requests meeting and concluding on specific pieces of work. • Ensure the Scheduled Care Team maintains a strong reputation for professionalism, consistency and effectiveness in line with CHI values (Child Centred Progressive and Compassionate) • Work with colleagues and teams within Operations to ensure alignment of activities across programme and business as usual. • Prepare presentations and reports for conferences and talks as required by Scheduled Care Lead. • Provide administrative support to clinical services as required across CHI in agreement with Scheduled Care Lead. • It is acknowledged that the Scheduled Care Team will expand and change in the future, subject to the workload volume it is recognized that the role and duties of the above are not limited.
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	<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>		
Specific Requirements / Exposures for this post:	Includes (tick all that apply): ☐ Driving ☐ Working at height ☐ Regular VDU work ☐ Night working ☐ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☒ None Applicable:	Exposure to (tick all that apply): ☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers ☐ Vibrating equipment ☐ Other (please specify): ☒ None Applicable:	Consists of (tick all that apply): ☐ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling ☐ Exposure Prone Procedures (EPP) ☐ Work in Haemodialysis ☐ Work in confined spaces ☐ Other (please specify): ☒ None Applicable:
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> • Leaving Certificate or QQI level 5 or equivalent qualification. • Excellent Ms skills with wide knowledge of audits and use of spreadsheets. • Ability to work to deadlines and devise and implement plans and changes • Knowledge of audits and clinical reporting • Ability to communicate effectively and in a professional manner • Excellent written and verbal communication and interpersonal skills • Proven project management and organisational skills • Team player with the ability to promote a positive working environment • Strong planning and organising abilities • Ability to work across multiple locations <u>Desirable Criteria:</u> • Experience using Patient Administrative Systems.		

	• Experience using Microsoft Office, specifically Microsoft Excel. • Experience working in a team in a complex healthcare environment. • Previous healthcare operations experience • Experience in change projects.
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 14 September 2026 by 5 pm. 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 enquiries for this specialty/department, please contact Christina Menelaou at christina.menelaou@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Taurai Machuwe at Taurai.machuwe@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 your information. • 2nd November 2026 • 7th December 2026 • 4th January 2027
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.	

Does the post above identified for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)	
YES ☐	NO ☒
Exposure Prone Procedure (EPP) Post Assessment of Post in line with the 'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses (Hepatitis B, Hepatitis C and HIV, 2025)'	
Exposure Prone Procedures (EPPs) are defined in the national guidance as: 'invasive procedures where there is potential for direct contact between the skin, usually finger or thumb of the healthcare worker and sharp objects or surgical instruments – such as needles, sharp body parts (for example fractured bones) spicules of bone or teeth – in body cavities or in poorly visualised or confined body sites, including the mouth of the patient'. All staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with this national guidance. No appointment will be made in the absence of such evidence. EPP workers with previous EPP clearance prior to November 2025, may require further clearance in line with this updated guidance, so should submit details of previous clearance in line with section 9 of this form. The guidance is available here https://www.hpsc.ie/a-z/bloodbornevirus/ Detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit. If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service.	