

Job Title & Grade	Assistant Director of Nursing – CDC
Campaign Reference #	103426
Closing Date	Monday, 21 st of September 2026 at 11:45pm
Duration of Post	Permanent Contract
Advertisement Type	External
Specific T&C's of post	37.5 standard working week/ shift work required 25 – 28 days Annual Leave 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 2910, starting at Point 1 €72,843 and rising annually in increments: €89,894.
Location of post	Children's Health Ireland at Crumlin with cross-site responsibilities.
Reporting Arrangements	The post holder will report to the Director of Nursing for CHI at Crumlin.
Key Working Relationships	The post holder will work closely with: • Directors of Nursing/Directorate nurse lead • Assistant Director of Nursing • Advanced Nurse Practitioners • Clinical Nurse Specialists • Clinical Nurse Managers • Clinical Nurse Education Facilitators • Student Support Teams (Clinical Placement Coordinators, High Diploma Programme Clinical Coordinator and Student Allocations Liaison Officer) • Director and Tutors in the Centre of Children's Nurse Education • Children's Teams in the affiliated Higher Education Institutions • Clinical Directorate Team C, Clinical Director and operations lead. <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 directorate Assistant Director of Nursing requires knowledge of the work to be done and must have the potential to lead the nursing and ancillary staff of the assigned Directorate. The job description sets out the role of the ADON in relation to the provision of a high standard of nursing care through the management and control of the nursing service within the budgetary allocation. The successful candidate may be required to work in any service area within the vicinity as the need arises. It should be noted that in the context of the reconfiguration of Directorates across all sites, the job specification may be subject to review and change and may involve further duties. The successful candidate will lead and co-ordinate the development and delivery of the nursing/midwifery service within an assigned Directorate.
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Principal Duties and Responsibilities	Professional Duties and Responsibilities: • The post holder will be expected to live CHI values and be child-centered, compassionate, and progressive and will act with respect, excellence and integrity. • The person holding this post is required to support the principle that the care of the child and family always comes first and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. • Maintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities. • Demonstrate behavior consistent with the Mission and Values of CHI. • Place kindness and compassion at the core of daily work. • Provide operational support to areas of responsibility to include senior management walkabouts, safety and quality checks and patient satisfaction. • Carry out audits across the group as required. • Evaluate the nursing care delivery systems and recommend changes in nursing procedures, practices and policies to reflect an evidence-based practice approach to service delivery. • Ensure that modern standards of clinical nursing care are in operation and that regular monitoring of nursing/midwifery care is undertaken through audit. • Additional areas of responsibility may be assigned by the Director of Nursing as required from time to time. • Act as an ambassador for, and lead the staff in achieving the hospital's mission, vision, values and strategic plan, as envisaged by the Children's Hospital Ireland (CHI). • Participate with the Director of Nursing and the Senior Nursing and Clinical Directorate in ensuring that the day-to-day activities and resources of the hospital are managed and coordinated throughout so that a first-class patient focused service is delivered. • Contribute to the change agenda and initiatives within CHI and work collaboratively with key stakeholders to achieve strategic and operational change. • Be aware of all policies in relation to fire prevention, moving and handling, major emergencies, waste management and risk management and implement these.
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- Determine how best to achieve the aims, directions and objectives set by the Director of Nursing/Directorate Nurse lead to ensure they are delivered within the timeframe, policies, guidelines and limits set.
- Liaise and give reports to the Director of Nursing/Directorate Nurse Lead and Out of Hours Managers as required.
- The post holder will be requested to participate / lead projects on a hospital/organisational wide basis by the Director of Nursing/Directorate Nurse Lead.
- Lead in the areas of clinical governance e.g. risk management, quality, complaints, legal issues and health & safety for divisions / units.
- Participate in Hygiene and Decontamination Audits or any other audits as required by the HSE and fully implement all HIQA guidelines as part of the multidisciplinary team.
- Be responsible in partnership with the lead clinicians for identifying areas for development and for preparing business cases for these areas including the rationale for development.

MANAGERIAL

- Practices an enabling management style with the front-line management team and other contributing professionals.
- Ensures that critical human and material resources are allocated in an effective way, monitors activity levels and intervenes to align resources and maximise efficiencies.
- Facilitate Nurse's in deciding how their workload is to be measured, care delivered, and quality monitored.
- Ensure that all nursing and support services are managed to optimise effectiveness, quality and efficiency.
- Ensure co-ordination of staff deployment across wards to meet fluctuations in demand.
- Review staff rostering to ensure that resources are deployed effectively and efficiently between wards and departments to cope with fluctuating workload and case complexity.
- Monitoring of sickness/absence and implementation of local and national control measures at Department Level. Proactively manage persistent poor staff attendance.
- Participate in interdisciplinary and inter-service policy planning groups to effect optimal clinical and non-clinical service delivery to service units/wards.
- Provide reports on matters affecting the implementation and monitoring of the service plans against the targets set.
- Participate in the overall financial planning of the service, including the assessment of priorities in pay and non-pay expenditure.
- Formulate and review policies, procedures and protocols and implement any changes required to ensure a high standard of patient care in accordance with professional nursing standards on both day and night duty.
- Customise and contribute to the selection of policies, introduction and development of information and other systems for the Nursing service within CHI.
- Prepare a progress report on Nursing and related activities in your area of responsibility.

- Develop the concept of collaborative care planning in conjunction with other professionals.
- Contribute to the development and implementation of a discharge policy and ensure good liaison with the Community Care Services.
- Work closely with the Director of Nursing in ensuring expenditure is controlled within budget and identify potential for efficiency savings through improved practices and innovation.
- Delegate, as appropriate responsibility for budgetary control and implementation of monthly expenditure audit systems.
- Hold regular meetings with Clinical Nurse Managers / Clinical Nurse Specialists, Staff Nurses and non-nursing staff and participate in interdisciplinary meetings as appropriate. Negotiate with other managers and department heads improvements in the co-ordination of work scheduling between the Departments, Wards, Operating Theatres and X-Ray Department, etc.

PERSONNEL MANAGEMENT:

- Ensure that a sufficient number of qualified and experienced staff are available to fill vacancies arising from predictable staff turnover or to deal with periodic peaking of demand.
- Ensure that policies and procedures facilitate the recruitment, induction and retention of nursing personnel.
- Facilitate in the development of personal development planning for nursing personnel.
- Implement procedures for dealing with staff grievances, handling disciplinary matters or negotiating on conditions of employment appropriate to his/her work as set out in personnel policies.
- Empower Line Managers in managing all leave entitlements and WTE control.
- Foster good employee relations and promote good communication among nursing staff and their interdisciplinary colleagues.
- Develop a shared sense of commitment and participation among staff in the management of change, the development of the Nursing services and in responding to the changing health needs of patients.
- Deal with relevant industrial relations issues relating to Nursing and allied staff in consultation with the H.R. Dept. and the Director of Nursing where relevant.
- Participate in the formulation of relevant personnel policies and procedures.
- Keep the Director of Nursing apprised of any significant development within his/her area of responsibility and performs such additional duties as may be assigned from time to time by the Director of Nursing.

EDUCATION

- Advise and co-operate with the Director of Nursing and Academic Bodies, etc. where necessary.
- Identify the clinical learning needs of staff relevant to service requirements and individual personal development, thereby ensuring in-service training programmes meet service needs and fulfil the scope of practice for professional development.

- Provide for the organisation of and the overseeing of clinical placements for student nurses.
- Taking cognisance of service developments, facilitate and enable nursing personnel undertake relevant education and training programmes to discharge the developing roles of the Clinical Nurse and Advanced Nurse Practitioner.
- Monitor recent nursing research and new developments. Initiate, facilitate and take part in relevant nursing research and promote awareness of ongoing and current research into issues affecting patient care.

PERFORMANCE MANAGEMENT

- Driving, promoting and supporting a Performance measurement and Management culture.
- In conjunction with the Director of Nursing, support the Performance Management system for the Nursing profession in your area.
- The identification and development of monthly Key Performance Indicators (KPIs) which are congruent with CHI's strategic and service plan
- The management and delivery of KPIs per ward/ department as a routine and core business objective.
- The development of Action Plans to address non-attainment of KPI targets.
- To develop individual Plan of actions (POAs) with the Director of Nursing and agree performance targets.

RESEARCH / INFORMATION TECHNOLOGY

- Prepare nurses to think critically, to be research minded, to take increased responsibility for their own learning and to have a positive attitude to continued education.
- Keep up to date with current relevant research to ensure evidence-based practice and research utilization within clinical practice.
- Disseminate this knowledge and enable the implementation of evidence into practice in order to provide up to date evidence-based care.
- Contribute to nursing research relevant to area of practice.
- Audit current nursing practices, set standards and evaluate improvements.

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.

Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> Eligible applicants will be those who on the closing date for the competition are: • Registered as a Children's Nurse on the Division/s of the Register of Nurses and Midwives, maintained by the Nursing & Midwifery Board of Ireland [NMBI] or entitled to be so registered. • Have 7 years post registration nursing experience and 3 years' experience in clinical practice management, practice development, education or quality improvement. <u>Desirable Criteria:</u> • Evidence of strategic workforce development experience. • Experience & evidence of previous change / transformation within a service/ specialty. • Excellent leadership and management abilities with the ability to lead change in programme management across the organisation. • Experience of implementing and maintaining appropriate systems to enable effective planning, scheduling and reporting. • Proven experience of working co-operatively with people across organisational boundaries to achieve effective delivery. • Ability to demonstrate the necessary strategic competencies required to undertake the duties associated at this level. • Excellent skills in influencing and an ability to effectively challenge and test across a diverse stakeholder group with varied subject matter knowledge. • Proven ability to deliver strategic oversight whilst also undertaking detailed analysis and assurance on projects. • Politically sensitive and an ability to understand awareness of the environment in which the commissioning team operates. • Possess a relevant post graduate award at level 9 (Master's Degree) or Higher or willingness to do so within 2 years of the start date.
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 is 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 CV's and cover letter is Monday, 21st of September

2026 by 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 enquiries for this specialty/department, please contact Karen Mc Guire, Karen.mcguire@childrenshealthireland.ie

For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Evgeniya Byvakina at Evgeniya.Byvakina@childrenshealthireland.ie

PLEASE NOTE:

CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our On boarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your on boarding 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.

Belo, you'll find the list of **commencement dates for 2026** for your information.

- 5th October 2026
- 2nd November 2026
- 7th December 2026
- 4th January 2027
- 8th February 2027
- 8th March 2027
- 5th April 2027
- 10th May 2027
- 14th June 2027
- 5th July 2027
- 9th August 2027
- 6th September 2027
- 4th October 2027
- 1st November 2027
- 6th December 2027

Digital health	Digital Health Technology is a key component to how CHI provides care to infants, children and young people, placing the patient, their parents/guardians at the centre of how they receive that care. Every episode of care will be supported by technology from referral to discharge and onwards to the General Practitioner, Public Health Nurse and the Community services. As ADON you will lead and progress the nursing team to transition to a digital organisation. This will involve engaging with the digital health team and the Chief Nursing Information Officer to design workflows, implement new technology (e.g electronic health care record), facilitate education and training, promote innovation and research to enhance patient and staff experience.
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.	