

Job Title & Grade	Genomic Resource Associate Grade V
Campaign Reference #	103744
Closing Date	12 th October 2026 by 5pm
Duration of Post	Permanent Contract
Advertisement Type	External/Internal
Specific T&C's of post	35 shift working week 5/7 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 1 st June 2026: Grade, Code 0566, starting at Point 1 € 52,758, 54,336, 55,945, 57,591, 59,246, 61,175, 63,110, LSIs:
Garda Vetting	Appointment to this post is subject to Garda Vetting and satisfactory reference check.
Location of post	Crumlin
Reporting Arrangements	This post will report to the Lead Genetic Counsellor or their nominee, and the Administration Team Manager or their nominee, Department of Clinical Genetics. This post will be accountable to the Clinical Specialty Lead/Head of Department, Department of Clinical Genetics

Key Working Relationships	The post holder will work closely with: • Clinical Specialty Lead/Head of Department • Lead Genetic Counsellor • Administration Team Lead • Consultant Geneticists • Principal, Senior and basic grade Genetic Counsellors • Administrative colleagues • Laboratory colleagues • Referring clinicians • External genetics services and hospitals • Patient organisations <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 Genomic Resource Associate is a recently established role working as a member of the multidisciplinary team within the Clinical Genetics work stream. The role will support improved patient access, and the delivery of efficient and integrated care for the patient throughout the patient's genetics assessment. The role includes direct patient contact, collaboration with genetics clinical staff, coordination with external clinical services and laboratories, and oversight of critical documentation and data systems related to the patient

	journey. The role encompasses data management and maintaining activity data for KPI monitoring/audit purposes. In addition, the role involves responsibility for coordination of information to facilitate cases discussed at genetics MDT meetings. <i>The successful candidate may 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. Support for Clinicians: The GRA will support the clinical genetics team who deliver patient care. This will involve responsibility for a range of tasks. The GRA will: - Retrieve and collate medical history and genetics reports in advance of clinic - Collect patient family history and collate the family history using manual or electronic pedigree (family tree) drawing tools - Act as flexible resource during clinic times, assisting patients with queries and escalating to the relevant clinician - Act as first point of contact for non-urgent patient queries for the clinical team, and escalate to the relevant clinical team member(s). - Check that patient samples for genetic testing are provided in a timely fashion as per local protocol. The GRA will liaise with patients/family members to ensure that appropriate samples and paperwork are sent to the laboratory, and follow up non-receipt of samples. - Check that results for all referred investigations are received by the appropriate clinicians in a timely manner. This will involve monitoring the progress of test reports, and escalating any delays to the relevant clinical and management team. - Track patients across the care pathway and ensuring smooth progress

	• Report any adverse events or concerns raised to them whilst the patient is taking part in the clinical pathway, to the appropriate clinician in a timely manner, and to the appropriate line manager. Patient Communication • Facilitate patient access to the genetics service, including receiving and escalating patients' queries, supporting minority populations to access services, supporting patients with disabilities/audio/visual impairment to access services, arranging interpreters when needed. • Provide patients/families/carers with information regarding the referral process to the service, what information to bring to clinic, departmental processes, and an overview the genetics referral pathway. • Communicate regularly with patients to obtain sensitive and detailed information. This may involve communicating with patients who are bereaved and/or highly anxious. The post holder will transfer patients to a Genetic Counsellor for input as required. • Communicate compassionately and effectively with children, adult patients, carers, advocates, guardians, and adult relatives (within and outside of appointments) with an awareness that individuals may be distressed or have concerns about the test, or they may have a degree of learning difficulty, or low levels of genetics health literacy. • Liaise frequently with members of the clinical team to relay information, including Clinical Geneticists and Genetic Counsellors. They will collaborate and co-operate with clinical, administrative and research staff to facilitate patient care. • Deliver non clinical information to patients as instructed by the clinical team • Act as a point of contact for patients, who wish to re-engage with the service around transition care to adult services, and liaise with the relevant clinician. • Signpost patients who contact the department with clinical queries involving risk assessment, medical opinion, or advanced counselling support, to the relevant clinical staff. • Signpost patients to appropriate genetic and support resources, and local resources in consultation with clinical staff. Service Development
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	• Liaise with genetics and rare disease support groups to ensure the department is familiar with local and national resources and supports • Audit and improve systems to improve patient access • Contribute to plans for the implementation of patient pathway improvement projects that will impact the service, in agreement with the departmental management team. This will involve identifying areas for improvement and proposing changes to current practices. • Contribute to service evaluation. • Attend and assist with the development of patient and public awareness events organised by the department. Administration • Collect and enter data onto relevant databases as part of patient care and audit. • Release records to other departments after checking appropriate permissions are in place to do so. • Meeting coordination, collating agenda items, taking meeting minutes. • Ensure the efficient day-to-day administration of area of responsibility. • Ensure deadlines are met and that service levels are maintained. • Ensure policies and procedures are well documented, understood and adhered to. • Ensure that archives and records are accurate, maintained confidentially and readily available to the appropriate authority. • Ensure line management is kept informed of issues, incidents and risks. • Ensure that stakeholders are kept informed and that their views are communicated to management. • Maximise the use technology in ensuring work is completed to a high standard. Standards, Policies, Procedures & Legislation • Maintain own knowledge of relevant HSE policies, procedures, guidelines, and practices to perform the role effectively and to ensure current work standards are met by own team.
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	• Maintain own knowledge of relevant regulations and legislation e.g. Health & Safety Legislation, Employment Legislation, FOI Acts, GDPR. • Adequately identify, assess, manage, and monitor risk within their area of responsibility, and escalate as appropriate. • Develop policies and procedures for their area of responsibility, in line with management. • Recognise limits of role and escalating queries appropriately. • The GRA will be expected to recognise the limits of the role, and identify when patient requirements are incompatible with their role responsibilities and resources. They are expected to escalate queries appropriately and direct to an appropriate clinician or manager as required. They are expected to seek guidance and support from the Lead and Principal Genetic Counsellors and Administrative Team Lead, as required. • The GRA will participate in in-house training programmes necessary to maintain the competencies required by the post. They will also facilitate training and support for other GRAs in the department. <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> • Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 Or • Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish¹. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination. Or • Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction Or • Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI). <i>Note¹:</i> <i>Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable.</i> <i>Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.</i> <i>The Leaving Certification Applied Programme does not fulfil the eligibility criteria.</i>		

	And Experience • Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office. • Experience of working in a clinical environment involving patient contact, as relevant to the role. • Working knowledge of hospital/healthcare IT systems • Data management experience • Working as part of a multidisciplinary team • Excellent communication skills <u>Desirable Criteria:</u> • Experience of working as a Genomic Resource Associate • Evidence of further education / Self development
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 12 October 2026 by 5pm. 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 Claire Giffney, Lead Genetic Counsellor or Lisa Malone, Administrative Team Manager at clinical.genetics@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. • 7th December 2026 • 4th January 2027 • 8th February 2027
	Information on “Non-European Economic Area Applicants” is available from https://dbe.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.