Project Lead, Grade VII
HSE Mid West
Job Specification & Terms and Conditions

Job title, grade code	**Project Lead Grade VII** Grád VII (**Grade Code**: 0582)
Remuneration	The salary scale for the post as at 01/06/2026 is: €61,219 €62,715 €64,462 €66,216 €67,975 €69,547 €71,146 €72,705 €74,251 €76,913 €79,583LSIs 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	**HSEMW296-26**
Closing date	**Thursday 12th November 2026 at 5pm**
Proposed interview date (s)	Due to service needs and requirements candidates may be called for interview at short notice.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	HSE Mid West, Limerick, Clare & North Tipperary / Luimneach, An Clár, agus Thiobraid Árann Thuaidh. There is currently 1 permanent whole-time vacancy available within the HSE Mid West Regional Clinical Director's Office. This position will be based in Limerick. A panel may be formed as a result of this campaign for **HSEMW296-26** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal enquiries	We welcome enquiries about the role. **Name:** Bernie O'Malley, General Manager, Regional Clinical Director Office, HSE Mid West **Email:** BernadetteL.OMalley@hse.ie
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Elaine Smalle, Campaign Lead elaine.smalle@hse.ie
Details of service	The HSE has established six Health Regions, each responsible for delivering hospital, community, and public health services to the population within its area. By integrating these services, the HSE aims to provide more patient-centred, coordinated care.

	HSE Mid-West delivers health, social, and public health services across Clare, Limerick, and North Tipperary, and includes the UL Hospitals Group. The role of Project Lead will work as part of the Mid West Regional Clinical Director's Office. **Regional Clinical Director's Office:** The primary purpose of the Regional Clinical Director Office is to support the Clinical Function across the full continuum of care, encompassing hospital and community-based and public health services within the Health Region, including those provided by S38 organisations. The RCD as part of an executive management team will be accountable for providing high-quality clinical and professional leadership of all Health Region activities. This includes ensuring that clinical and care professional leadership is embedded at all levels of the Health Region.
Reporting relationship	The post holder will report to the General Manager in the Regional Clinical Director's Office or another designated officer
Key working relationships	The post holder will be a member of the Regional Clinical Director's Team within the Mid West Health Region, working in partnership with Mid West Planning & Performance to coordinate and support the implementation of Sláintecare and Health Region reforms. The role will involve engaging and collaborating with stakeholders across the full continuum of care and the wider health system to drive integrated service design, support service transformation, and advance regional reform priorities.
Purpose of the post	The purpose of this role is to lead, develop and advance integrated service design across the Mid West Region, driving the development of integrated models of care, service pathways and governance arrangements that support the delivery of seamless community and acute services. Operating under the direction of the Regional Clinical Director, the post holder will support the implementation of Sláintecare and Health Region reforms, ensuring that service design and transformation initiatives are aligned with the strategic priorities of the Regional Executive Management Team. The initial focus of the post will be to establish and operationalise development of integrated models of care (e.g. Integrated ENT / OPD Clinics) that support the delivery of seamless community and acute services. The role requires a strong working relationship with the Mid West Planning & Performance team to ensure data-driven decision-making, effective governance, and cross-service collaboration that enhances service quality, accountability, and outcomes for the population served.
Principal duties and responsibilities	The position of Grade VII encompasses managerial, operational and administrative responsibilities, including those outlined below. **Service Delivery and Improvement**

	• Support the Regional Clinical Director and other colleagues in the delivery of the Health Region Sláintecare initiatives as directed by the Regional Executive Officer (REO) and Regional Executive Management Team (REMT) • Responsible for the operational development of integrated models of care (e.g. Integrated ENT / OPD Clinics) that support the delivery of seamless community and acute services • Active engagement with Waiting List Management protocols and ensuring appropriate application of relevant protocols • Ensure accurate attention to detail and consistent adherence to standards and arrangements for agreed initiatives • Review and analyse initiatives, making suggestions and proposals to relevant managers / stakeholders on how to best to enhance integrated service delivery • Progress the implementation of integrated care, networks of care, clinical care programs etc. • Work collaboratively with Consultants, Heads of Service / Departments, Business Managers, Patient Services Manager and Divisional Nurse Managers to ensure high quality, efficient services for patients • Actively participate in innovation and support change and improvement initiatives at Health Region level and with front line teams • Maintain a good understanding of internal / external contextual factors that may affect service delivery, including awareness of local and national issues that impact on service delivery **Programme and Project Management** • Lead the delivery of multiple programmes, portfolios and projects as assigned, overseeing their planning, execution, and completion • Identify opportunities to improve processes and implement efficiency measures • Implement robust project management methodology in line with national guidance to enable successful project performance and delivery • Develop and manage project plans including monitoring progress and completion of project tasks and activities ensuring optimal use of resources and value for money • Manage and control project scope • Support the benefits realisation process for projects, develop a benefits plan and benefit tracker • Support the application of structured project and programme management methodologies aligned with national templates and standards to ensure the effective delivery of service improvement and transformation initiatives at regional and local levels • Work with colleagues on change and organisation development interventions as required, including engagement processes, service design initiatives, workshop facilitation, delivery of education programmes, and associated planning and follow-up

	• Proactively work with IHA Managers and others to support the establishment of integrated care, networks of care, cross-service collaboration and address interdependencies • Maintain awareness of internal and external factors affecting service delivery • Assist subsequent phases of developments and enhancements to systems, practices and processes, including extensions to other users, services and areas • Embrace change and adapt work practices accordingly by finding practical ways to make policies work and ensuring the team knows how to action changes **Project Reporting, Performance & Accountability** • Compile, maintain and provide project and performance reports to meet the requirements of key stakeholders • Support the monitoring and reporting of KPIs, outcome measures, and operational standards to provide a clear, data-driven view of performance • Promote consistent use of approved systems and tools for tracking and reporting performance and project data • Analyse available data to produce comprehensive regional reports and inform national performance reports • Represent the RCD and P&P departments at regional and national fora, as required **Communication / Stakeholder Management:** • Build and maintain strong relationships across regional services, teams and partner organisations through effective collaboration, communication and engagement • Develop and implement communication and engagement processes to involve, motivate and influence stakeholders across community, hospital, voluntary and partner organisations during service improvement and change initiatives • Collaborate with stakeholders to coordinate, monitor and report on activity, outcomes and project progress across the Mid West Region • Produce and present high-quality reports, proposals, presentations and other project documentation tailored to the needs of diverse audiences. • Deliver clear, professional written and verbal communication, engaging confidently and effectively with stakeholders at all levels • Seek and incorporate feedback from patients, service users and staff to inform service improvement initiatives and ensure patient and service user engagement is central to service delivery and improvement projects • Provide training and support to staff to facilitate the successful implementation of change and improvement initiatives **Risks and Dependency Management** • Work with colleagues to identify risks, issues, assumptions and dependencies that may impact project delivery, ensuring appropriate

	mitigation actions and escalation processes are implemented where required • Map, monitor and manage project dependencies, liaising with other Change and Project Managers to ensure dependencies are effectively coordinated and addressed **Strategic & Integrated Planning** • Support the coordination of strategic and operational planning across the region, ensuring alignment with national direction, corporate priorities, and population health needs • Contribute to the annual service planning cycle, ensuring alignment with the National Service Plan and HSE Corporate Plan • Collaborate with Integrated Healthcare Areas (IHAs), national teams, and Population and Public Health colleagues to develop data-driven regional plans • Promote service user and patient engagement in planning and service development **Administration:** • Contribute to the development of plans, reports, and supporting documentation, including flowcharts, definitions, and user guides • Ensure that documentation, files and communications are in compliance with the department procedures (naming convention, version control, templates etc.), that they follow HSE standards (including the National Guidelines for Visual Identity and Naming) and are maintained in a structured and accessible manner • Optimise the use of appropriate technology, MS (Word, Excel, PowerPoint, Power BI) and other software to enhance efficiency and quality • Oversee data management processes, ensuring accuracy, integrity, and regular validation • Coordinate and facilitate meetings, including logistics, administration, and follow-up actions **Human Resources / Supervision of Staff** • Supervise and support team members, ensuring effective delegation and accountability • Monitor performance and wellbeing, addressing issues constructively and promptly • Ensure regular reciprocal communication between staff members, line management and senior management • Create and contribute to a positive and collaborative team environment • Support decision-making aligned with organisational policies / agreements and communicate implications clearly • Participate in the HSE performance achievement process • Identify training and development needs and support continuous professional development

	• Undertake additional assignments as required **Standards, Regulations, Policies, Procedures & Legislation** • Maintain a working knowledge of the following, to perform the role effectively and to ensure current work standards are met by own team: ○ HSE Corporate Plan, National Service Plan and Key Performance Indicators ○ Relevant HSE policies, procedures, guidelines, practices and standards ○ Relevant national regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts, GDPR etc. • Support robust monitoring and control mechanisms for the management of contracts and SLAs • Contribute to the development of policies and procedures within the function • Identify, assess, and manage risks within the area of responsibility • Maintain awareness of HIQA and other relevant standards and ensure compliance • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. Promote the integration of sustainability principles into strategic planning efforts, actively supporting initiatives related to energy conservation, water efficiency, and waste reduction • Promote and actively participate in sustainability initiatives (including energy, water, and waste reduction) to create a more sustainable, low carbon and efficient health service; integrate sustainability principles into planning activities **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 him/her from time to time and to contribute to the development of the post while in office. It should be noted that further design work of Health Regions is ongoing and the outputs of which will further inform the list of duties as set out in this job specification.**
Eligibility criteria **Qualifications and/ or experience**	***This campaign is confined to staff who are currently employed by 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 as per Workplace Relations Commission agreement -161867*** Eligible applicants will be those who on the closing date for the competition: Have satisfactory experience in an office under 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 at a level not lower than that of Grade IV (or equivalent) **And**

	Have not less than two years satisfactory experience either in that office or in an office at a level not lower than that of 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 **And** Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office. **Health** A candidate 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. **Character** Each candidate for and any person holding the office must be of good character.
Post specific requirements	• Experience of managing and/or working collaboratively with multi-disciplinary teams, multiple internal and external stakeholders, as relevant to the role • Experience in any of the following areas: ○ Population Health / Population-based planning ○ Service / Business / Operational Planning & Delivery ○ Programme / Portfolio Management ○ Change Management ○ Quality / Service Improvement • Experience in creating high-quality documents, reports and/or presentations, with the ability to communicate complex information clearly
Other requirements	• Access to appropriate transport to fulfil the requirements of the role • A flexible approach to working hours is required in order to ensure deadlines are met. • A commitment to undertake relevant training in areas relevant to the role and function, including relevant software. Access to appropriate transport to fulfil the requirements of the role
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. Read more about Department of Enterprise, Trade & Employment Work Permits.
Skills, competencies and/or knowledge	**Professional Knowledge / Experience** **Demonstrates:** • A working knowledge of ○ Health Services including the HSE. ○ Sláintecare and Health Region reform ○ Planning and performance strategies • Knowledge of best practice in relation to change including the organisational policy – People's Needs Defining Change and project management methodologies and tools. • Ability to manage a range of portfolios simultaneously, with attention to detail and delivery of results • Experience in the creation of professional documents and presentations • A working knowledge and understanding of the relevant uses of data in performance reporting • An understanding of the service planning / business processes • Excellent IT skills, particularly the use of Office 365 applications including MS Word, Excel, PowerPoint and email. • Commitment to developing own professional knowledge and expertise. • Ability to work in line with relevant policies and procedures relevant to this role and an understanding of FOI, Data Protection, employment and other relevant legislation as it applies to this role. **Communications & Interpersonal Skills** • Demonstrates excellent communication and interpersonal skills including the ability to present complex information in a clear, concise and confident manner (written &verbal). Strong presentation skills. • Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders, working collaboratively within a multi stakeholder environment. • Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood. **Planning & Organising and Delivery of Results** • Demonstrate the ability to effectively handle multiple projects and work activities concurrently, structuring and organising own workload and that of others effectively to meet strict deadlines • Demonstrate responsibility and accountability for the timely delivery of agreed objectives • The ability to proactively identify areas for improvement and to develop practical solutions for their implementation • The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work • The ability to challenge processes to improve efficiencies where appropriate, a commitment to attaining value for money and use resources effectively

	Evaluating Information, Problem Solving & Decision Making Demonstrates: • Numeracy skills, an ability to analyse and evaluate information, considering a range of critical and complex factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management. • Ability to confidently explain the rationale behind decision when faced with opposition • Initiative in the resolution of complex issues/problem solving and proactively develop new proposals and recommend solutions **Building and Maintaining Relationships including Teamwork & Leadership Skills** Demonstrates: • The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment • Ability to work as part of the team in establishing a shared sense of purpose and unity across a number of teams delivering on different projects • Leadership; creating team spirit; leading by example, coaching and supporting individuals to facilitate high performance and staff development • A commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others **Commitment to a Quality Service** Demonstrates: • Evidence of practicing and promoting a strong focus on delivering high quality, person-centred services • Evidence of incorporating the needs of the patient into service delivery • Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within the area of responsibility • The ability to support the process of setting standards within services; monitoring and maintaining the system to ensure standards are met • Embraces and promotes the change agenda, supporting others through change • Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks • Commitment to developing own knowledge and expertise
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.	

Project Lead in Change Management, Grade VII
Grád VII
HSE Mid West
Terms and conditions of employment

Tenure	The current vacancy available is permanent 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 **35** hours per week. Your normal weekly working hours are **35** 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. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
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/service[1], 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 procedures[2]. • 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.