Clinical Nurse Manager 3 (Bainisteoir Altraí Cliniciúla 3)
Disability Services
HSE South West (FSS an Iardheiscirt)
Job Specification & Terms and Conditions

Job Title, Grade Code	**Clinical Nurse Manager 3 (Bainisteoir Altraí Cliniciúla 3)** **Grade Code: 233X**
Remuneration	The salary scale for the post (as at 01/06/2026) is: €72,146 - €73,573 - €77,183 - €78,603 - €80,031 - €81,478 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	**SWNM106027**
Closing Date	**Friday, 27th November 2026 at 12 noon.**
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	St. Raphael's Centre, Youghal, Co. Cork, HSE South West There is currently one permanent whole time vacancy available. A panel may be formed as a result of this campaign for Clinical Nurse Manager 3 (Bainisteoir Altraí Cliniciúla 3), Disability Services, HSE South West (FSS an Iardheiscirt) 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. Contact Susan Wall, Director of Services E-Mail: susan.wall@hse.ie Tel: 087 2497824 for further information about the role. Contact Vicky MacSweeney – Campaign Lead on vicky.macsweeney@hse.ie for enquiries relating to the recruitment process.
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Vicky MacSweeney Campaign Lead vicky.macsweeney@hse.ie
Details of Service	St Raphael's Service is an adult Intellectual Disability Service situated in East Cork It currently caters for circa 80 adults with an ID and / or Autism. The service has a base in Youghal and has a number of Community Houses in the surrounding environment of West Waterford and East Cork. The aim of our services for people with an ID and physical or sensory disabilities is to promote and maintain better health both in the person with a disability and their carer. We deliver day and residential services.

	This is a service, which has undergone significant changes in line with National Policy and has progressed from an institutional model of care to a community based person-centred model.
Reporting Relationship	Reports to Director of Service
Key Working Relationships	The post holder will link with a variety of staff to include Nurses, Care Assistants and Social Care Workers. They will also link with the Management team.
Purpose of the Post	This post has a pivotal role in service planning and development, coordinating and managing activity and resources within the clinical area. **The post holder will be required to be the Person in Charge (PIC) for HIQA purposes.** The purpose of the post is to oversee quality of nursing care, the development and implementation of policy and procedures, the monitoring of activity and the delivery of agreed levels of service for the designated area(s) within the regulatory frameworks i.e. HIQA. To provide professional / clinical leadership in the designated area(s) of responsibility. To oversee the management of resources including staffing and staff development. To facilitate communication across the healthcare teams.
Principal Duties and Responsibilities	The Clinical Nurse Manager 3 will: **Professional / Clinical** • Provide a high level of professional and clinical leadership. • Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines **The Manager will practice nursing according to:** • Professional Clinical Guidelines • National and Area Health Service Executive (HSE) guidelines. • Local policies, protocols and guidelines • Current legislation • Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach. • Manage own caseload in accordance with the needs of the post. • Participate in teams as appropriate, communicating and working in co-operation with other team members. • Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes. • Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice. • Communicate results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required. • Formulate, manage and implement best practice policies and procedures. • Ensure that service users and others are treated with dignity and respect. • Ensure the maintenance of nursing records in accordance with local service and professional standards. • Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. • Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures. • Maintain professional standards in relation to confidentiality, ethics and legislation. • In consultation with other disciplines, implement and assess quality management programmes as appropriate. • Participate in clinical audit as required and ensure that clinical audits are performed in his/her area(s) of responsibility.

	• Initiate and participate in research studies as appropriate. • Devise and implement Health Promotion Programmes for service users as relevant to the post. • Operate within the Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance. • Ensure staff work in compliance with the Scope of Practice. • Driving and operating a HSE vehicle as required **Health & Safety** • Ensure that effective safety procedures are developed, audited and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures. • Take appropriate action on any matter identified as being detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care. • Ensure adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc. • Ensure completion of incident / near miss forms. • Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate. • Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist. • Have a working knowledge of the 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. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. **Education and Training** • Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate. • Provide support advice to those engaging in continuous professional development in his / her area of responsibility. • Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme. • Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. • Provide support supervision and professional development of appropriate staff. • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. **Management** • Exercise authority and co-ordinate the functions of the assigned area(s). • Provide support, advice and direction to staff as required. • Engage with the wider healthcare team and facilitate team building. • Facilitate communication at ward and departmental level and within the senior management team. • Provide staff leadership and motivation which is conducive to good working relations and work performance. • Promote a culture that values diversity and respect in the workplace. • Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service, the community, voluntary organisations.

	• Contribute to the strategic management and planning process. • Formulate service plans and budgets in co-operation with the wider healthcare team. • Lead on practice development within the clinical area. • Manage resources, including staff, efficiently and effectively to ensure the highest standards of service. • Manage and evaluate the implementation of the service plan and budget. • Provide reports on activity and services in a digital format as required. • Develop and manage departmental and nursing policy with a particular emphasis on change management. Monitor as appropriate and lead on proactive improvement. • Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. • Actively participate in the Nursing Management structure by 'acting up' when required. • Engage in IT developments as they apply to service user and service administration. • Act as spokesperson for the Organisation as required • Demonstrate pro-active commitment to all communications with internal and external stakeholders. **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 them from time to time and to contribute to the development of the post while in office.**
Eligibility Criteria **Qualifications and/ or experience**	**Candidates must have at the latest date of application:** **<u>Statutory Registration, Professional Qualifications, Experience, etc.</u>** (a) Eligible applicants will be those who on the closing date for the competition: (i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland- NMBI (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered. **And** (ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality of Intellectual Disability or related area. **And** (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. **And** (iv) Candidates must demonstrate evidence of continuous professional development **And** (b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.

	Annual registration (i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann). **And** (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **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	• Demonstrate depth and breadth of experience in the area of Intellectual Disability Nursing and Clinical Nurse Management, as relevant to the role of Clinical Nurse Manager 3, St Raphaels Centre, Residential Services, Cork • Candidates must possess a post registration management qualification in a health or a related field. • The Person in Charge (PIC) must demonstrate competency in the role and have an excellent knowledge of HIQA standards as applicable to Disability services.
Other requirements specific to the post	As this post will involve the driving of a HSE owned vehicle, the successful candidate is required to hold a full clean valid Driver's Licence (Category B).
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.
Skills, competencies and/or knowledge	**Professional Knowledge & Experience** • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. **Proactive Approach to Planning & Managing Resources** • Senses and keeps an ear to the ground on the corporate agenda. Leads on translating the corporate agenda into practical service planning.

	• Shows awareness of service needs; is able to analyse and assess current systems and demand levels to develop best system, based on needs. • Acts as the conduit to ensure that the learning from new service practices actively shapes future service plans. • Shows system understanding and the ability to balance multiple resourcing issues; can skilfully deploy and adjust human resources to meet changes, demands and contingencies. **Leadership & Team Management Skills** • Demonstrates the ability to lead on clinical practice. • Articulates a vision and sets clear objectives for service delivery. • Demonstrate the ability to work within, lead and manage a team. • Is open to, leads and manages change. Makes a positive case for change / introduces new ways of working and sells the benefits of change to others; supports and monitors the implementation of change. • **Commitment to providing a Quality Service**Demonstrate a strong commitment to the delivery of quality service. • Demonstrate the ability to co-ordinate and motivate staff in service delivery and ensuring compliance with regulatory bodies. • Demonstrate the ability to lead on service quality and participate in the service planning and development process. • Demonstrate knowledge of quality assurance practices and their application to nursing procedures. • Demonstrate motivation, initiative and an innovative approach to job and service developments. **Analysis, Problem Solving and Decision Making Skills** • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Shows sound professional judgement in decision-making; applies research findings to improve nursing practice and processes. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. **Communication and Interpersonal** • Demonstrates sensitivity to issues arising from multiple stakeholders. • Demonstrates good negotiation skills and assertiveness as appropriate. • Tailors communication to suit the needs of the audience and demonstrates sensitivity, diplomacy and tact when dealing with others. • Demonstrate resilience and composure in dealing with situations.
Campaign Specific Selection Process **Ranking/Shortlisting / Interview**	A ranking and or shortlisting exercise may be carried out on the basis of 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.	

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Disability Services
HSE South West (FSS an Iardheiscirt)
Terms and Conditions of Employment

Tenure	The current vacancy available is permanent and 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 and 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 37.5 hours per week. Your normal weekly working hours are 37.5 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.
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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.

	You should check if you are a Mandated Person 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 needs 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 appropriately managed 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.

[1] A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.