Job Title & Grade	Business Manager for National Children's Cancer Service at CHI, Grade VII
Campaign Reference	106460
Closing Date	20 November 2026 by 5pm
Duration of Post	Specified Purpose Contract
Advertisement Type	Internal/External
Specific T&C's of post	35 standard working week – 5/5 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 1st June 2026: Grade, Code 0582, starting at Point 1 € 61,219 and rising annually in increments: €79,583 LSIS.
Location of post	Crumlin
Reporting Arrangements	This post will report to the Director of Operations CDB
Key Working Relationships	The post holder will work closely with: • CD B leadership team • CSL National Cancer Service • CHI Consultant Surgeon group • External funding agencies • Clinical Research teams

	• Procurement/Account • Clinical Directorate Management Teams – CD A + C • Scheduled Care team • Administration Team within CDB *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.*
Purpose of the Role	The purpose of this post will play a vital role in supporting the strategic and operational success of the National Children's Cancer Service. This role is responsible for supporting and driving external funding applications, managing financial and procurement processes, and providing project management support to ensure the effective delivery of clinical projects and research activities. The successful candidate will work closely with clinical, research, and administrative teams to enable high-quality paediatric oncology clinical/research projects and contribute to improved outcomes for children with cancer. *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.*
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. **Funding Identification & Grant Acquisition** • Proactively identify and track potential funding sources, including government agencies, charities, foundations, and industry partners. • Lead and coordinate the preparation, writing, and submission of grant applications and funding proposals. • Maintain a pipeline of upcoming funding calls and align opportunities with strategic research priorities. • Support investigators in budget development, justification, and compliance with funder requirements. **Financial Management, Procurement & Invoicing** • Oversee financial planning and budgeting for the unit, ensuring accurate forecasting and reporting.

	• Manage procurement processes, including tendering, purchasing, supplier negotiations, and adherence to institutional and regulatory policies. • Process and track invoices, payments, and financial reconciliations related to clinical trials and unit operations. • Ensure financial compliance with institutional, legal, and sponsor-specific requirements. • Monitor resource allocations to the National Children's Cancer service, including pay and non-pay elements of the budget in conjunction with the finance business partner. **Project & Operational Support** • Provide project management support to ongoing service and research projects, including tracking milestones, deliverables, and resource needs. • Assist with coordination across multidisciplinary teams and external partners to facilitate smooth research operations. • Contribute to the development and optimisation of administrative processes that support education, training and research efficiency and quality. • Monitor project risks, timelines, and progress, escalating issues as needed. **Stakeholder Engagement & Communication** • Serve as a key point of contact for sponsors, collaborators, and internal departments regarding financial and operational matters. • Prepare reports, presentations, and updates for governance committees, funders, and senior leadership. • Foster strong working relationships across clinical, research, and business units. **Governance, Compliance & Record-Keeping** • Ensure adherence to institutional, regulatory, and sponsor guidelines for research finance and procurement. • Maintain organised records of grants, contracts, procurement activities, and project documentation. • Support audit processes and implement corrective actions where require **Service Delivery/ Operations/ Planning:**

	• Operationally lead and manage the National Children's Cancer service in collaboration with the CD B Directorate lead • In collaboration with the Clinical Lead(s), determine how best to further achieve the aims, directions and objectives for the service to ensure they are delivered within the timeframe, policies, guidelines and limits set. • Monitor progress against actions and timelines and act where required. • Analyze, define risks, and escalate in a timely manner. • Attend meetings as required including those related to the development of the New Paediatric Hospital services. • Ensure effective monitoring of performance against local and national key performance metrics using reports or dashboards as required. • Oversee the implementation of improvements to waiting list practices as required. • Take corrective action if performance falls below standards ensuring that all targets are achieved and escalating issues appropriately and in a timely manner. • Develop briefings, presentations and reports as required. **Communications:** • Lead on advancing communication effectiveness across the service • Implement a communications improvement plan across the service to enhance responsiveness, information flow and quality of interactions. **Human Resource:** • Line management responsibility for designated Directorate administrative staff • Work closely with the HR Personnel on matters relating to the selection and recruitment of directorate admin staff. The defining of tasks and roles, and identifying additional training requirements *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.*

Specific Requirements / Exposures for this post:	**Includes (tick all that apply):**	**Exposure to (tick all that apply):**	**Consists of (tick all that apply):**
	☐ Driving ☐ Working at height ☐ Regular VDU work	☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers	☐ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling

	☐ Night working ☐ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☐ None Applicable:	☐ Vibrating equipment ☐ Other (please specify): ☐ None Applicable:	☐ 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>** • Degree in business administration, finance, healthcare management, or related field. • Experience in grant writing, research finance, or managing funded projects. • Strong understanding of procurement processes and financial management. • Excellent organisational, communication, and stakeholder-management skills • Experience working in and leading a team in a complex environment **<u>Desirable Criteria:</u>** • Experience in clinical research, academic, or healthcare environment. • Knowledge of paediatric oncology, clinical trials, or biomedical research funding landscapes • Project management certification or equivalent experience • A comprehensive knowledge of how major acute hospitals operate • Knowledge of complex ICT systems **Key Competencies** • Strategic thinking and ability to identify funding opportunities. • Financial literacy and accuracy in budget development and reporting. • Ability to manage multiple tasks and deadlines in a fast-paced environment. • Collaborative working style and strong interpersonal skills.		

	• Problem-solving mind set with attention to compliance and detail
Core Behaviours and our Chosen Culture in CHI	**Core Behaviours of our Chosen Culture**

	Organisational culture is not a static concept. It is dynamic and lived—reflected in how we interact with each other, how we care for patients, how we respond to challenges, and how we lead. It influences the quality of care, the wellbeing of our workforce, and the public's confidence in our services. Creating and maintaining a positive culture is the responsibility of every one of us. The behaviours detailed within the pillars in the image below, are how we reflect four key aspects of our chosen culture: How we partner with patients, service users and public, how we pause to self-reflect, how we interact with our colleagues and how we compassionately lead. A consensus on our core behaviours is the starting point for establishing and implementing our shared values. Values and Behaviours are the foundation of how we deliver health and social care. A consistent, practical framework helps everyone in the health service act in ways that reflect our shared culture and mission. Living these Behaviours is how we express our desired culture to those we serve. When applying these behaviours, we consider these statements and how they translate for CHI employees, in their day to day work. 
Competition Specific Selection Process	Applications for this post must be accompanied by a cover letter, 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.

How to Apply & Informal Enquiries	*** 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 20 November 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 Martina Kelly, Director of Operations via martina.kelly1@childrenshealthireland.ie and/or Cormac Owen Consultant Specialty Lead via Cormac.Owens@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 2027** for your information. • 8th February 2027 • 8th March 2027 • 5th April 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.