JOB DESCRIPTION

Job Title:	**Clinical Governance, Quality and Assurance Lead**
Location:	**National remit, will be based at one of the service locations**
Contract Hours:	**35**
Contract Type:	**Permanent**
Reporting To:	**Head of Service**

Overall Purpose of the Post:

The Clinical Governance, Quality and Assurance Lead will support, lead, and coordinate the development, implementation and monitoring of Enable Ireland's national clinical governance and clinical quality improvement programme reporting to the National Heads of Service and working closely with the Directors of Services and their teams.

The post holder will provide expert advice and leadership support to ensure the delivery of high-quality, safe, effective, and person-centred services to adults and children in line with relevant regulation and legislation. The role will drive implementation of the organisation's Clinical Governance Assurance Framework, Clinical KPI Framework, national clinical audit programmes and clinical quality improvement initiatives arising from governance reviews, inspections, and organisational priorities. This role will support the Heads of Services, their management teams, and the Clinical Governance Forum in providing assurance to the Board regarding the effectiveness of clinical governance arrangements across the organisation.

This role is the **national programme lead for clinical governance, clinical quality assurance and continuous improvement**, developing and supporting delivery of a coordinated work programme, providing the operational support to the Heads of Service and their management teams.

Duties:

Clinical Governance

- Develop, lead and support implementation of the National Clinical Governance Assurance Framework.
- Develop clinical governance monitoring systems and assurance reporting processes.
- Coordinate preparation of quarterly and annual clinical governance assurance reports for the Heads of Service.
- Support the work programme of the Clinical Governance Forum and associated sub-groups.

- Monitor implementation of clinical governance recommendations arising from audits and reviews.
- Support the development of governance arrangements for specialist and non-regulated services.
- Support the Heads of Service/PPIM's in fulfilling their duties under the Health Care Act 2007.

Clinical Quality and Performance

- Lead development and implementation of the National Clinical KPI Framework.
- Develop quality metrics, dashboards, and reporting systems across services.
- Support the development of clinical pathways.
- Analyse clinical, safeguarding, and quality data to identify trends, risks, and opportunities for improvement.
- Prepare performance reports for senior management, board committees, and governance forums.
- Support benchmarking and outcome measurement initiatives.
- Support services management teams in implementing recommendations and improvement plans.

Clinical Audit and Quality Assurance

- Design and coordinate national clinical audit programmes.
- Support implementation of audit programmes such as:
    - Clinical Records audit programme
    - PCP audit programme
    - IFSP audit programme
    - Clinical pathways audit programme
    - EASI Tool audit programme
    - Medication audit programme
    - IPC audit programme
    - Adult Safeguarding and Child Protection audit programme
    - Restrictive practices/Human Rights audit programme
- Monitor clinical audit findings and support and report on action plan implementation.
- Produce organisational learning reports and improvement recommendations.

Clinical Risk Management

Support development of systems for monitoring clinical incidents, complaints, and safeguarding concerns.

- Analyse trends in areas such as, service complaints, clinical incidents, medication events, behavioural incidents, safeguarding and protection events and clinical safety events.
- Support implementation of serious clinical incident review processes.
- Support the communication and embedding across services of learning from clinical incidents, service complaints, and reviews.
- Support development of organisational risk assurance reporting.

Safeguarding and Service User Safety

- Support establishment and operation of national adult safeguarding and child protection governance arrangements.
- Monitor safeguarding quality indicators and assurance measures.
- Design and coordinate safeguarding and protection audits and quality reviews.
- Support implementation of national safeguarding and protection data recording systems.
- Promote service user safety initiatives and quality improvement projects.

Medication Management and Clinical Safety

- Support implementation of national medication governance frameworks.
- Coordinate medication safety audits and improvement initiatives.
- Monitor medication management related quality indicators.
- Support development and review of medication governance procedures and standards.

Infection Prevention and Control

- Support implementation of the National IPC Assurance Framework.
- Coordinate IPC audit and monitoring programmes.
- Track IPC performance measures and improvement plans.
- Provide quality assurance support to IPC governance structures.

Clinical Policies, Clinical Standards and Governance Frameworks

- Support development, review and implementation of national clinical policies and procedures.
- Ensure clinical governance frameworks remain aligned with legislation, regulation, and evidence informed practice e.g. Health Act 2007, Child Care Act 1991 (Early Years Services) Regulations 2016.
- Support clinical policy compliance monitoring and assurance reporting.

Clinical Service Improvement and Change Management

Working with service management teams:

- Lead and support clinical quality improvement projects across services.
- Facilitate clinical service improvement workshops and governance reviews.
- Promote continuous quality improvement methodologies.
- Support implementation of strategic organisational priorities arising from governance reviews.

Clinical Training, Support and Capacity Building

- Provide advice and guidance to managers and clinical leaders regarding clinical and service quality systems and governance requirements.
- Deliver training and awareness programmes relating to areas such as:
    - Clinical governance
    - Clinical audit
    - Quality improvement
    - Clinical Incident management
    - Clinical risk
    - Clinical documentation

GDPR Compliance

Ensure GDPR compliance in the course of carrying out duties and working with others which will include, but is not limited to, compliance with all Enable Ireland GDPR policies and procedures, attending all GDPR training sessions, ensuring personal responsibility for implementing safeguards and measures as directed to minimise exposure to breach of GDPR and understanding how to perform the role to ensure Enable Ireland is GDPR compliant in line with evidence informed practice.

This job description is not intended to be exhaustive or restrictive. The post holder may be required to undertake additional duties and responsibilities that are commensurate with the role, level of responsibility, and skills required for the post, as may reasonably be requested by the Company.

Terms & Conditions:

Probation:	A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.
Annual leave:	Annual leave entitlement is 35 days pro rata per annum and proportionately less for less than 12 months service.
Salary Scale:	The current salary for this post is based on the Enable Ireland Grade VIII, 7-point pay scale, with salaries ranging from €82,132 to €100,657 per annum, pro rata at October 2026 rates.
Whole Time Equivalent (WTE) Hours:	35 hours per week is the Whole Time Equivalent (WTE) of the post. Please refer to the table above for the specific contract hours applicable to this position.
Pension Scheme:	Employees have the option to participate in either the Company's Defined Contribution Pension Scheme (which includes Life Assurance and Income Continuance Plan) or the State-run *My Future Fund* auto-enrolment scheme.

Medical: The successful candidate will be required to undergo a medical assessment.

Garda Clearance/ Police Clearance: Clearance is required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.

Sick Pay: All periods of sickness exceeding two days must be supported by a medical certificate. Weekly medical certificates must be provided thereafter. The Company reserves the right to require you to be examined by its own Doctor after three months of continuous sick leave.

Upon completion of six months' continuous service with the Company, sick pay will be as follows:

- Full pay, less any applicable social welfare deductions, for the first 13 weeks of sickness absence within any rolling 12-month period.
- Half pay, less any applicable social welfare deductions, for a further 13 weeks of sickness absence within the same rolling 12-month period.

Redeployment: In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications/Licences, etc.	• Professional clinical qualification in a Health or Social Care profession recognised in Ireland at Level 8 or equivalent on the National Framework of Qualifications. • Current professional registration where applicable.	Postgraduate qualification in Quality, Clinical Governance, Healthcare Management, Leadership or related field, or equivalent experience is highly desirable.
Experience	• Significant experience in clinical health, disability, or social care services. • Experience of clinical governance, quality assurance, or regulatory compliance. • Experience leading clinical audits, reviews, or quality improvement initiatives. • Experience analysing performance and quality data. • Experience developing clinical governance reports and improvement plans. • Experience working across multidisciplinary environments. • Experience in the area of safeguarding.	Experience working across Children's and Adult services.

Organisational and Professional Knowledge	• Clinical Governance Frameworks. • Quality Improvement Methodologies. • Clinical Risk Management. • Incident Management. • Adult Safeguarding and Child Protection. • Clinical Audit. • Regulatory Standards and Inspection Processes. • Health Information and Clinical Documentation Standards. • HIQA • Disability Act • New Directions • Progressing Disability Services	Knowledge and understanding of • Medication management • Behaviours that challenge. • Infection control • Assessment of need • Interdisciplinary working

Core Competencies	**Leadership and team skills** • Demonstrable evidence of identifying, initiating, and managing change successfully. • Influences change across multiple teams and locations. • Builds collaborative relationships with senior stakeholders. • Can demonstrate the ability to facilitate, enhance, and support team growth and productivity. **Quality Improvement and Standards in Service** • Drives service improvement through structured methodologies. • Uses data effectively to support decision-making. • Ability to develop and review policies and strategies. • Ability to set and monitor quality standards. **Information Management Analysis and Reporting** • Strong analytical and problem-solving capability. • Ability to interpret complex quality and governance information. • Ability to establish and monitor systems for the collection and analysis of data, including output metrics and data reporting systems. **Communication and Interpersonal skills** • Excellent written and verbal communication skills. • Ability to prepare Board-quality reports and presentations. • Facilitation and Negotiation Skills. • Ability to build and maintain successful relationships throughout the region. • Ability to present complex information simply.	

	• Ability to develop opportunities for successful working with other organisations/agencies. • Ability to maintain a calm and professional demeanour in all situations. **Planning and Organisation skills** • Ability to manage multiple national workstreams simultaneously. • Ability to deliver programmes against agreed objectives and timelines. • Proficient in project management • Ability to adjust plans and decisions where necessary, in light of changing circumstances. **Judgement and evaluation** • Demonstrates strong analytical thinking skills and anticipates the consequences of decisions. • Ability to be objective and reflective. • Ability to analyse problems and reach solutions in a timely manner. • Ability to ensure decisions made are professional, transparent, ethical and consistent in manner. • Ability to manage complaints and difficult situations successfully in a timely manner.	