Job Title & Grade	Medical Secretaries Team lead Grade V
Campaign Reference	106948
Closing Date	1st December 2026 by 5pm
Duration of Post	Specified Purpose Contract - Fulltime
Advertisement Type	Internal and External
Specific T&C's of post	35 standard working week – 5/5 Annual Leave: 28 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 0566, starting at Point 1 € 52,758 and rising annually in increments: €63,110 LSIS.
Location of post	CHI Crumlin
Reporting Arrangements	This post will report to the Karen Finegan CD B Team Lead
Key Working Relationships	The post holder will work closely with: • Administrative Management Team • Operational Services • Clinical Teams • Multidisciplinary Teams • Departmental Managers

	• Other departments Leads and administration staff • Nursing *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 is to provide secretarial and administration support to the relevant areas. The daily deliverable of the role includes high volume Dictaphone typing which forms the core function of this role. Training will be provided where required. *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. • Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities. • Demonstrate behavior consistent with the Values of the Hospital. • Be responsible for the provision of administrative support services to their designated areas. • High volume Dictaphone typing is core function of medical secretary. • Report to the relevant Head of Department or their deputy. • Liaise with other members of the Team to ensure smooth overall running and efficiency of the Department. • Attend departmental meetings and other meetings as requested by Directorate Operations Manager • Provide cross cover departmental support **Provide the following administrative functions:** • Provide efficient general administrative and secretarial support to the designated areas.

	• Liaise with Consultants and their Multidisciplinary Teams on an ongoing basis. • Data collection and report preparation as required. • Ensure correspondence with GP's/other Hospital's is dealt within the appropriate timeframes. • Providing excellent customer service to patients, parents and other service users. • Managing queries via phone, email and in-person from patients, parents, clinicians, centre staff and other stakeholders. • Prepare agendas, arrange meetings and take minutes as required. • Maintain efficient general office procedures as appropriate to the post. • Type, pull and file all general correspondence, charts, photographs, reports and documentation in relation to the work of the department. • Liaise with staff in other departments, the public and outside agencies in a confidential, courteous and professional manner. • Cross cover for phone calls and reception desk when required. • Enter and maintain Patient details on the relevant patient administration systems. • Collection and delivery of internal and external mail to/from the hospital mailroom as required. • Maintaining patient confidentiality on all aspects of patient care. • Participate in training, as required. • Ordering supplies for the Department as required. • To perform such other duties appropriate to the post as may be assigned by the Head of the Department or their nominee. *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):** ☐ Driving ☐ Working at height ☐ Regular VDU work ☐ Night working	**Exposure to (tick all that apply):** ☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers ☐ Vibrating equipment	**Consists of (tick all that apply):** ☒ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling ☐ Exposure Prone

	☐ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☒ None Applicable:	☐ Other (please specify): ☒ None Applicable:	Procedures (EPP) ☐ Work in Haemodialysis ☐ Work in confined spaces ☐ Other (please specify): ☐ None Applicable:
Eligibility criteria, qualifications and experience	**<u>Essential Criteria:</u>** • Achieved Leaving Certificate/ QQI Level 6 on the National Framework or equivalent qualification comparable to another jurisdiction • Have a minimum of three years secretarial/administrative experience of which some include patient-facing role. • Proficiency in MS Office (Excel, Word, Outlook). **<u>Desirable Criteria:</u>** • Experience in using iPMS, Patient Administration System (booking appointments, adding/removing patients to/from Waiting Lists, updating Outcomes etc.) • Experience in Dictaphone typing is an advantage. • Experience within acute hospital setting		

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 **Monday 5th October** 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 Karen Finegan at Karen.finegan@childrenshealthireland.ie or Dominika Mohun at Dominika.mohun@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 2026 & 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.