



**Health Promotion and Improvement Officer (HP&IO)
Job Specification & Terms and Conditions**

Job Title, Grade Code	Health Promotion and Improvement Officer (HP&IO) (Grade Code: 6200)
Remuneration	The salary scale for the post is: €52,559 - €53,811 - €55,341 - €58,212 - €59,929 - €62,067 - €64,211 LSIs
Campaign Reference	DNCC2023194
Closing Date	Friday 6 th October 2023 at 12 noon
Proposed Interview Date (s)	Week commencing 23 rd October 2023 Please note you may be called for interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	CHO Dublin North City & County The current vacancies available are permanent/ temporary and whole-time. A panel may be formed as a result of this campaign for Health Promotion and Improvement Officer from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. Please note if a panel is formed it may be supplementary to a previous existing panel.
Informal Enquiries	For informal enquires between Sept 8 th to Sept 22 nd please contact : Lorraine McGowan (Health Promotion & Improvement/Health & Wellbeing Manager) lorraine.mcgowan@hse.ie 087 207 0838 For informal enquires from Sept 25 th - Oct 6 th please contact: Caroline Peppard (Self-Management Support Coordinator) Email: caroline.peppard@hse.ie Tel: 086 3801567
Details of Service	Health promotion is the process of enabling people to increase control over the determinants of health and thereby improve their health and wellbeing. Health promotion aims to do this by building healthy public policy; creating supportive environments; strengthening community actions; developing personal skills and reorienting health services. Health promotion aims to improve the health and wellbeing of the general population and those populations at greatest risk of developing chronic disease. The HSE's Health Promotion & Improvement staff act as enablers, negotiators, and advocates to build and leverage capacity within the HSE and with external stakeholders to ensure that the best use is made of all available resources to improve the health and wellbeing of the population. Health Promotion & Improvement staff provide knowledge, expertise, advice and training on the application of evidence-based programmes across national policy priority areas.

	<p>The work of Health Promotion and Improvement is focused on –</p> <ul style="list-style-type: none"> • Building capacity of health services to support people to stay healthy and well through delivery of health and wellbeing training programmes • Providing knowledge, expertise and support to ensure our health service and models of care deliver health and wellbeing gains for the population and particularly for those most at risk • Reducing onset of chronic disease and supporting those with chronic conditions to live better through the provision of smoking cessation services, dietetic services and lifestyle behaviour change • Developing and promoting cross-sectoral partnerships and collaborative practice to advance health and wellbeing initiatives and deliver improved health outcomes across key target populations • Supporting staff to enjoy improved health and wellbeing. <p>The Health Promotion & Improvement service delivers services to both CHO areas and Hospital Groups (HGs) which fall within that CHO area. Since the 1st January 2020 the Health Promotion & Improvement service has transferred to the governance of CHOs within the Health and Wellbeing Division. It has strong links and strategic input from the National Health Promotion & Improvement Department managed by the Assistant National Director (AND) Health & Wellbeing.</p> <p>The work of Health and Wellbeing (H&WB) is defined and articulated through a range of government policy documents that have been translated into HSE Implementation Plans for delivery. <i>Healthy Ireland (HI) Framework (2013)</i> is the overarching policy document. Several policies and strategies have been published to progress specific priority areas including; <i>National Sexual Health Strategy, National Physical Activity Plan, A Healthy Weight for Ireland - Obesity Policy and Action Plan, Tobacco Free Ireland, the National Substance Misuse Strategy, Wellbeing Policy Statement and Framework for Practice.</i></p> <p>Government policy on Health care reform as outlined in Slaintecare sets out the need to further develop community services ensuring integration of service across acute and community settings. This involves a population health planning approach and Community Health Networks (CHNs) will be further developed providing health and social services to a population of 50,000 approx. The CHNs will also be complimented by community specialist teams (hubs) across a population of approximately 150,000 (3 CHNs) for those that have more complex needs and actively addressing health inequalities.</p> <p>In this way the networks provide the framework for both future healthcare reform and expansion, stratifying the population based on health needs, supporting self-care and ensuring that there is coherence to the efforts of both statutory and voluntary providers of services to work together.</p> <p>The management of health conditions and population health and wellbeing are core components in the CHN/ Community Specialist Team Hub models to ensure that communities are supported to stay well by assisting individuals to live well and live healthier lifestyles. The reform programme will involve building the capacity for health promotion and improvement and delivering services to the population at community network level within the CHO.</p>
Reporting Relationship	The HP&IO will report to the Senior HP&IO or other designated officer as agreed with the HP&I/Health & Wellbeing Manager
Key Working Relationships	<ul style="list-style-type: none"> • The HP&IO will work with a wide range of both external and internal stakeholders ensure the effective delivery of the H&WB National Operational Plan, and the relevant CHO and HG Operational Plans. • In conjunction with the H&WB multidisciplinary team, support existing and build relations with the community and not for profit sector to ensure policy priority targets are achieved. • Engage and support HSE partners including Primary Care, Mental Health, Older Persons and Disabilities Teams.

	<ul style="list-style-type: none"> External stakeholders include, Local Authorities, Local Sports Partnerships; Schools; Section 39 agencies; LCDCs; CYPSCs, Community and Voluntary sector etc.
<p>Purpose of the Post</p>	<p>The HP&IO will work with the local H&WB multi-disciplinary team to ensure the delivery of the H&WB National Operational Plan, and the relevant CHO and HG Operational Plans. The primary focus of HP&I work in the immediate future is defined by four major work strands:</p> <ul style="list-style-type: none"> HP&I support for CHO DNCC (CHO9) and Hospital Groups in the implementation of Healthy Ireland Implementation Plans with a key focus on supporting the Community Health Networks in the CHO; Training and the development of training models; External engagement and partnerships to scale up agreed national programmes; Staff health and wellbeing. <p>Health Promotion and Improvement Officers may be asked to assume local lead responsibility for, or work in a specialist capacity in relation to, a national priority area taking into account their other responsibilities. They will share in the responsibility for implementing national policy at local level through the local teams and for monitoring and performance-management.</p>
<p>Principal Duties and Responsibilities</p>	<p>The HP&IO will, in conjunction with the local H&WB multi-disciplinary team and the CHO and Hospital Group staff in the context of national policy, undertake the following:</p> <p>HSE Healthy Ireland Implementation:</p> <ul style="list-style-type: none"> Assist in the development, delivery and evaluation of health promotion and improvement programmes and initiatives for the promotion and improvement of health with a focus on building the capacity of health service staff. In conjunction with the H&WB multidisciplinary team, act as a resource to the CHO and Hospital Groups locally to inform and implement their Healthy Ireland Implementation Plans. Participate in the delivery, evaluation and monitoring of health promoting and improvement programmes aimed at staff, clients and the wider community. <p>Training and the Development of Training Models:</p> <ul style="list-style-type: none"> In conjunction with the H&WB multidisciplinary team, deliver a suite of standardised health promotion and improvement training programmes aligned to policy priority programmes such as Making Every Contact Count (MECC). Contribute to the development of evidence based standardised health promotion training models as appropriate. Contribute to the Clinical Programmes and structured education initiatives to ensure patient self-management is maximised across and between hospital and CHO settings. <p>External Engagement and Partnerships:</p> <ul style="list-style-type: none"> In conjunction with the H&WB multidisciplinary team, support existing relations with the community and not for profit sector to ensure policy priority targets are achieved. For example Healthy Cities and Counties; Local Sports Partnerships; Schools; Section 39 agencies; LCDCs; CYPSCs etc. Build new partnerships as appropriate in line with national priorities. <p>Staff Health and Wellbeing:</p> <ul style="list-style-type: none"> In conjunction with the H&WB multidisciplinary team, support the implementation of health promoting policies relating to sedentary behaviour, smoke free workplaces, healthy catering facilities, stress management and mental wellbeing promoting initiatives. Participate in opportunities for staff involvement in workplace health initiatives underway with partner organisations e.g. Irish Heart Foundation Active@work.

	<ul style="list-style-type: none"> In conjunction with the H&WB multidisciplinary team, participate in the delivery and co-ordination of Staff Health and Wellbeing Programmes as agreed in the suite of HP&I Training <p>General:</p> <ul style="list-style-type: none"> 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. Have a working knowledge of Quality Improvement and Patient Safety guidance documents. To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must have at the latest date of application: -</p> <p>1. Qualifications</p> <p>(a)</p> <p>(i) A minimum of a Level 7 qualification in the area of health promotion or in a related area e.g. Nursing, Midwifery, Teaching, Health Sciences, Community Development, Nutrition and Sports and Exercise.</p> <p style="text-align: center;">AND</p> <p>(ii) Candidates must demonstrate all of the following as relevant to the role:</p> <ul style="list-style-type: none"> Significant work experience in a role that has involved health promotion and improvement. Experience in the area of health behaviour change Experience of working collaboratively and cross functionally with multiple internal and external stakeholders. <p style="text-align: center;">AND</p> <p>(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and professional ability, for the proper discharge of the duties of the office.</p> <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
<p>Post Specific Requirements</p>	<p>Demonstrate your depth and breadth of experience in the area of Health Promotion and Improvement as relevant to the role.</p>
<p>Other requirements specific to the post</p>	<p>Access to appropriate transport to fulfil the requirements of the role.</p>
<p>Skills, competencies and/or knowledge</p>	<p><u>Professional Knowledge and Experience</u></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> A working knowledge of key policies and strategies including Healthy Ireland, Healthy Ireland in the Health Services National Implementation Plan 2015-2017, National Substance Misuse Strategy, Tobacco Free Ireland, National Physical Activity Plan,

Sexual Health Strategy and A Healthy Weight for Ireland – Obesity Policy and Action Plan.

- Understanding of research and information management/ use of research/ evidence to inform practice, monitor progress, improve services.
- An understanding of the processes involved in health behaviour change.
- Awareness of National Standards for Safer Better Healthcare.
- An understanding of the CompHP Core Competency Framework for Health Promotion.
- Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes
- Knowledge of the health service including a good knowledge of HSE reform

Planning and Managing Resources

Demonstrate:

- Strong planning and organising skills including structuring and organising own work load and that of others effectively
- The ability to use computer technology effectively for the management and delivery of results
- The ability to take responsibility and be accountable for the delivery of agreed objectives
- A logical and pragmatic approach to workload, delivering the best possible results with the resources available

Evaluating Information, Problem Solving and Decision Making

Demonstrate:

- The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate
- Ability to make sound decisions with a well-reasoned rationale and to stand by these
- Initiative in the resolution of complex issues
- A capacity to develop new proposals and put forward solutions to address problems

Team Working

Demonstrate:

- The ability to lead by example, coaching and supporting individuals as required.
- The ability to work within a team to facilitate high performance, developing clear and realistic objectives
- The ability to address performance issues as they arise
- Flexibility and willingness to adapt , positively contributing to the implementation of change

Commitment to a Quality Service

Demonstrate:

- Evidence of incorporating the needs of the service user into service delivery
- Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation
- Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers

Commitment to developing own knowledge and expertise

Communications and Interpersonal Skills

Demonstrate:

- Effective verbal communication skills, delivering complex information clearly, concisely and confidently
- Excellent written communication skills including strong report writing and presentation skills
- Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.

<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	

Health Promotion & Improvement Officer

Terms and Conditions of Employment

Tenure	<p>The current vacancy available is permanent/temporary and whole time.</p> <p>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.</p> <p>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.</p>
Remuneration	<p>The Salary scale for the post is: (01/03/2023)</p> <p>€52,559 - €53,811 - €55,341 - €58,212 - €59,929 - €62,067 - €64,211 LSIs</p> <p>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.</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
Superannuation	<p>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</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u> 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.</p> <p>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.</p>

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	<p>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.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>For further information, guidance and resources please visit: HSE Children First webpage.</p>
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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy