



**Grade VI Medical Manpower Officer
Job Specification & Terms and Conditions**

Job title, grade code	Grade VI Medical Manpower Officer Oifigeach Daonchumhachta Leighis Grád VI (Grade Code: 0574)
Remuneration	<p>The salary scale for the post is:</p> <p>€57,325; €58,691; €60,359; €63,491; €65,363; €67,695; €70,034</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>
Campaign reference	26UHW2401
Closing date	<p>09.02.2026 at 2pm</p> <p>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezomo.</p> <p>Applications will not be accepted after this date and time; no exceptions will be made</p>
Proposed interview date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	<p>University Hospital Waterford incorporating Kilcreene Regional Orthopaedic Hospital</p> <p>There is currently 1 permanent whole-time vacancy available in the Medical Manpower Department.</p> <p>A panel may be formed as a result of this campaign for Grade VI Medical Manpower Officer from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal enquiries	<p>Liz Moran Manager, Medical Manpower Department University Hospital Waterford Email: liz.moran@hse.ie Phone: 051 842099</p>
Details of service	<p>University Hospital Waterford is an acute Model 4 teaching Hospital that provides general medical, surgical and maternity care to people living in South Kilkenny, Waterford City and County. The hospital also provides specialty services to the population of the south east c. 500 000 in the following areas of clinical practice: Cardiology (including Interventional Cardiac Procedures), Trauma Orthopaedics, Ophthalmology, Neurology, Nephrology, Rheumatology, Urology, Vascular Surgery, ENT and Neonatology, Radiology, Pathology and Microbiology.</p> <p>The hospital is the designated cancer centre for the south east, providing rapid access assessment for Breast, Prostate, Lung and Skin cancers. Cancer surgery is centralised at UHW. Haematology, Medical Oncology and Palliative Care is provided through our inpatient and day care facilities. Its academic partners are UCC, RCSI & WIT.</p>

	<p>Kilcreene Orthopaedic Hospital is under the governance of University Hospital Waterford (UHW & Kilcreene) and provides Elective Orthopaedic services to the people of the South East region.</p> <p>The Medical Manpower Department (MMD) based at UHW provide Human Resources, recruitment and payroll services to all doctors working in University Hospital Waterford (UHW) and Kilcreene Regional Orthopaedic Hospital (KROH). They also support the organisation and consultants in the education and training of NCHDs as a training organisation.</p>
Reporting relationship	This post holder reports to the Manager of the Medical Manpower Department
Purpose of the post	<p>The Grade VI Manpower Department is a key position in the management of the medical staff at UHW & KROH. The purpose of this role is to provide oversight on the pay and financial management of Medical Staff as well as to support the Grade VII in Medical Manpower to ensure in all aspects of the operational functioning of the department. To ensure all aspects of medical pay are processed effectively, overtime is calculated, and medical payroll is validated to meet deadlines.</p> <p>To work with the DSE Leadership team to meet its statutory, HR and financial obligations.</p>
Principal duties and responsibilities	<p>The position of Grade VI Medical Manpower encompasses both supervisory and administrative and management responsibilities which include the following:</p> <ul style="list-style-type: none"> • Work closely with the Manager and Grade VII in MMD, Clinical Directors, clinicians and senior management to support the delivery of medical services within UHW • Work closely with the Clinical Directors, clinicians and management in the preparation, planning and implementation of the European Working Time Directive. • Support the Grade VII to manage the NCHD/Consultant recruitment processes. • Manage the EWTED hospital meetings including set up, minutes etc. • Ensure compliance with the NFR. • Work with recruitment to cross reference leavers and starters as appropriate. • Maintain appropriate monitoring, control and recording arrangement to ensure all contractual, financial and statutory employment obligations of medical staff are fulfilled. • Provide appropriate advice and submit management reports as requested. • Manage and ensure accurate recording of the leave entitlements including sick leave of NCHDs and Consultant's within UHW via cross referencing of payroll validation and ensure the authorised necessary documentation is on file. • Review and monitor rosters of all specialties and maintain the necessary records. • Management and oversight of Medical Education Fund and training Supports. • Provide regular statistical returns in relation to medical pay in coordination with finance specialists and other departments as required. • Maintain strong links with the National Doctors Training Programme and the training bodies

	<ul style="list-style-type: none"> • Provide a quality focus via audit and QIPs and ensure implementation of recommendations from internal audit reports • Develop and agree Accrual process for finance. • Provide cover for the Medical Manpower Manager and the Medical Manpower Grade VII as required. • Supervision of the Medical Manpower team to ensure that all administrative duties are completed. • Respond to MMD queries from staff, MMM and Hospital Management as required in a timely manner • Ensure incremental credit and allowances are processed for employees where applicable and required documentation is recorded. • Dealing with employee queries/complaints and maintaining regular communication with employees until queries are resolved or escalated. • Provide advice and training on best practice in relation to the pay records, NFR and accruals • Liaison with SE Payroll Department to look at ways to streamline the payroll processes in line with SAP. • Ensure correct certification and authorisation of medical payrolls and other payments such as Twilight clinics, structured weekends, Weekend Clinics Insourcing etc. <p><u>Leadership and Accountability</u></p> <ul style="list-style-type: none"> • Demonstrate leadership to all staff within his/her area of responsibility. • Manage other members of the Department to develop efficiencies and ensure that all administrative duties are kept up to date. • Maintain own knowledge of HR policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team. • Develop Team by supporting and engaging in Personal Development Plans. • Provide appropriate supervision and promote the well-being of staff within the Department. • Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships. <p>This Job Specification is intended for use as a general guide to the Medical Manpower Officer post. This list is not a comprehensive list of duties involved. The Medical Manpower Officer may be assigned other duties as appropriate to the post from time to time and will contribute to the development of the post while in office.</p>
Eligibility criteria	<p><i>NOTE: This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867</i></p>

Qualifications and/ or experience	<p>1. <u>Professional Qualifications, Experience, etc</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.</p> <p style="text-align: center;"><u>Or</u></p> <p>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish¹. Candidates should have obtained at least Grade C on higher papers in three subjects in that examination.</p> <p style="text-align: center;"><u>Or</u></p> <p>(iii) Have completed a relevant examination at a comparable standard in and equivalent examination in another jurisdiction.</p> <p style="text-align: center;"><u>Or</u></p> <p>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p> <p>Note¹ : Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.</p> <p style="text-align: center;">And</p> <p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge of the office.</p> <p>2. <u>Health</u></p> <p>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>3. <u>Character</u></p> <p>Each candidate for and any person holding the office must be of good character</p>
Post specific requirements	<ul style="list-style-type: none"> • Experience and Knowledge of SAP/IFMS • Previous experience of managing rosters and overtime • Experience in managing payrolls • Experience in managing/supervising staff
Other requirements specific to the post	<ul style="list-style-type: none"> • Proficiency in IT, in particular Excel is desirable • Some experience using payroll systems is desirable
Additional eligibility requirements:	<p>Citizenship requirements</p> <p>Eligible candidates must be:</p>

	<p>(i) EEA, Swiss, or British citizens</p> <p>OR</p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>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.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p> <p>Read more about Department of Enterprise, Trade & Employment Work Permits.</p>
Skills, competencies and/or knowledge	<p>Professional Knowledge & Experience</p> <ul style="list-style-type: none"> • Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role. • Maximise the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc. • Demonstrate the ability to work in line with relevant policies and procedures. • Demonstrate commitment to developing own professional knowledge and expertise. Knowledge and understanding of HSE HR policies, procedures and guidelines. • Knowledge of the European Working time Directive (EWTB) • Knowledge and understanding of SAP <p>Planning and Managing Resources</p> <ul style="list-style-type: none"> • Demonstrate the ability to effectively plan and manage own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met. • Prioritises effectively to manage multiple projects concurrently, structuring and re-organising own workload and that of others as needed. • Demonstrates responsibility and accountability for the timely delivery of agreed objectives. <p>Commitment to a Quality Service</p> <ul style="list-style-type: none"> • Practices and promotes a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user. • Proactively identifies areas for improvement and develops practical solutions for their implementation. • Embraces and promotes the change agenda, supporting others through change and effectively seeing it through. • Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks. <p>Evaluating Information, Problem Solving & Decision Making</p> <ul style="list-style-type: none"> • Demonstrate numeracy skills, an ability to analyse and evaluate information, considering a range of critical factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management. • Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions.

	<ul style="list-style-type: none"> Ability to make sound decisions with a well-reasoned rationale and to stand by these as appropriate. <p>Team working</p> <ul style="list-style-type: none"> Demonstrate an ability to work as part of the team in establishing a shared sense of purpose and unity. The ability to work with the team to facilitate high performance, developing clear and realistic objectives. Demonstrates leadership; creating a team spirit, leading by example, coaching and supporting individuals to facilitate high performance and staff development. Demonstrate a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others. <p>Communications & Interpersonal Skills</p> <ul style="list-style-type: none"> Demonstrate excellent communication and interpersonal skills including the ability to present information in a clear, concise and confident manner (verbally and written). Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders to assist in performing the role. Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood.
<p>Campaign specific selection process</p> <p>Ranking/shortlisting / interview</p>	<p>A ranking and or shortlisting exercise may be carried out based on 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>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</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>Read more about the HSE's commitment to Diversity, Equality and Inclusion</p>



Code of practice	<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 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.</p> <p>Read the CPSA Code of Practice.</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>	

Grade VI Medical Manpower Officer
Terms and conditions of employment

Tenure	<p>The current vacancy available is permanent 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, the Public Service Management (Recruitment and Appointments) Act 2004, and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Working week	<p>The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 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.</p> <p>You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.</p>
Annual leave	The annual leave associated with the post will be confirmed at Contracting stage.
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>* 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.</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.</p> <p>In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>
Infection control	<p>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.</p>
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 need 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 managed appropriately 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>

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.