



**Clinical Nurse Manager 3 Nurse Planner
Job Specification & Terms and Conditions**

Job title, grade code	Clinical Nurse Manager 3 Nurse Planner Bainisteoir Altra Cliniciúil 3 Pleanálaí Altra (Grade Code: 233X)
Remuneration	The salary scale for the post is (01/02/2026): €71,432; €72,845; €76,419; €77,825; €79,239; €80,671 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.
Campaign reference	26UHWN0603
Closing date	18.03.2026 at 2 p.m. 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 Rezoomo. Applications will not be accepted after this date and time; no exceptions will be made
Proposed interview date (s)	To be confirmed
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	University Hospital Waterford incorporating Kilcreene Regional Orthopaedic Hospital There is currently one permanent / whole-time vacancy available A panel may be formed as a result of this campaign for CNM3 Nurse Planner from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal enquiries	Mr Ben O Sullivan, Chief Executive Officer, University Hospital Waterford 051 842421
Details of service	University Hospital Waterford (UHW) is a Model 4 teaching hospital that provides general medical, surgical, paediatric and maternity care to people living in South Kilkenny, Waterford City and County. UHW 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, Neonatology, Radiology, Pathology and Microbiology. 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. There are approx. 450 inpatient beds and 85 day procedure beds.



	<p>Kilcreene Regional Orthopaedic Hospital is an elective orthopaedic hospital in Kilkenny, which is under the governance of University Hospital Waterford.</p> <p>Our academic partner is UCC. UHW also works closely with RCSI, Waterford Institute of Technology and a number of other Higher Education Institutions (HEIs) to provide clinical education for various health professions.</p> <ul style="list-style-type: none"> •
<p>Reporting relationship</p>	<p>The Clinical Nurse Manager 3 Nurse Planner reports to the Director of Nursing and Integration or other nominated manager/supervisor.</p> <p><u>Key Working Relationships:</u></p> <ul style="list-style-type: none"> • The post holder will work collaboratively with the Hospital CEO, Estates and Technical Services functions and with all relevant staff within UHW & KROH.
<p>Purpose of the post</p>	<p>The successful candidate will be appointed as Nurse Planner for Project Manager for Capital and local Projects at UHW & KROH and will support and liaise with the CEO, Supporting the Development Control Plan for UHW & KROH and linking with internal and external stakeholders ensuring all projects aligns with patient care standards/strategies and supporting the operational commissioning of new buildings.</p>
<p>Principal duties and responsibilities</p>	<p><u>Management and Leadership</u></p> <ul style="list-style-type: none"> • Support the principle that the care of the patient comes first at all times. • Will be required to bring comprehensive experience to bear on the detailed design, planning of patient accommodation, wards and related areas in the new developments. • Participate in the appropriate and effective planning and support the development and delivery of detailed project plans. • Participate in the overall financial planning, human resource and service planning function and equipping of this project. • Support the development and implementation of the detailed project plan projects to include linking with user groups and the project team members. • Work with the Directorates and Project Board and Team to support the planning and delivery of projects with appropriate timelines. • Provision of updates on project activity and associated expenditure. • Provide innovative and effective leadership, support and advice to support the project teams. • Provide guidance to all staff in the development of the project and in commissioning. • Maintain good employee relations and promote good communication within the group and stakeholders. • Participate and engage in sub group projects and service developments as required. <p><u>Professional/ Clinical Responsibilities</u></p> <ul style="list-style-type: none"> • Provide a high level of professional and clinical leadership and expertise to support the CEO and work with clinical teams to ensure project design meets standards.



	<ul style="list-style-type: none">• Participate and manage user groups and teams as appropriate, communicating and working in cooperation with the other team members and the wider stakeholder groups.• Ensure the development and maintenance of protocols and guidelines consistent with the highest standards of patient care.• Maintain professional standards in relation to confidentiality, ethics and legislation.• Provide support/advice to the project teams. <p><u>Clinical Governance, Quality Assurance, Risk, Health & Safety</u></p> <ul style="list-style-type: none">• Ensure that effective safety procedures are developed and managed to comply with statutory obligations.• Be aware of risk management issues, identify risks and propose / take appropriate action.• Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards.• Assist in the development, implementation and review of Health and Safety statements, risk registers as appropriate.• Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).• Work in a safe manner with due care and attention to the safety of self and others.• Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.• Ensure advice of relevant stakeholders is sought prior to procurement.• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role e.g. Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.• Management Lead for Emergency Planning <p><u>General Conditions</u></p> <ul style="list-style-type: none">• Employees must attend fire lectures periodically and must observe fire orders.• All incidents / accidents must be reported immediately.• Infection Prevention & Control Policies must be adhered to.• In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.• In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.• Provide information that meets the need of Senior Management.
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	<ul style="list-style-type: none"> • 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><u>Risk Management, Infection Prevention & Control, Hygiene Services and Health & Safety</u></p> <ul style="list-style-type: none"> • The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. • The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. • The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas: <ul style="list-style-type: none"> ○ Continuous Quality Improvement Initiatives ○ Document Control Information Management Systems ○ Risk Management Strategy and Policies ○ Hygiene Related Policies, Procedures and Standards ○ Decontamination Code of Practice ○ Infection Prevention & Control Policies ○ Safety Statement, Health & Safety Policies and Fire Procedure ○ Data Protection and confidentiality Policies • The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Framework and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with PCHCAI standards and associated requirements. • The post holder must foster and support a quality improvement culture. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. <p><u>Change and Transformation Lead</u></p> <ul style="list-style-type: none"> • Support in redesigning and implementing changes to processes and workflows to ensure realisation of benefits. • Identify, baseline and ensure collection of metrics to be used as indicators of project success. • Act as Communications Lead responsible for ensuring effective communications with all stakeholders. • Identify and communicate opportunities to improve effectiveness and efficiency to reduce risk. <p>The above Job Description 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. Statutory Registration, Professional Qualifications, Experience, etc</p>



	<p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.</p> <p style="text-align: center;">And</p> <p>(ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in an acute hospital setting</p> <p style="text-align: center;">And</p> <p>(iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.</p> <p style="text-align: center;">And</p> <p>(iv) Candidates must demonstrate evidence of continuous professional development.</p> <p style="text-align: center;">And</p> <p>(b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.</p> <p>2. Annual registration</p> <p>(i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;">And</p> <p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>Health</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>Character</p> <p>Each candidate for and any person holding the office must be of good character.</p>
<p>Post specific requirements</p>	<ul style="list-style-type: none"> • Demonstrate your depth and breadth of management experience in an acute setting as relevant to the role.
<p>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • Demonstrate flexibility with regards to working hours to ensure project deadlines achieved. • Previous experience in Project Management/Facilities is desirable
<p>Additional eligibility requirements:</p>	<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>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience</p> <ul style="list-style-type: none"> • Demonstrate an excellent clinical knowledge of the acute hospital environment and patient flow and service delivery. • Demonstrate knowledge of project management • Demonstrate knowledge and experience of healthcare in an acute setting and model of care and experience of complex planning, including linking with multi stakeholders and overseeing project management delivery, risk, budget management, resource demand and supply ensuring value for money. • Demonstrate evidence of skills in data management, report writing and excel proficiency <p>Proactive Approach to Planning & Managing Resources</p> <ul style="list-style-type: none"> • Demonstrate ability to plan and project plan a service development • Demonstrate excellent organisational skills and ability to manage deadlines and effectively handle multiple tasks. • Demonstrate the ability to improve efficiency within the working environment <p>Leadership & Team Management Skills</p> <ul style="list-style-type: none"> • Demonstrate leadership skills and ability to influence others • Demonstrate team working skills including the ability to work as part of a multidisciplinary team • Demonstrate flexibility, adaptability and openness to change and ability to lead and support others in a changing environment. • Demonstrate ability to manage, motivate and develop staff to maximise performance at work. • Demonstrate motivation and an innovative approach to the job within a changing environment <p>Commitment to providing a Quality Service</p> <ul style="list-style-type: none"> • Demonstrate a strong commitment to the delivery of quality service. • Demonstrate the ability to lead on service quality and participate in the service planning and development process. • Demonstrate knowledge of quality assurance practices and their application to nursing procedures. <p>Analysis, Problem Solving and Decision-Making Skills</p> <ul style="list-style-type: none"> • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Demonstrate evidence of the impact of decisions before taking action. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.



	<ul style="list-style-type: none"> • Uses a range of information sources and knows how to access relevant information to address issues. • Evidence of incorporating the needs of the service user into service delivery. <p>Communication and Interpersonal</p> <ul style="list-style-type: none"> • <i>Demonstrate</i> the ability to present information in a clear and concise manner • Demonstrates good negotiation skills and assertiveness as appropriate. • Demonstrate the ability to engage collaboratively with all stakeholders. • Demonstrate the ability to give constructive feedback • Demonstrates resilience and composure in dealing with situations. Demonstrate competency in general use of information technology- computers, office functions, internet for research purposes, email, preparation of presentation materials etc.
<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>
<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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The</p>



	<p>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>	



**Clinical Nurse Manager 3 Nurse Planner
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 37.5 hours per week. 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	<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>* 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	<p>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.</p>
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>
<p>Infection control</p>	<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>
<p>Health & safety</p>	<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.