



**Grade V Staff Officer - Finance Department**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Grade V Staff Officer - Finance Department  (Grade Code 0566) |
| **Campaign Reference** | SLIGO0504 |
| **Closing Date** | **12 noon on Friday 3rd January 2025**  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  **\*\*\*CV's not accepted for this campaign\*\*\***  [**https://www.rezoomo.com/job/73369/**](https://www.rezoomo.com/job/73369/) |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. |
| **Taking up Appointment** | As soon as possible after the closing date |
| **Organisational Area** | HSE West and North West |
| **Location of Post** | **Finance Department - Sligo University Hospital**  There is currently one permanent, whole-time post available. The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be created for Staff Officer Grade V, Finance Department, Sligo University Hospital, from which permanent or temporary vacancies of full- or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Christine Curley  **Title:** Income Manager  **Tel:** 071-9174798  **Email:** [christine.curley@hse.ie](mailto:christine.curley@hse.ie) |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care - Compassion - Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high-quality and equitable services for all by delivering care based on excellence in clinical practice, teaching and research, and grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The post-holder will report to the Grade VII Income Manager, Finance Department, Sligo University Hospital. |
| **Purpose of the Post** | The Grade V Staff Officer will be a key member of the Finance Management Team, providing leadership to ensure the operational management and service-delivery targets of the Finance Department are met. The post-holder will have full responsibility for:   * The day-to-day management of the Income function, providing administrative support within the Patient Accounts Department and to supervise assigned staff. * Assist in the completion of the monthly management accounts to an agreed timetable. * Support the activity based funding (ABF) costing exercise. * Manage queries raised with Internal & External auditors & ensure all areas of Finance respond in a timely manner. * Review PCRS reconciliation and ensure we are recouping for all approved drugs. * Performance management systems are part of the role and you will be required to participate in the Group’s performance management programme. * To create a service that supports the financial requirements of the hospital. * To produce timely and accurate financial reports that will assist in the hospital’s decision-making process. * To engage with staff and provide assistance as required. * To adhere to National Financial Regulations and Accounting Standards in the exercising of one’s duties. * To deliver on the hospital’s legislative and financial obligations pertaining to suppliers and staff. * To promote an environment of tight financial controls by safeguarding the assets of the hospital. * To engage in IT projects as they pertain to the Finance function. * To implement more efficient systems, processes and work practices across key activity flows so as to ensure all financial information is captured in an accurate and timely fashion. |
| **Principal Duties and Responsibilities** | The position of Staff Officer encompasses both managerial and administrative responsibilities which include the following:  **Administration**   * Ensure the efficient day-to-day administration of area of responsibility * Ensure deadlines are met and that service levels are maintained * Ensure an even distribution of workload among team, taking into account absence due to annual leave, etc. * Ensure policies and procedures are well documented and understood and adhered to by staff in own section * Ensure accurate attention to detail in own work and work of team * Use appropriate technology to ensure work is completed to a high standard * Ensure that archives and records are accurate, maintained confidentially and readily available to the appropriate authority * Ensure line management is kept informed of issues * Ensure that the front line of the service is kept informed and that their views are communicated to middle management * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service   **Human Resources / Supervision of Staff**   * Supervise and ensure the well-being of staff within own remit * Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships * Deal with under-performance in a timely and constructive manner * Identify training and development needs of staff in own area * Promote co-operation and working in harmony with other teams and disciplines   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service-users are treated with dignity and respect * Seek feedback from service users/customers and implement change to incorporate same, in agreement with line manager   **Service delivery and improvement**   * Embrace change and adapt local work practices accordingly, ensuring team knows how to action changes * Encourage and support staff through change processes * Monitor efficiency of service provided by team, identify and implement changes to the administration of the service where inefficiencies arise   **Standards, policies, procedures & legislation**   * Maintain own knowledge of relevant HSE policies, procedures, guidelines and practices to perform the role effectively and to ensure current work standards are met by own team * Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc. * Pursue continuous professional development in order to develop management expertise and professional knowledge * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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 * 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***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***  **Candidates must have at the latest date of application: -**   1. **Professional Qualifications, Experience, etc**    1. Eligible applicants will be those who on the closing date for the competition: 2. 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   **Or**  (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 Irish**1**. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.  **Or**  (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction  **Or**  (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).  *Note****1****:*  *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.*    **and**   * 1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.   **Age**  Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **Health**  Candidates 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.  **Character**  Candidates for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | * Experience of working collaboratively with multiple internal and external stakeholders to achieve results as relevant to the role * A flexible approach to working hours is required in order to meet the demands of the post. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  ***Demonstrate:***   * A clear knowledge and understanding of best practice and legislation pertinent to the role * Knowledge of the health service including a good knowledge of HSE reform * Excellent MS Office skills to include Word, Excel and e-mail system, e.g. Outlook * Experience of data collation, analysis and reporting * Knowledge and understanding of HSE Financial Regulations * Demonstrate depth and breadth of experience of working in a team environment and the ability to meet deadlines as relevant to the role. * Knowledge and experience of Claimsure and IPMS systems * Knowledge of finance accounting systems as relevant to the role   **Planning & Managing Resources**  ***Demonstrate:***   * Excellent planning and organisational skills including using computer technology effectively. * The ability to manage deadlines and effectively handle multiple tasks. * The ability to manage within allocated resources and a capacity to respond to changes in a plan.   **Evaluating Information, Problem Solving & Decision Making**  ***Demonstrate:***   * The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate. * Initiative in the resolution of complex issues. * The ability to recognise when it is appropriate to refer decisions to a higher level of management. * A capacity to develop new proposals and recommend decisions on a proactive basis. * Flexibility, problem solving and initiative skills including the ability to implement change.   **Leadership and Team Working**  ***Demonstrate:***   * The capacity for management responsibility and initiative. * Motivation and an innovative approach to the job within a changing working environment * Display leadership and team working skills.   **Communications & Interpersonal Skills**  ***Demonstrate:***   * Effective communication and interpersonal skills including the ability to present information in a clear and concise manner. * Strong written communication skills. * The ability to build and maintain relationships with a variety of stakeholders.   **Commitment to a Quality Service**  ***Demonstrate:***   * Awareness and appreciation of the service user. * A commitment to promoting and maintaining high work standards. * A commitment to providing a professional service to internal and external stakeholders. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing 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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  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. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  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. | |

**Grade V Staff Officer**

**Terms and Conditions of Employment**

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| **Tenure** | The post is *permanent* and *whole-time.*  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.  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. |
| **Remuneration** | The Salary Scale (as at 01/10/2024) for the post is:  €50,202 - €51,704 - €53,235 - €54,801 - €56,375 - €**58,211** - €**60,052** **LSIs**  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. |
| **Working Week** | The standard working week applying to the post will be confirmed at job offer stage.  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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage. |
| **Superannuation** | 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  \* Public Servants not affected by this legislation:  Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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** | 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).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), 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 procedures[[2]](#footnote-2). * 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.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)