

Dental Health Foundation

Job Description

Position: Business and Project Manager

Reporting to: To be delegated by the Chief Executive, Dental Health Foundation (DHF).
Functions will be assigned under the DHF's Service Level Agreement (SLA) with the Health Service Executive (HSE)

Purpose of the Post:

Provide support services to and liaise directly with the HSE and the Department of Health in the development and implementation of work programmes.

Responsible for the administration of assigned strategic management functions in a confidential, effective and efficient manner.

Support the development of effective working structures in line with the Dental Health Foundation's Service Level Agreement with the HSE.

To support national oral health projects for the HSE where the Dental Health Foundation plays a strategic role.

Principal Duties and Responsibilities:

Operational and Risk Management

- Provide business and project support.
- Attend meetings as appropriate and prepare briefing reports
- Create policies, procedures and control assessments in response to identified risks and act as the point of contact for service providers and users.

Office Management

- Responsible for the administration of assigned strategic management functions in a confidential, effective and efficient manner.
- Provide strategic and planning guidance to assigned support staff. Ensuring the effective delegation of administrative functions

Service Planning and Improvement

- Work across functions to ensure that key service objectives are responded to.
- Under direction develop business and support plans for new service developments / or reconfiguration.

- Support in the monitoring of processes and procedures.
- Support service changes and reconfigurations through participation on identified projects.
- Support national oral health projects for the HSE where the Dental Health Foundation plays a strategic role.
- Ensure all projects and service development plans are developed in line with public sector procurements regulations and guidelines

Communications and Relationship Skills

- Provide support services to and liaise directly with the HSE and the Department of Health in the development and implementation of work programmes.
- Manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines.
- Develop and maintain relationships/partnerships with key stakeholders including members of the public, the Department of Health, the HSE, service users, service providers, health professionals, voluntary organisations, academic institutions.
- Assist in the audit and overview of Parliamentary Questions.
- Assist in identifying any necessary external assistance or expertise, and assist in planning, tendering, commissioning, organising and controlling such external expertise as appropriate

General Duties

- Ensure the designated manager is fully informed at all times on activities and relevant issues as they arise.
- Operate as a member of a team and provide cover and support as required to other members.
- Undertake other duties and responsibilities that may be allocated from time-to-time.
- Observe standards, policies and procedures.

Basis of Appointment

Appointment to the position would be on the following basis:

- A one year whole-time contract, renewable, depending on the requirements of the DHF.
- Three months probationary period.
- Salary is dependant upon the experience and qualification of the candidate but will be in the range of €47,015 - €61,417
- The location of the post will ideally be based in Limerick or its environs but will be flexible subject to agreement between the successful candidate and the Chief Executive.
- Travel may be a required within Ireland.

Qualifications and Capabilities

Essential:

- A third-level qualification; in a relevant discipline.
- At least five years relevant experience.
- Highly capable at planning and organising tasks and schedules
- Insight into clinical issues.
- Possess sufficient administrative capacity to discharge the functions of the grade.
- Ability to take initiative, to work unsupervised and to take responsibility for managing relationships with key stakeholders.
- Excellent communications; both oral and written, presentation, combined with a flexible approach and strong multitasking abilities.
- Excellent interpersonal and team working skills.
- Proficient in Microsoft Word, Excel, Powerpoint and Outlook.

Desirable:

- A high level of knowledge of issues relating to policy and health.
- A clinical background.
- Experience in project management.
- Experienced in procurement, risk management and contractual issues ideally within the public sector.
- Experience of policy implementation.
- Experience of writing briefing papers and reports.
- Experience of a public sector environment.

Application:

Please submit your current CV, detailing your most recent positions first, electronically via email or post to:

Patricia Gilsenan O'Neill
Chief Executive
Dental Health Foundation
PO Box 12343
Dublin 2
Tel: ++353 1 672 8870
Fax: ++353 1 672 8801

Email: patricia.gilsenanoneill@dentalhealth.ie

Closing date for receipt of applications is Monday, 7th November 2016 at 5pm.