



Internal / External Competition

Permanent Programme Manager (Full time) Prosthetic Orthotic and Limb Absence Rehabilitation (POLAR) Programme

Applications are invited for the above post from suitably qualified persons

An exciting new job opportunity has arisen for a Programme Manager role in one of the National Rehabilitation Hospital's Clinical Programmes. The Programme Manager will assume responsibility for the day to day management of the Prosthetic Orthotic and Limb Absence Rehabilitation (POLAR) Programme. The post holder will work collaboratively with the Interdisciplinary Team to drive continuous improvement and quality initiatives as part of the provision of a high quality clinical services for our patients, service users and stakeholders.

The main duties and responsibilities of the Programme Manager, with and on behalf of the interdisciplinary team, will include:

1. Ensure a close cooperative working relationship with the Medical Director for the POLAR Programme to facilitate the effective, efficient and safe delivery of POLAR services.
2. Develop, monitor and evaluate programme specific policies and procedures.
3. Develop, monitor and report programme specific activity, quality, outcome and performance indicators /targets.
4. Plan and initiate various programme specific service developments and enhancements.
5. Develop and monitor programme specific budgets with the assistance of the Financial Controller and other relevant service managers.
6. Assume programmatic line manager duties and responsibilities for the administrative staff assigned to the programme.
7. Ensure compliance of the programme with relevant accreditation standards, H.S.E. standards, Health & Safety and other quality control guidelines and regulations
8. Liaise and work with all stakeholders including other Programme Managers and Heads of Services, all NRH staff, committees, service users, and the general public and external agencies.

Qualifications

- Relevant 3rd level health or professional qualification, with masters or higher preferred.
- Qualification in a relevant clinical area (validated by the Department of Health / CORU) is desirable.
- Evidence of professional development post qualification is desirable.
- Further qualifications in business or health management is desirable.
- Substantial and relevant work experience may be considered in lieu of higher qualifications.

Requirements

- Greater than 5 years post qualification clinical or professional work experience within a health care setting, with experience in comprehensive rehabilitation setting preferred.
- At least 3 years of management or supervisory experience in the delivery of health or rehabilitation services, including line management of staff preferably in an interdisciplinary setting is desirable.
- Good clinical knowledge of issues related to rehabilitation and care of the individuals and their families/carers served by the programme and especially good knowledge of issues relating to rehabilitation and care of individuals with amputation and/or limb absence.
- Knowledge of other relevant important stakeholders and service providers related to care of the POLAR population is desirable
- Working knowledge and experience in design, implementation and control of various quality control and accreditation standards is desirable.
- Strong communication and influence skills and ability to create a clear sense of direction is necessary.
- Excellent interpersonal and communication skills to enable successful relationship and partnership building.
- Demonstrated ability to lead a team is required.
- Excellent verbal, written and presentation skills are required.

Informal enquiries to Ms. June Stanley, Deputy Chief Executive by emailing june.stanley@nrh.ie

We welcome applications from suitable qualified individuals who meet the eligibility criteria for the role and as outlined in the Job Description for the post, which is available on request to claire.camon@nrh.ie. Applicants will be subject to short listing based on information provided in their application.

Applicants for the above post should submit a letter of application and Curriculum Vitae to arrive not later than Friday, 6th August 2021 to Claire Camon, Human Resource Officer or email claire.camon@nrh.ie.

Please note: Candidates may be shortlisted from this recruitment process for consideration of a future Programme Manager post arising in the Clinical Programmes over the next 12 months.

We are an Equal Opportunities Employer and support a smoke-free workplace policy.