

Dublin North East Drug & Alcohol Task Force: Interim Drug and Alcohol Task Force Coordinator **(<https://www.activelink.ie/node/108931>)**



Interim Drug and Alcohol Task Force Coordinator

1 year fixed-term contract
Dublin North East

Closing Date: Friday 28th June 2024 at 12 noon

Location of Post: Darndale – catchment area includes Coolock, Kilbarrack, Donnycarney, Belmayne, Sutton & Howth

Details of Service

To promote the aims and objectives of the National Drug Strategy in the catchment area. All Task Forces have an Independent Chairperson and each Task Force membership consists of representatives from the Statutory, Voluntary and Community Sectors. The Task Forces were developed to combat the threat from problem drug use throughout the country through the use of an area-based partnership approach between statutory, voluntary & community sectors including public representatives. The structure is intended to facilitate the development of effective, targeted, local responses through the utilisation of the knowledge and experience of all sectors in designing and delivering those services and through facilitating the improved co-ordination of service provision.

Reporting Relationship

The post holder will report to the Chairperson of DNE Drug & Alcohol Task Force and report to the board every 6 weeks.

Purpose of the Post

To assist the Task Force and its Chairperson in providing governance, leadership, guidance and management of the work of the Task Force to ensure that the overall purpose and objectives of the Task Force are understood, supported and implemented by all participant agencies and representatives. This involves; coordinating activities related to the planning, development, implementation and evaluation of the Task Force Area response to substance misuse and alcohol. The current terms of reference of Drug and Alcohol Task Forces require them to coordinate the implementation of the National Drugs Strategy in context of the needs of the local/regional area, implement the actions in the NDS where Task Forces have been assigned a role and promote the implementation of evidence-based local/regional drug and alcohol strategies and to exchange best practice. In the context of promoting an integrated public health approach to substance misuse, they will furnish an annual report to the designated Minister with responsibility for the National Drugs Strategy.

Principal Duties and Responsibilities

Service delivery

- Monitor and evaluate the Task Force plans to ensure they are consistent with the overall aims and objectives of the National Drugs Strategy and the HSE compliance unit

- Assist the Task Force in developing and implementing local strategy
- Provide information to projects and the Task Force on evidenced based models of practice and the *National Standards for Safer Better Health Care*
- Ensure that the aims and objectives of the Task Force's action plans are met through ongoing review, updating, prioritisation and amendment, including the initiation of any research required to inform such reviews;
- Profile the Task Force areas existing or planned service and resources to assess if these are adequate and fit for purpose to address the drug and alcohol issues
- Support the Task Force areas existing or planned services and resources to assess if these are adequate and fit for purpose to address the drug and alcohol issues
- Support the Task Force in reviewing emerging needs and prioritising responses
- Coordinate other such activities deemed necessary or appropriate to furthering the local drugs strategy
- To support the designated HSE line manager in ensuring compliance with Section 39 Funding and TF funding channelled through the HSE and the oversight of all HSE funded initiatives in the area
- To assist in the financial management of the administrative budget in accordance with the HSE National Financial Regulations

Performance achievement

- Monitor and assess performance indicators associated the Task Force's work programme, this can include reporting on roles aligned to the Task Force
- Contribute to the establishment of mechanisms for monitoring, including financial monitoring, evaluating Drugs and Alcohol Task Force projects in liaison with the agency designated as the channel of funding

Communications and external relationships

- To liaise with key interest groups, service providers, Government Departments, the other Drug and Alcohol Task Forces and other relevant groups, and represent the Task Force on relevant bodies
- To facilitate multi-sectoral collaboration through increased participation in the Task Force and the sub committees and effect robust inter-agency work through the National Drug Rehabilitation Framework
- To disseminate information on drug and alcohol issues, the Task Force plans, services and other responses
- To support community, voluntary and statutory groups in establishing needs and prioritising responses
- Any other duties relevant to the role that may be assigned from time to time
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

Programme development

- To support the development of projects and new initiatives as relevant to this role.

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.

Eligibility Criteria

Eligible applicants will be those who on the closing date for the competition:

1. Have satisfactory administrative experience at not less than two years and
2. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.

Health

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.

Character

Each candidate for and any person holding the office must be of good character.

Post Specific Requirements

- Demonstrate your depth and breadth of experience in addiction service provision and or Drug and Alcohol Task Forces
- Demonstrate your depth and breadth working with marginalised groups
- Demonstrate your experience of managing multiple interagency stakeholder Initiatives
- Demonstrate your experience of managing service level agreements, budget management and financial controls

Other requirements specific to the post

Travel

Access to appropriate transport to fulfil the requirements of the role.

Working hours

Monday to Friday 9am to 5pm

Skills, competencies and/or knowledge

Professional Knowledge & Experience

Demonstrates:

- Excellent MS Office skills to include, Word, Excel and PowerPoint
- Knowledge and experience of using an email system effectively e.g. Outlook, Lotus, Notes
- Knowledge of community health services and the wider health service structures including a good knowledge of HSE reform
- Knowledge and understanding of key HSE policies and procedures as relevant to this role
- An understanding of budgetary expenditure and monitoring same
- Knowledge and understanding of Human Resource policies and procedures
- A basic knowledge of National Financial Regulations as relevant to the role
- Knowledge and understanding of delivering effective and efficient business management systems and services
- Knowledge and understanding of compiling data and producing detailed reports as relevant to the role.

Communications & Interpersonal Skills

Demonstrates:

- Effective verbal communication skills, delivering complex information clearly, concisely and confidently
- Excellent written communication skills including strong report writing and presentation skills
- Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.

Planning & Organising and Delivery of Results

Demonstrates:

- The ability to successfully 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
- The ability to proactively identify areas for improvement and to develop practical solutions for their implementation
- The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes
- The ability to use resources effectively, challenging processes to improve efficiencies where appropriate

Evaluating Information, Problem Solving & Decision Making

Demonstrates:

- Excellent analytical, problem solving and decision making skills
- The ability to quickly grasp and understand complex issues and the impact on service delivery
- The ability to confidently explain the rationale behind decision when faced with opposition

- Ability to make sound decisions with a well-reasoned rationale and to stand by these
- Initiative in the resolution of complex issues

Building and Maintaining Relationships including Teamwork & Leadership Skills

Demonstrates:

- The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working
- The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment
- The ability to lead the team by example, coaching and supporting individuals as required.
- The ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources.

Commitment to a Quality Service

Demonstrates:

- Evidence of incorporating the needs of the service user into service delivery
- Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers
- Commitment to developing own knowledge and expertise
- Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility

Campaign Specific Selection Process Ranking/Shortlisting / Interview

A ranking and or shortlisting exercise may be carried out on the basis of 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.

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.

Reminder: This is a fixed term contract for 1 year.

Closing Date

To apply please send CV and cover letter to coordinator@dnetaskforce.ie (<mailto:coordinator@dnetaskforce.ie>) no later than Friday 28th June 2024 at 12 noon.

Region

Dublin

Date Entered/Updated

13th Jun, 2024

Expiry Date

28th Jun, 2024

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