

Cairde: Planning, Performance and Project Management Post **(<https://www.activelink.ie/node/110379>)**



Cairde: Planning, Performance and Project Management Post

(1 Year Fixed Term Contract)

We seek enthusiastic and suitably qualified individuals to fill the position of a Planning, Performance and Project Management post. The post holder will undertake administrative and project management skills to deliver priorities within the Social Inclusion remit, with particular reference to the Migrant Health & Addiction remit.

About Us

These posts will be based in the HSE Social Inclusion Office but managed by Cairde. Cairde is a health advocacy organisation working to tackle health inequality among ethnic minority communities by improving ethnic minority access to health services, and participation in health planning and delivery.

HSE Social Inclusion aims to reduce inequalities in health and improve access to mainstream and targeted health services for vulnerable and excluded groups in Ireland. A range of services are provided to support people in the following vulnerable groups: Addiction, Homelessness, Intercultural Health, Irish Travellers and Roma, LGBTI+ and Domestic Sexual and Gender Based Violence (DSGBV).

The core objective of Social Inclusion is improvement of health outcomes for the most vulnerable in society. This includes provision of targeted interventions for people from traditionally marginalised groups who experience health inequalities, have difficulties accessing services and present with multiple, complex health and support needs.

Planning, Performance and Project Management Post

The position encompasses both managerial and administrative responsibilities which include the following:

Project Management

- Support NSIO colleagues and stakeholders in the development, implementation, management and delivery of detailed project plans under the remit of the National Social Inclusion Office e.g., project stages, project actions, phasing of deliverables, key project milestones, dependencies, risks etc. A particular emphasis will be on progressing projects related to Addiction & Migrant Health.
- Assist with the production of reports at regular, specified times on project progression to include information on developing issues, progress monitoring and active intervention to address emerging difficulties.
- Organise or aid in the organisation of online events and webinars.

Administration

- Ensure the efficient administration of area of responsibility, to include financial management.
- Appropriately delegate responsibility and authority.
- Ensure deadlines are met and that service levels are maintained.
- Implement service plan and business plan objectives within own area.
- Solve problems and make decisions in a timely manner.
- Provide administrative support for meetings and attend as required.

General

- Work within the National Social Inclusion team covering areas specific to the Addiction & Migrant remit specifically.
- Create and maintain a positive working environment among staff members of the broader Social Inclusion team, which contributes to maintaining and enhancing effective working relationships.
- Co ordinate, monitor and review the work of any administrative/support staff working on projects relevant to the post.
- Attend regular team meetings to keep staff informed of progress within their area and to hear views of other team members.
- Identify their own training and development needs and design plans to meet needs.

Service Delivery and Service Improvement

- Identify opportunities for improvement and implement same.
- Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes.
- Encourage and support staff through change process.

Standards, Policies, Procedures & Legislation

- Contribute to the development of policies and procedures for own area.
- Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
- Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure 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.
- Maintain a broad knowledge of policies and procedures of the organisation.
- Pursue continuous professional development (e.g. eLearning) in order to develop management expertise and professional knowledge.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Safer Better 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Post requirements

- A recognised third level qualification in a relevant area e.g. Health Service Management, Community Development, Social Science or Homeless/Addiction studies.
- Experience in working across HSE sectors and within the Community and Voluntary sectors
- Experience across specific areas of Social Inclusion

For more information please see Job description attached below.

HOW TO APPLY

Informal inquires [Tonya@cairde.ie \(mailto:Tonya@cairde.ie\)](mailto:Tonya@cairde.ie)

To apply please send your CV and a cover letter to [Tonya@cairde.ie \(mailto:Tonya@cairde.ie\)](mailto:Tonya@cairde.ie) by 4th of September 2024.

Region

Dublin 20

Date Entered/Updated

21st Aug, 2024

Expiry Date

4th Sep, 2024

Attachment

Size

Attachment

[NSIO 2024 Post in Planning Performance and Project Management_Job Spec.docx](#)

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