

Job Description and Person Specification

Clinical Specialist Radiographer General Radiography

Permanent Vacancy

Reference: HR25E141

Closing Date for Applications: Thursday, 03rd July 2025

Date for In Person Interviews: Tuesday, 22nd July 2025

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: 01 221 6062 or recruitment@svuh.ie

Overview:

Reporting to the Radiography Service Manager, the position of Clinical Specialist Radiographer – General Radiography requires the ability to lead, guide and supervise Radiographic staff and to successfully manage the General X-Ray, Mobile, Theatre and Endoscopy Radiographic (General Radiography) services on a day to day basis. The successful candidate will require the ability to manage the service in a rapidly changing environment and willingness to undertake such additional duties as may be assigned from time to time are essential.

While carrying out the duties appropriate to a Radiographer in relation to General X-Ray/Mobiles/Theatre and other areas within the Radiology Department, including the provision of an on-call service as required, to provide leadership in the delivery of specialised services as follows:

Job title: Clinical Specialist Radiographer - General Radiography

Reports to: Radiography Service Manager

Key Duties and Responsibilities:**Clinical Operation**

- Undertake, as team leader, primary responsibility for the service delivery within General Radiography areas of the Radiology department and ensure the effective utilisation of all available resources on a day-to-day basis.
- Be accountable for monitoring and evaluating the quality of the Radiographic service provided, including customer service and technical aspects.
- Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and the systemic audit of such usage.
- To ensure the departmental safety statement is adhered to at all times, by all staff, patients and visitors.
- Advise on and participate in equipment selection, purchasing, replacement or upgrading as appropriate.
- Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance. In addition, be responsible for the co-ordination of preventative maintenance schedules in accordance with clinical workload.
- Maintain up to date knowledge of clinical, technical and radiographic developments in relation to General Radiography and promote awareness of new developments. Ensure that best practices are implemented and maintained.
- Play a pivotal role in the introduction of new technology into the General area and be responsible for overseeing training programmes relating to such equipment. This aspect of the role is seen as ongoing in order to facilitate staff turnover and future developments.

Finance

- Contribute to financial planning and ensure that appropriate budgetary control procedures are implemented.

- Ensure that data on pay and non-pay expenditure is available as required in accordance with the departmental policy.
- Manage the use of consumables efficiently.

Personnel

- Participate as required in human resources planning, recruitment and selection of staff.
- Support the Radiography Service Manager in the implementation of initiatives aimed at on-going service development and improvement.
- Promote and maintain a training function as may be required in relation to qualified staff and/or trainees and students. Supervise and assess all training as required.
- Liaise with the Radiography Service Manager and other senior staff, to ensure an adequate number of trained staff are available to maintain service provision.
- Liaise with the Radiography Service Manager on human resource issues as appropriate.

Quality Assurance

- Investigate and take appropriate action in accordance with the hospital policy in relation to complaints, accidents and incidents.
- Ensure that all hospital policies and relevant legislation on ionising radiation safety is undertaken by staff and complied with.
- Ensure that all hospital policies on infection control, health and safety etc. are understood by staff and complied with.
- Implement and maintain a quality assurance program for the General Radiography areas.

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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Informal Enquiries or Role Specific Enquiries:

Ms Karen Purcell, Radiography Service Manager II, Tel: (01) 221 4702. Email: karen.purcell@svuh.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p><u>Candidates for appointment must:</u></p> <p>Be registered, or be eligible for registration, on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>Possess a recognised postgraduate course relevant to the specialism (Quality & Qualifications Ireland Level 9) as recognised by the IIRRT and have no less than 4 years practical clinical experience working in the speciality. Practical clinical experience will include time assigned to work in the relevant specialist area but needs to comply with the following breakdown:</p> <ul style="list-style-type: none"> • Pre commencement of a postgraduate course (maximum of 1 year* allowed); • Time spent completing the post graduate course (maximum of 1 year** allowed); • A minimum of 2 years experience* following completion of a postgraduate course. <p><i>*A minimum of 12 weeks assigned to work in the relevant specialised area will be required for each relevant year to be counted.</i></p> <p><i>**The research component of a postgraduate programme will count towards the post course time once the Radiographer has successfully completed the taught components of the programme.</i></p> <p style="text-align: center;">AND</p> <p>Possess the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">AND</p> <p>Provide proof of Statutory Registration on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU <u>before a contract of employment can be issued.</u></p>	<p>A post graduate qualification in Health Service Management</p>

	<p><u>Annual Registration</u></p> <p>On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	
Experience (length and type)	<p><u>Candidates for appointment must:</u></p> <p>Have not less than 6 years full time (or an aggregate of 6 years full time) post qualification clinical experience.</p>	A broad range of experience in general radiography and/or other specialised imaging modalities.
Core Competencies	<ul style="list-style-type: none"> • Planning & Managing Resources • Decision Making & Judging Situations • Setting Standards & Ensuring Quality • Influencing People and Events • Being the Communication Channel • Creating Team Spirit 	
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.	

Particulars of Office

The appointment is: Wholetime, Permanent, Pensionable.

Panel: A panel may be formed to fill upcoming Permanent, temporary, whole time and part-time vacancies over the next 6 months.

Annual Salary: €64,300 - €75,949 (01/03/2025, Radiographer, Clinical Specialist)

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, overseas police clearance (if applicable)*, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Date: June 2025