

Job Description and Person Specification

Radiography Service Manager III

Permanent Vacancy

Reference: HR25E280

Closing Date for Applications: Friday, 2nd January 2026
In-person Interview Date: the week of 12th January 2026 (TBC)

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

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Title: Radiography Service Manager III (RSMIII)

Reports to: Deputy Director of Operations

Work Location: This role is **primarily based within the Radiology Department at SVUH**. Due to the operational and leadership responsibilities of the position, a consistent on-site presence is essential to ensure effective team management, patient safety and service continuity.

Role Summary

The Radiography Service at SVUH is a core component of the Diagnostic Directorate, delivering a comprehensive range of imaging services including CT, MRI, Ultrasound, Interventional Radiology, Fluoroscopy, Cardiac Catheterisation, Mammography, Nuclear Medicine, PET-CT, Theatre Imaging, Emergency Department and General Radiography, PACS management, and Radiation Protection.

The Radiography Service Manager III (RSM III) will provide strategic and operational leadership to ensure the delivery of a high-quality, efficient, and patient-focused radiography service. Working collaboratively, the post holder will oversee day-to-day operations, workforce planning, and service development initiatives.

Key responsibilities include:

- **Leadership & Management:** Direct and supervise radiographers and support staff, fostering a positive and collaborative working environment.
- **Strategic Planning:** Drive recruitment, workforce development, and future service planning to meet evolving clinical needs.
- **Quality & Safety:** Ensure compliance with radiation protection standards and maintain strong partnerships with Medical Physics.
- **Communication & Collaboration:** Act as an integral member of the multidisciplinary team, engaging effectively with staff across all levels and hospital departments.
- **Patient-Centred Care:** Champion the principle that patient care is the highest priority, demonstrating flexibility and commitment to achieving excellence in service delivery.

This role demands exceptional leadership, advanced knowledge of radiography and radiation safety, and the ability to manage complex services within a dynamic hospital environment.

Key Duties and Responsibilities:

Professional /Clinical

The Radiography Services Manager III will:

- Provide strategic and clinical leadership to ensure the delivery of a safe, efficient, high-quality, and patient-centred radiography service across all modalities.
- Maintain professional standards in line with CORU requirements and the Code of Professional Conduct for Diagnostic Radiographers and Radiation Therapists.
- Ensure compliance with all relevant legislation, EU Directives, and hospital Radiation Safety policies, working closely with Medical Physics to uphold best practice.
- Apply advanced professional and managerial expertise to evaluate complex problems, make informed decisions, and implement effective solutions.

- Champion patient dignity and respect, ensuring that patient welfare remains the primary consideration in all aspects of service delivery.
- Promote collaborative planning and integrated care by working closely with multidisciplinary teams and other healthcare professionals.
- Embed modern standards of clinical care, ensuring continuous quality improvement through regular audits and performance monitoring.
- Demonstrate commitment to clinical governance, including evidence of patient and stakeholder engagement through surveys and feedback mechanisms.
- Participate in and support internal and external service evaluations, ensuring transparency and accountability in service performance.
- Foster strong relationships with statutory, professional, and voluntary organisations involved in healthcare delivery.
- Monitor emerging research and technological developments, actively facilitating and participating in relevant research projects, and promoting awareness of innovation within the team.

Quality, Safety and Risk Management

The Radiography Services Manager III will:

- Promote and maintain a safe working environment for all staff, ensuring compliance with Health & Safety legislation and hospital policies.
- Develop and implement robust risk management strategies in consultation with relevant stakeholders, embedding a proactive approach to safety across the service.
- Identify, assess, and monitor risks within their area of responsibility, taking timely and appropriate action to mitigate potential hazards.
- Ensure full compliance with incident reporting protocols, including investigation, documentation, audit, and feedback processes.
- Lead investigations and implement corrective actions in response to complaints, accidents, and incidents, ensuring lessons learned are shared and embedded.
- Maintain a thorough understanding of HIQA Standards relevant to the role (e.g., Standards for Healthcare, National Standards for the Prevention and Control of Healthcare-Associated Infections, Hygiene Standards) and ensure adherence to associated HSE protocols.
- Champion sustainability initiatives, actively supporting energy efficiency, water conservation, and waste reduction measures to contribute to a low-carbon, environmentally responsible health service.

Management

The Radiography Services Manager III will:

- Develop and communicate a clear vision for the future of the radiography service, fostering a shared sense of purpose and commitment among staff and motivating the team to deliver high-quality, patient-centred care.
- Ensure effective communication and engagement, keeping staff informed through regular meetings and providing clear, comprehensive updates on decisions and service developments.
- Lead and manage radiography staff, ensuring optimal workforce utilisation through safe and efficient rostering, skill/grade mix planning, workload measurement, and staff deployment.
- Contribute to the development and implementation of personnel policies and procedures, promoting positive employee relations and a collaborative working environment.
- Participate in recruitment processes, ensuring the attraction and retention of high-calibre staff.
- Assist in the preparation of service plans, monitor progress, and take corrective action to address issues impacting delivery.

- Plan and coordinate resources to maximise value for money and organisational benefit, implementing robust expenditure audit systems.
- Prepare annual staffing estimates, including education/training needs.
- Support the development of information systems to enhance data collection, communication, and management across the service.
- Advise on equipment procurement, including selection, purchase, replacement, and upgrade planning.
- Ensure strict compliance with confidentiality requirements, including Freedom of Information and GDPR legislation.
- Demonstrate proactive engagement with internal and external stakeholders, fostering strong relationships and clear communication at all levels.

Education & Training

The Radiography Services Manager III will:

- Actively engage in continuous professional development, including participation in service training, conferences, and courses relevant to radiography practice, and contribute to knowledge sharing through presentations.
- Complete all mandatory training programmes in accordance with hospital and regulatory requirements.
- Promote staff development and performance management, identifying individual and team training needs, and providing mentoring, guidance, and support to enable professional growth.
- Foster a culture of continuous improvement and learning, encouraging innovation and best practice within the radiography profession and ensuring the ongoing development of team members.
- Support radiography practice education, ensuring the provision of student radiographer placements and guidance for radiographers acting as practice educators within the department.

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:

Ms Karen Donohoe, Deputy Director of Operations, kdonohoe@svhg.ie +353 (1) 2216058

Person Specification

Factors	Essential	Desirable
Qualifications	<p>(a) Candidates for appointment must:</p> <p>(i) 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>(ii) Possess a minimum of 10 postgraduate ECTS credits or equivalent relevant to the profession or the management of the profession as adjudged by the HSE and verified by the IIRRT** (see Note 1 below).</p> <p style="text-align: center;">AND</p> <p>(iii) Candidates must 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><u>Annual Registration</u></p> <p>(i) On appointment practitioners must maintain annual 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>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	A post graduate qualification in Health Service Management
Experience	<p>Candidates for appointment must:</p> <p>Have 6 years fulltime (or an aggregate of 6 years) post qualification clinical experience.</p> <p style="text-align: center;">AND</p> <p>Candidates must have the requisite knowledge and ability (including a high standard of suitability, managerial, leadership and professional ability) for the proper discharge of the duties of the office.</p>	<p>Specialised imaging modality experience</p> <p>Minimum of 3 years' departmental management experience preferably at CSR level or above.</p>
Core Competencies	<p><i>The Radiography Services Manager III must demonstrate the following core and behavioural competencies:</i></p> <p>Leadership</p>	Familiarity with digital imaging and the PACS environment in particular

	<p>Inspire and motivate teams to deliver high-quality, patient-centred care. Build trust and credibility through integrity, transparency, and accountability. Act as a role model for professional standards and ethical practice.</p> <p>Strategic Thinking Develop and communicate a clear vision for the radiography service. Anticipate future challenges and opportunities, aligning resources and plans accordingly. Drive innovation and continuous improvement in service delivery.</p> <p>Communication Communicate effectively and respectfully with staff, patients, and stakeholders. Ensure clarity in decision-making and provide timely updates on service developments. Demonstrate strong influencing and negotiation skills.</p> <p>Decision-Making Make informed, evidence-based decisions under pressure. Balance clinical, operational, and financial considerations to achieve optimal outcomes. Take ownership of decisions and ensure follow-through.</p> <p>Change Management Lead and manage change initiatives with sensitivity and confidence. Engage staff in transformation processes, addressing concerns and fostering buy-in. Monitor and evaluate the impact of change on service quality and staff wellbeing.</p> <p>Behavioural Competencies (Aligned with HSE Leadership Framework) Delivering Results: Focus on outcomes, efficiency, and accountability. Managing Resources: Ensure effective use of people, technology, and finances. Building Relationships: Foster collaboration and teamwork across disciplines. Personal Effectiveness: Demonstrate resilience, adaptability, and continuous learning. Developing People: Support staff growth through mentoring, coaching, and education.</p>	
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	Innovation and Improvement: Encourage creativity and evidence-based practice	
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.	

Note 1:

Portfolio Requirements for meeting the educational requirement for the post of Radiography Services Manager III.

All candidates wishing to apply for the role of Radiography Services Manager III must submit a portfolio for review, along with their application form, to demonstrate how they meet the educational requirements of the post. A minimum of 10 postgraduate ECTS credits, or equivalent as recognised by the IIRRT, is required to meet the eligibility for this post and certified proof of completion must be included.

Ten European Credit Transfer System (ECTS) credits equates to 250 hours of learning, effort with one ECTS equating to 25 hours of work. 'Effort includes all courses, lectures, tutorials, seminars, time spent in independent study or research and any additional time and effort expected of a Radiographer'). A minimum of 5 ECTS must be accumulated through direct learning i.e. through attending courses, lectures, tutorials, seminars or completing e-learning modules.

The portfolio should be pertaining to the preceding 6 years and should include:

- Details of relevant education undertaken including copies of certificates of any relevant courses completed*;
- Copy of transcripts of any academic courses completed bearing the stamp of the awarding body and details of the curriculum of the completed course**;
- Details of relevant continuing professional development*;
- Details of relevant research activity*;
- Details of involvement in relevant educational activities*;
- Details of relevant professional activities, which demonstrates acquired prior learning of the speciality*;

* Include details of the time spent on the activity and the acquired competences relevant to the context of practice gained through this form of learning.

** The IIRRT reserve the right to request original transcripts.

Particulars of Office:

The appointment is: Whole-time, 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: as at 01/08/2025; Radiography Service Manager III (grade 3108); pro rata

1	2	3	4	5	6	7
€87,420	€88,851	€90,279	€91,782	€93,365	€94,947	€96,214

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.

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:

Radiography Service Manager III

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 \(stvincents.ie\)](http://www.stvincents.ie/Protected%20Disclosures)

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.

Persons in receipt of a pension from specified Superannuation Schemes: Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012): Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

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. All interviews are held in person unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. 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: December 2025