

Job Description and Person Specification

Assistant Director of Nursing – Out of Hours Days & Nights

Specified Purpose Vacancy (Approx. 6 Months)

Reference: HR26I070

Closing Date for Applications: Monday, 16th March 2026

Interview Date: Wednesday, 08th April 2026

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

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

Section 1: Accountability and Working Relationships

Job title:	Assistant Director of Nursing – Out of hours
Grade:	Assistant Director of Nursing (Band 1)
Professionally accountable to:	Director of Nursing and Clinical Directorate Nurse Managers
Key reporting relationships:	Director of Nursing and Clinical Directorate Nurse Managers
Key working relationships:	Hospital Executive team, Finance Dept, Human Resources Dept, ICT, Nursing Executive team, Bank Office, Clinical Services, Facilities Management, Health and Social Care Professionals, Medical, Nurse Managers, Nursing, HCA's and all members of Multidisciplinary Teams.
Working Hours:	18.75 hrs per week

Section 2: Principal Duties and Key Responsibilities

Key roles and responsibilities:

- Promote and maintain the values expressed in the Mission Statement of St. Vincent's Healthcare Group and ensure that patient focused services and activities are nurtured and developed throughout the Hospital.
- Act as an ambassador for, and lead the staff in achieving the Hospital's mission, vision, values and strategic plan, as envisaged by the Board of St. Vincent's Health Care Group.
- Participate with the Director of Nursing and the Nursing Executive team in ensuring that the day-to-day activities and resources of the Hospital are managed and co-ordinated throughout so that a first class patient focused service is delivered within finite resources.
- Be responsible for the provision of the highest standard of nursing care, manage all nursing and ancillary staffing in the assigned area of responsibility and be responsible for maintaining and developing professional standards.
- Contribute to the change agenda and initiatives within the Hospital, Healthcare Group and HSE and work collaboratively with key stakeholders to achieve strategic and operational change.
- In consultation with the Director of Nursing, the Nursing Executive and the Human Resources Department ensure the effective people management, recruitment, selection and allocation of staff within agreed compliment.
- Promote open communications at all levels throughout the Hospital and Healthcare Group.
- Lead, manage and develop the services in partnership with consultants/clinical leads within agreed financial allocation and staff compliment.
- In the absence of Bed Management, take responsibility for the management of beds.
- Provide cross cover for ADON out of hours day duty as and when required by Director of Nursing.

Essential Job Functions and Performance Standards:

Leadership and Management

- Manage the hospital out of hours (Nights/ Days) and ensure the efficient and effective management of patients, staff and resources.
- Be familiar with the internal and external Emergency Plan.
- Ensure good communication and inter personal relationships with all staff and the multidisciplinary teams, promoting an environment that enhances staff retention and promotes good employee relations.
- Participate as a member of the Nursing Executive in the Team Based Performance Management process and take responsibility for bringing assigned projects and objectives to completion.
- Be responsible for people management and the introduction and promotion of management tools and initiatives such as; Team Based Performance Management process, Legal Framework, Personal Development Planning and Learning Needs Analysis.
- Ensure the delivery of high quality patient care within areas of responsibility in line with organizational governance structures and processes.
- Develop a support network with the Clinical Nurse Managers within the areas of responsibility and throughout the Nursing Department.
- Ensure professional protocols policies and guidelines reflecting the code of professional conduct of An Bord Altranais and of the organisation are implemented monitored and evaluated regularly.
- Carry out ongoing reviews of the workforce plan within areas of responsibility to ensure correct grades and skill mix of staff are available to deliver services and resources are effectively and efficiently utilised.
- Liaise and cooperate with other Nursing Executive Team members to ensure effective and efficient use of resources.
- Participate in the recruitment, selection and induction process for all staff.
- Work in partnership with the relevant clinical personnel, other departments and agencies in the development of service level agreements and business cases as appropriate.
- Be an active participant and leader in the rollout of the National Clinical Care programmes and Directorate model of care.
- Determine how best to achieve the aims, directions and objectives set for the portfolio by the Director of Nursing to ensure they are delivered within the timeframe, policies, guidelines and limits set.
- Promote the use of competency assessment for the purposes of continuous professional development planning for staff.
- Develop and foster a proactive Health and Safety culture, having regard to legislative requirement and best practice.
- Manage staff performance, grievance, disciplinary and other issues within the context of the organisations HR policies and procedures.
- Participate in meetings, committees and represent the Nursing Department and organisation as required.

Quality of Services

- Lead and be proactive in the delivery of best practice standards in collaboration with key stakeholders.
- Be responsible in partnership with lead clinicians for identifying services for development within the portfolio and for preparing business cases for these areas including the rationale for development.

- Support, monitor and evaluate methods of quality assurance and clinical effectiveness in nursing practice and overall patient services.
- Identify and develop research awareness in nursing practice and service delivery and assist in the dissemination and implementation of research findings among the Multidisciplinary teams.
- Identify areas for continuing quality improvement and work with interdisciplinary team members to improve processes /practices in line with organization's risk management strategy.
- Liaise and give reports to the Director of Nursing, Assistant Directors of Nursing in Out of Hours Nurse Manager on a daily basis.
- Participate and lead in the Hospital's Accreditation processes (JCI/HIQA) and other quality management systems in the hospital and Healthcare Group.
- Assist with out of hours pharmacy
- Provide nursing support during crises situation e.g. cardiac arrest where there are junior staff.

Section 3: Competencies

1. Empowering and enabling leadership style

Practices an enabling management style with the front-line management team and other contributing professionals. Areas of application include:

1. Operating a consultative decision-making process on service issues
2. Pushing down responsibility and accountability to front-line management levels
3. Proactively involving staff in managing change
4. Joint development of care standards, operating protocols etc
5. Encouragement of service proposals from the front line.

2. Setting and monitoring performance standards

Establishes clear objectives and defines core standards of performance and clear expectations for his/her unit managers. Regularly reviews performance against standards. Areas of application include:

1. Defining service level expectations
2. Tracking service quality and intervening as appropriate
3. Conducting staff appraisals and reviewing performance
4. Giving staff a clear sense of priority
5. Establishing project management protocols.

3. Negotiation skills

Skilful in the handling and positive resolution of conflict, building common ground and seeking to achieve mutually acceptable outcomes. Can be skilfully assertive to achieve desired outcomes, puts a case across well. Areas of application include:

1. Negotiating with senior management and external agencies to obtain resources
2. Introducing new ways of working and selling the benefits of change
3. Resolving employee relations issues
4. Adjudicating or mediating in inter-professional disputes or client issues
5. Negotiating to redeploy staff.

4. Proactive approach to planning

Looks ahead and forward plans for service developments. Anticipates trends and identifies opportunities. Ensures that the learning from new service models and practices influences service planning. Areas of application include:

1. Planning the development of new services and practices
2. Anticipating resourcing needs on a medium-term basis
3. Making a strong input to interdisciplinary policy and planning groups

4. Forward planning on complex service issues (e.g. new work practices, etc)
5. Integrating the learning from implementing new practices with future plans.

5. Effective co-ordination of resources

Ensures that critical human and material resources are allocated in an effective way, monitors activity levels and intervenes to align resources and maximise efficiencies. Areas of application include:

1. Ensuring an adequate supply of staff to meet service demands
2. Planning and monitoring the use of material resources
3. Setting budgets and tracking expenditure
4. Tracking service levels and reorganising staffing to meet contingencies
5. Continually reviewing how productively resources are being used to meet service needs.

6. Strategic and system thinking

Sees the bigger picture of service delivery and appreciates the interconnectedness of issues. Looks ahead and anticipates substantive issues. Adopts a proactive forward planning approach to service delivery. Areas of application include:

1. Anticipation of health trends and developments and sees the service implications
2. Seeing the need to develop new services across traditional function and sector boundaries
3. Anticipation of staff resource shortages and attendant service consequences
4. Ensuring a systematic approach to succession planning.

7. Establishing policy, systems and structures

Designs and implements structured policies and systems for the management of service delivery which ensure clear role accountability for service levels, quality and decision making discretion. Areas of application include:

1. Ensuring that responsibility and accountability for service delivery is delegated down to the lowest level possible
2. Initiating and designing policies and systems for management
3. Initiating and negotiating new services and new models of service
4. Ensuring that each management level carries clear accountability and responsibility
5. Ensuring that resources are planned and managed efficiently, including reorganising services to achieve efficiencies.

8. Leading on vision, values and process

Articulates a compelling vision for the role and contribution of nursing to the service. Presents a positive view of future possibilities. Creates an enthusiastic and committed work climate. Areas of application include:

1. Taking the lead in transforming the nursing service. Leading by articulation of core values and beliefs
2. Contributing positive views on the future direction and contribution of nursing at both local and national levels
3. Building a strong team ethos for the nursing service
4. Taking the lead on standards setting and implementation
5. Leading and managing change in services.

9. Working at corporate level

Makes a full contribution to the executive management of the services by taking an inter- professional perspective and adopting a corporate overview. Areas of application include:

1. Actively engaging with the broader health and social gain agenda
2. Making a full contribution to the executive management team

3. Acting or deputising for the senior manager in their absence
4. Fronting for the organisation with external agencies
5. Making a full contribution to wider organisation and service strategies.

10. Developmental approach to staff

Has a strong focus on developing the contribution of staff at all levels. Is a good judge of capability and promotes talent. Creates a positive climate for the development of performance and contributions at all levels of the services. Areas of application include:

1. Recruitment and promotion of staff into key positions
2. Performance appraisal and review, including management development planning
3. Developmental tasking and stretching of staff
4. Promoting a continuous improvement culture
5. Actively championing and promoting learning throughout the system
6. Putting in place systems to capture and disseminate learning.

Section 4: Education

- Ensure that all staff members have a clear understanding of their roles responsibilities and the competencies expected to deliver a safe service.
- Be responsible for facilitating the undergraduate and post registration education programmes.
- Participate and lead in the delivery of continuous professional development education programmes.
- Identify and facilitate educational development needs of nurses, healthcare assistants and members of the multidisciplinary teams as appropriate.
- Participate in in-service education as required and represent St Vincent's University Hospital at national and international meetings and conferences.
- Read current literature and recent nursing research, attend seminars/ conferences and be aware of any new developments in areas of responsibility.
- The post holder may be requested to participate/ lead projects on a hospital/organisational wide basis by the GCEO or other authorised officer.

Section 5: Person Specification

Factors	Essential	Desirable
Qualifications	<p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).</p>	<ul style="list-style-type: none"> • Be registered on the general division of the register of nurse with NMBI. • A Management Diploma / Degree • An MSc in Nursing / Management related area.

	<p>And</p> <p>Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in a health care or management related area.</p>	
Experience (length and type)	<ul style="list-style-type: none"> • Have 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) in an acute setting. • Proven clinical and professional management ability, leadership and communication skills • Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office. 	<ul style="list-style-type: none"> • At least 3 years management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) in an acute setting. • At least two years nursing experience at CNM 2 level or above
Knowledge	<ul style="list-style-type: none"> • Knowledge of nursing guidelines, policies, procedures and protocols, applicable to ward area / speciality • Detailed understanding of the application of <i>Scope of Nursing Practice Framework</i> • Broad based knowledge of current nursing research issues • Experience of clinical audit and standard setting 	
Management Competencies	<p>Possess the following competencies:</p> <ol style="list-style-type: none"> 1. Empowering and enabling leadership style 2. Setting and monitoring performance standards 3. Negotiation skills 4. Proactive approach to planning 5. Effective co-ordination of resources 6. Strategic and system thinking 7. Establishing policy, systems and structures 8. Leading on vision, values and process 9. Working at corporate level 10. Developmental approach to staff 	

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.	

Informal Enquiries or Role Specific Enquiries: Ms. Ann Flynn, Director of Nursing, **Email:** annflynn@svhg.ie

Particulars of Office:

Appointment: Part-Time, Temporary & Pensionable

Annual Salary – Assistant Director of Nursing (Band 1 - Hospital) **Grade Code: 2910** as of (01/02/2026 Revision 3).

1	2	3	4	5	6	7	8	9
€72,122	€73,520	€74,866	€79,003	€80,306	€81,819	€83,234	€84,639	€89,004

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 18.75 hour week.

Annual leave entitlement: 25 days per annum pro rata (26 after 5 years and 28 after 10 years qualified excluding breaks and service)

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 \(stvincents.ie\)](http://stvincents.ie)

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

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)
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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 weeks' notice of interview. All interviews are held remotely 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.

Benefits of working at St Vincent's University Hospital

St. Vincent's University Hospital is a recognised *Employer of Choice* in Ireland and was the first public hospital to be awarded *Joint Commission International Accreditation* in February 2010. The range of benefits of working in the hospital includes:

- Competitive salary and increments
- Defined benefit pension scheme
- Paid maternity leave scheme
- Access to excellent learning and development opportunities
- Support, including leave and/or financial, is available to employees for approved courses
- Onsite and online library facilities
- Subsidised staff restaurant
- Various flexible working hours options available in many areas
- Time off and leave options to promote work life balance and family friendly working arrangements
- Subsidised pharmacy - employees may purchase discounted medication from the Pharmacy on production of a prescription resulting in significant savings.
- Generous sick pay scheme and Occupational Health Services to support attendance including free flu vaccination for employees
- Access to subsidised gym facilities
- Access to health services credit union
- Group discount on health insurance
- Free membership of Groupschemes.com which provide hundreds of discounts to members of the scheme and direct access to a wide range of savings on day-to-day items across a wide range of products and services including travel, clothing, motor, health and wellbeing, music and entertainment.
- Tax saver commuter ticket scheme - employees can save up to 48% of travel costs as a result of tax savings
- Cycle to Work Scheme and changing facilities
- Access to Health Promotion services including smoking cessation programme
- Active Social Committee
- Excellent access to public transport including dart and bus routes.

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: March 2026