



All Ireland Institute of  
**Hospice and Palliative Care**

***JOB DESCRIPTION & PERSON SPECIFICATION***

**Programme Manager  
Education and Practice**

**1.0 WTE – Specified Purpose Contract**

## JOB DESCRIPTION

<b>Job Title:</b>	Programme Manager Education and Practice
<b>Accountable to:</b>	Director of All Ireland Institute of Hospice and Palliative Care (AIHPC)
<b>Reporting to:</b>	AIHPC Director

### **Role and Function of the Programme Manager: Education and Practice**

The Programme Manager Education and Practice is a senior post within AIHPC supporting the AIHPC Director in AIHPC's key strategic role within the hospice and palliative care environment across the two jurisdictions (Ireland and Northern Ireland) in line with AIHPC's values, aims and objectives. The Programme Manager Education and Practice supports AIHPC's partners and key stakeholders in developing innovative and engaging palliative care resources suitable for undergraduate and postgraduate students and with the continuing professional development of staff and for service users, carers and the wider community

Reporting to AIHPC's Director the post-holder will focus on strategic implementation and operational issues facilitating the work programme of AIHPC Education activities including The Palliative Hub<sup>1</sup>. The post-holder will work collaboratively as part of the AIHPC team, in line with AIHPC's values, aims, objectives and cross cutting themes<sup>2</sup>.

### **Key Responsibilities**

- Keep abreast of and contribute to education related palliative care policy issues and development across the island of Ireland including supporting the development and delivery of both jurisdiction's Strategy implementation plans.
- Facilitate the implementation of activities associated with the Institute's Education work programme (with the support of the Director and the wider team)
- Lead on overseeing the further development of the Institute's Palliative Hub, an online gateway to information and resources about palliative care including five websites and a Learning Management System. This will include liaising with AIHPC's IT Manager and the wider AIHPC team members.
- Lead on the development of The Palliative Hub – Learning Platform, AIHPC's Moodle based Learning Management System including engaging with AIHPC partners to utilise the platform to host their online learning resources.

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<sup>1</sup> The Palliative Hub (<http://thepalliativehub.com>) is a website to help people from all backgrounds access the information and resources they need about palliative care practice, policy, education and research on the island of Ireland

<sup>2</sup> AIHPC's Cross Cutting Theme are:

- Integrate palliative care research, education and practice development in the health and social care systems across the island of Ireland
- Partner with users, carers and communities to ensure that palliative care provision meets their needs and continues to do so
- Support the development of specialist palliative care to meet the current and emerging demands of the health system

- Line manage the Project Manager for Nursing Home Education and support the delivery of AIHPC's components of the National Nursing Home Project in the Republic of Ireland including Project ECHO AIHPC: Nursing Home networks and a series of webinars
- Work with the Institute Director and Programme Managers to ensure appropriate integration of education and practice with the Institute's other work areas including policy, research, raising awareness and public engagement. Also attend monthly Programme Manager meetings
- Organise and deliver education related events such as conferences, workshops and other events including Communities of Practice meetings. In addition, represent AIHPC at key events and fora
- Lead on supporting island of Ireland Communities of Practice
- Support the Director in managing relationships and networking with key stakeholders including AIHPC partners and appropriate care organisations, government departments and agencies, education institutions, voluntary and statutory sectors agencies and international organisations
- Lead on reconvening AIHPC's Virtual Education Network which brings together the providers and consumers of education to ensure that learning opportunities are available, accessible and of the highest quality.
- Lead on the formation of a new AIHPC Education and Practice Committee which will be responsible for advising AIHPC on its work programme areas and priorities relating to palliative care Education and Practice in its broadest sense.
- Support AIHPC partners and the wider palliative care sector in quality improvements initiatives including the National Palliative Care Quality Assurance + Improvement (QA+I) Enablement Committee
- Keep abreast of innovations in the use of technology within the development and delivery of education (including Learning Management Systems and online learning)
- Secure the engagement of AIHPC's Voices4Care (service user, carer and interested citizen panel) in the Institute's education work programme and support AIHPC's partners to meaningfully engage with Voices4Care on the development of education related activities

### **Additional Responsibilities**

#### **Strategic Role**

- Provide programme and project management support to AIHPC Director
- Contribute to the development of strategic business plans for AIHPC in accordance with AIHPC aims and objectives

#### **Operational Role**

- Ensure the goals of designated work programme are delivered on time and within budgetary and resource constraints
- Liaise with Office Manager in relation to deployment and use of administrative and other non-professional resources
- Contribute to the induction and development of AIHPC staff as appropriate
- Project manage new teaching and learning initiatives as directed by AIHPC Director including planning, engaging with key stakeholders, resourcing, implementing, monitoring and evaluation

- Investigate opportunities for additional funding streams and progress development of funding applications and plans, as directed by AIHPC Director
- Actively participate in the marketing and dissemination of AIHPC's education and practice activities including updating AIHPC website and The Palliative Hub content, social media and providing content for AIHPC newsletter/s and bulletins

**Performance Management**

- Undertake the collection, collation, analysis and presentation of information regarding AIHPC education work programme including activity and resource utilisation as required for performance management, evaluation and monitoring purposes.
- Monitor and report on performance indicators and measurement targets to AIHPC governance arrangements, as guided by Director
- Provide status reports on AIHPC education work programme projects and initiatives and highlight issues as appropriate

***To perform such other duties appropriate to the post as may be assigned from time to time by the Director of AIHPC***

**PERSON SPECIFICATION PME**

<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b> (may be used for shortlisting)
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. A minimum of 3 year's managerial/leadership experience within the last 5years in an education or education related setting.</li> <li>2. Experience of working in partnership cross-agency and/or cross sectoral working</li> <li>3. Experience in working at a senior level in multidisciplinary teams in a healthcare/Teaching and Learning setting</li> </ol>	<ul style="list-style-type: none"> <li>• A good understanding of palliative and end-of-life care</li> <li>• Experience in programme leadership</li> <li>• Experience of working with e-learning platforms</li> <li>• Experience of developing e-learning courses</li> <li>• Experience of delivering online training</li> </ul>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>4. Degree level qualification in a health, business or education related discipline</li> </ol>	<ul style="list-style-type: none"> <li>• Adult teaching qualification</li> <li>• A professional qualification in the area of healthcare.</li> <li>• E-Learning qualification</li> </ul>
<b>Core competencies</b>	<ul style="list-style-type: none"> <li>• Strong leadership and excellent interpersonal and general communication skills</li> <li>• Team building and influencing skills</li> <li>• Proven record of delivery and innovation</li> <li>• Strong IT skills; including; Word, PowerPoint, Excel and related systems</li> <li>• Ability to evaluate information and judge situations with political acumen</li> </ul>	
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Hold a current full driving license and have access to a form of transport to allow them to undertake the functions of the post</li> </ul>	

**CONDITIONS OF APPOINTMENT:**

**WORKING BASE:** This post is based in Dublin at the AIHPC Office, Education and Research Centre, Our Lady's Hospice & Care Services, Harold's Cross. The post-holder will be required to travel within the Republic of Ireland and Northern Ireland and occasionally outside the island of Ireland as required. Remote working will be considered although there will be an occasional requirement to attend the AIHPC office for meetings.

**SALARY SCALE** **Within a range up to a maximum of €55,000-€58,000 – Salary based on experience.**  
The post holder is required to pay to the Institute any fees or other monies (other than inclusive salary) payable to or received by the post holder by virtue of the appointment or in respect of services, which the post holder is required by or under any enactment to perform.

**HOLIDAYS:** **28 days** per annum

**HEALTH:** A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirements as to health, the successful candidate, before being appointed, shall undergo a pre-employment medical.

**CONTRACTUAL HOURS** **35 hours** per week. Given the seniority of the post details of starting and finishing times may vary in accordance with Institute needs. There will be times when you will be required to work outside of the normal office hours.

The post will be filled on a whole-time specified purpose contract basis for 5 years or upon the termination of the Institutes lifespan, whichever comes first.

**Superannuation:**

The Institute will make a 7% contribution towards a pension scheme and employee contributions are mandatory at a minimum rate of 7% of gross basic salary.

**Probation:**

The person shall be on probation for a period of six months or such longer period as may be determined by the Board of the Institute from time to time and shall cease to hold office at

the end of the period of probation unless during such period the Management Committee of the Institute certifies that the service in the office has been satisfactory.

**Resignation:**

The post holder must give not less than one month's notice in writing of intention to resign from the post.

**Expenses:**

All expenses incurred related to travel and other work-related expenses will be reimbursed on a vouched basis as determined by the policies of the Institute.

Other terms and conditions will be in line with the policies of the Institute.

***AIHPC is committed to treating its Employees equally irrespective of race, religion, age, gender, sexual orientation, marital status, disability, family status and ethnic origin.***