



**Health Service Executive – Dublin and North East Region  
Orthodontics, Specialist**

**Job Specification, Terms and Conditions**

<b>Job Title, Grade, Grade Code</b>	<b>Orthodontics, Specialist</b> (Grade Code 1465)
<b>Campaign Reference</b>	<b>ORTHSPEC</b>
<b>Closing Date</b>	<b>14th October 2025</b>
<b>Proposed Interview Date (s)</b>	Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	HSE Dublin North and East Region Louth/Meath
<b>Informal Enquiries</b>	<p><b>Name:</b> Ms Grainne McGill, General Manager Primary Care CH08  <b>Tel:</b> 0469098766  <b>Email:</b> <a href="mailto:Grainne.Mcgill1@hse.ie">Grainne.Mcgill1@hse.ie</a></p> <p><b>OR</b></p> <p><b>Name:</b> Ms Rebecca Hampshire Regional Services Manager Meath and Louth  <b>Tel:</b> 087 7441828  <b>Email:</b> <a href="mailto:Rebecca.hampshire@hse.ie">Rebecca.hampshire@hse.ie</a></p>
<b>Details of Service</b>	<p>The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare.</p> <p>HSE Dublin and North East provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan.</p> <p>HSE Dublin and North East Region includes the following hospitals;</p> <ul style="list-style-type: none"> <li>• Beaumont Hospital</li> <li>• Cavan General Hospital</li> <li>• Connolly Hospital</li> <li>• Louth County Hospital</li> <li>• National Orthopaedic Hospital Cappagh</li> <li>• Monaghan General Hospital</li> <li>• Mater Misericordiae University Hospital</li> <li>• Our Ladys Hospital Navan</li> <li>• Our Lady of Lourdes Hospital</li> <li>• Rotunda Hospital</li> </ul> <p>The person appointed to this post will work as part of multi-disciplinary teams delivering a coordinated approach to client care.</p> <p>Orthodontics is a dental speciality that concerns itself with genetic variations and developmental aberrations in the dento-facial area. Its aim is to improve oral function, create resistance to dental disease, improve dento-facial appearance and enhance psycho-social wellbeing..</p> <p>The Orthodontic Service provides orthodontic care to eligible patients with debilitating occlusions who attend the orthodontic unit and community dental service clinics.</p>

	<p>Patients are referred for orthodontic assessment by the Primary Dental Care Service. The orthodontic assessment is carried out by a Specialist Orthodontist and eligibility for a public funded orthodontic treatment place is determined against a set of clinical guidelines.</p> <p>The vast majority of clients have their first interaction with the Orthodontic Unit following their 6th class dental appointment. The results of their appointment will determine their interaction with the Orthodontic Service thereafter. The service deals mostly with children in the 12 – 18 years age group.</p> <p>The service is led by a Regional Consultant Orthodontist and a Business Manager. The geographical area currently covered by this service is Counties Meath Louth Cavan and Monaghan.</p> <p>Advances in orthodontic techniques need to be incorporated with continuing dental education (CDE) for all members of the team. More extensive use of information technology developments (software and hardware) are both essential to improve the efficiency of the day to day running of the clinics and provide patients with an improved treatment experience</p>
<b>Reporting Arrangements</b>	<ul style="list-style-type: none"> <li>• The Specialist appointed, will report to the Consultant Orthodontist on clinical matters and Business Manager on all other matters.</li> <li>• The Consultant Orthodontist and Business Manager work closely in all aspects of service delivery.</li> </ul> <p>The Specialist will not have any staff reporting to them directly, and all members of the Orthodontic Service work together closely as a team, placing patient care at the fore to ensure smooth running of clinics etc.</p>
<b>Purpose of the Post</b>	<p>To lead the Orthodontic team in providing comprehensive orthodontic care to eligible individuals. To carry out treatment and care of clients who require orthodontic treatment or assessment. To be clinically responsible for the standard of care provided.</p>
<b>Principal Duties and Responsibilities</b>	<p><i>The Orthodontics, Specialist will:</i></p> <p><b><u>Professional /Clinical</u></b></p> <ul style="list-style-type: none"> <li>• Participate in the organisation and delivery of orthodontic services under the overall direction of the Consultant in Orthodontics.</li> <li>• Provide complex orthodontic treatment, including multi-disciplinary treatments, to patients attending the regional unit and community dental service clinics.</li> <li>• Co-ordinate and assist with primary orthodontic treatment carried out by General Dental Surgeons in the community service.</li> <li>• Participate in clinical audit.</li> <li>• Assist in the assessment of the need for orthodontic treatment in accordance with guidelines.</li> <li>• Carry out such other duties appropriate to the office as may be assigned from time to time by the Chief Officer or other designated officer.</li> <li>• Participate in the training of staff in training courses approved by the appropriate regulatory authority (Specialist Advisory Committee, Royal College).</li> <li>• Provide supervision and training of Orthodontic Therapists, as and when required.</li> <li>• To act as spokesperson for the Organisation as required.</li> <li>• Demonstrate pro-active commitment to all communications with internal and external stakeholders.</li> <li>• Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.</li> </ul>

	<p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• Be aware of the responsibilities placed on them by the Safety, Health &amp; Welfare at Work Act 2005 to ensure that agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and service users.</li> <li>• Adequately identifies, assesses, manages and monitors risk within their area of responsibility.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, National Standards for Safer Better Healthcare and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><i>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.</i></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must have at the latest date of application: -</b></p> <p><b>1. <u>Professional Qualifications, Experience etc.</u></b></p> <p>a)</p> <p>i) Be registered in the Register of Dentists for Ireland or be entitled to be so registered.</p> <p style="text-align: center;"><b>And</b></p> <p>ii) Be registered in the Register of Dental Specialists for Ireland, division of Orthodontics or be entitled to be so registered.</p> <p style="text-align: center;"><b>And</b></p> <p>b) Have satisfactory knowledge of the administrative aspects of orthodontic services.</p> <p style="text-align: center;"><b>And</b></p> <p>c) Possess a high standard of professional knowledge and have had satisfactory experience in orthodontics.</p> <p style="text-align: center;"><b>And</b></p> <p>d) Possess the requisite knowledge and ability (including a high standard of suitability and of administrative capacity) for the proper discharge of the duties of the office.</p> <p><b>2. <u>Health</u></b></p> <p>A candidate 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.</p> <p><b>3. <u>Character</u></b></p> <p>Each candidate for and any person holding the office must be of good character.</p> <p><i>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by the Dental Council of Ireland.</i></p>

	<p>Note<sup>1</sup>: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.</p>
<b>Post Specific Requirements</b>	<p>Have access to appropriate transport to fulfil the requirements of the role.</p>
<b>Skills, competencies and/or knowledge</b>	<p><b><i>Candidates must:</i></b></p> <p><b><u>Professional Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate satisfactory knowledge of the administrative aspects of orthodontic services.</li> <li>• Demonstrate evidence of having a good overview of the service and the reporting structures within it.</li> <li>• Demonstrate depth and breadth of experience in the area of Orthodontics, as relevant to the role.</li> <li>• Demonstrate a commitment to continuing professional development and the requirements of clinical governance and audit.</li> <li>• Demonstrate evidence of experience in orthodontics with a full range of orthodontic treatment techniques.</li> <li>• Demonstrate evidence-based clinical knowledge in making decisions regarding client care.</li> <li>• Demonstrate knowledge of the Health Service Reform Programme and relevant national reports / strategies.</li> <li>• Demonstrate knowledge of developments in the area of orthodontics.</li> <li>• Demonstrate evidence of computer skills, as relevant to the role.</li> </ul> <p><b><u>Leadership &amp; Teamwork Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate leadership and team management skills, including the ability to work as part of a multi-disciplinary team.</li> <li>• Demonstrate motivation and an innovative approach to job and service developments.</li> <li>• Demonstrate a teaching ability and an educational focus, as relevant to the role.</li> <li>• Demonstrate flexibility and openness to change and an ability to lead and support others in a changing environment.</li> <li>• Demonstrate the ability to facilitate change and improve service delivery.</li> </ul> <p><b><u>Patient/Customer Focus</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate a focus on quality.</li> <li>• Demonstrate evidence of assertiveness with an emphasis on being an advocate for patients.</li> <li>• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> </ul>

	<p><b><u>Planning and Managing</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of effective planning and organising skills including an ability to achieve efficiencies in resource usage/management and awareness of the importance of value for money.</li> <li>• Demonstrate an understanding of change management.</li> <li>• Demonstrate a commitment to participation in clinical audit with evidence of appropriate experience in planning, leading and participating in clinical audit projects.</li> </ul> <p><b><u>Communication &amp; Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>• Demonstrate a willingness to share knowledge and/or new ideas with staff and colleagues.</li> <li>• Demonstrate negotiation/influencing skills.</li> </ul>
<p><b>Competition Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></p>	<p>Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
<b>Code of Practice</b>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code Of Practice, Information For Candidates".</p> <p>Codes of Practice are published by the CPSA and are available on <a href="http://www.hse.ie">www.hse.ie</a> in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p>
	<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>



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**Terms and Conditions of Employment**

<b>Tenure</b>	<p>The current vacancies are Part Time Permanent.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<b>Remuneration</b>	<p>The Salary scale for the post is as at: 01/03/25: 176,336</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is: 35 Hours</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be in line with HSE annual leave entitlements and will be outlined at job offer stage.</p>
<b>Superannuation</b>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01<sup>st</sup> January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31<sup>st</sup> December 2004</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b><i>* Public Servants not affected by this legislation:</i></b> Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p>

	<b>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</b>
<b>Probation</b>	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
<b>Infection Control</b>	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for 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.
<b>Health &amp; Safety</b>	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.</li> <li>• Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

<sup>1</sup> A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

<sup>2</sup> See link on health and safety web-pages to latest Incident Management Policy