



Department of
**Health, Social Services
and Public Safety**

An Roinn

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

www.dhsspsni.gov.uk

MANAGER



“ My job is varied and busy, working with different people in a large and complex team. The planning, co-ordination and delivery of services for patients is an active, interesting post. ”

THE HEALTH & SOCIAL CARE TEAM NEEDS YOU

MANAGER

Managers play a key role in the Health & Personal Services (HPSS) structure, managing the skilled staff who make up the HPSS, controlling the finance, procuring and providing the equipment, buildings and services needed to deliver effective healthcare.

Opportunities for managerial posts are many and varied – for example, you could be a manager running a GP's surgery or a chief executive controlling a large hospital with a budget of millions of pounds. There are management posts across primary, community and secondary care in the HPSS, including positions in administration, property management, clinical support, and service support.

General Managers organise the delivery of healthcare for the local community to meet the needs of the population.

Estate and Facilities Managers manage buildings, support services and other environments where healthcare is delivered.

Practice Managers manage the overall running of GP surgeries.

Information Managers use information and IT to monitor performance and set priorities.

Financial Managers manage budgets and decide on resource allocation. They contribute to planning the quality and quantity of patient care.

Clinical Managers manage the delivery of clinical care and treatment.

Human Resource (HR) or Personnel Managers provide career management, training and support for staff. Staff roles include human resources managers, medical staffing managers, deputy directors of personnel.

Skills Required:

As a manager in the HPSS many people will depend on your decisions, so you will be required to accept responsibility, be dynamic and able to perform well under pressure. To make a success of being a manager you will need: a desire to get things done; willingness to work with others and respect their views; good communication skills; organisational skills; being confident with numbers; being comfortable with IT; negotiating skills; ability to challenge the status quo and find viable new alternatives; honesty and fairness in dealing with people; leadership potential; a commitment to the ideals of quality and equity in delivering healthcare; above all you'll need determination, motivation and commitment.

Training Programme:

BSc Hons Management

Queen's University Belfast undergraduate full-time three year programme

BSc Hons Management

University of Ulster undergraduate full-time three/four year programme

Entry Qualifications:

University of Ulster:

You must satisfy the general entry requirements for admission to a first degree course. Grade C or above in GCSE Mathematics or equivalent.

A-Level: A minimum of 240 UCAS Tariff points to include grades CC

IE Level: BBBCC (345 - 395)

Queen's University Belfast:

BSc Management: BBB or BBC + B (AS level) + GCSE Mathematics. Please note that from 2005 entry GCSE Mathematics grade B will be required for admission to this course.

Many managers within the HPSS have progressed to their positions through in-house training programmes and promotion. Various informal and formal training programmes which may be accredited are provided for staff with support from Trusts. Entry into management can also be via a professional qualification and progression through clinical services to managerial posts..

The Department of Health, Social Services and Public Safety (DHSSPS) also supports the Graduate Management Training Scheme. This is a full-time, two-year programme. The Beeches Management Centre at 12 Hampton Manor Drive, Belfast BT7 3EN is the provider of the course. Details are advertised in the Belfast Telegraph.

Career Pathway:

University of Ulster: The majority of graduates are expected to gain employment at management level in finance, personnel, marketing and information, in industry and commerce, government agencies and other public sector organisations in Northern Ireland and further afield.

Queen's University Belfast: The curriculum provides graduates with appropriate knowledge and skills to work in a wide range of occupations.

Professional Recognition:

Managers are eligible to become members of the Institute of Health Service Management. (IHSM).

How to Apply:

For undergraduate full-time programme, application should be made through Universities and Colleges Admissions Service (UCAS).

Web Links:

The University of Ulster – www.ulster.ac.uk

Queen's University Belfast – www.qub.ac.uk

Contact address for further copies

HPSS Careers
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