**General Manager, FOI Centre Lead Officer**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | General Manager, FOI Centre Lead Officer  Grade Code 0041 |
| **Remuneration** | The salary scale for the post is:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 83,233 | 85,335 | 88,665 | 92,019 | 95,346 | 98,682 | 103,533 |   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. |
| **Campaign Reference** | FOI300425 |
| **Closing Date** | 21st May 2025 @ 12 noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | 10/11 Cornmarket, Dublin 8  The Line Manager is open to engagement as regards the expected level of on-site attendance at the above location, in the context of the requirements of this role and the HSE’s Blended Working Policy  There is currently a permanent, whole-time vacancy  A panel may be formed as a result of this campaign for GM, FOI Centre Lead Officer from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Donal Devery – donal.devery@hse.ie |
| **Details of Service** | The Health Service Executive (HSE) is responsible for managing a significant volume of Freedom of Information (FOI) requests and a smaller number of Access to Information on the Environment (AIE) requests annually. The **HSE Centre FOI Lead Office** plays a pivotal role in ensuring statutory compliance, transparency, and efficiency in the **management and processing** of FOI and AIE requests across the organisation.  The Centre FOI Lead Office provides **specialist guidance, oversight, and governance support to** FOI staff across the HSE. It ensures **compliance with statutory obligations,** drives **consistency in decision-making,** and monitors **performance against legislative timelines.** The office also acts as a **key liaison with external oversight bodies,** including:   * **The Office of the Information Commissioner (OIC),** handling **corporate FOI requests, internal reviews, and external appeals.** * **The Office of the Commissioner for Environmental Information,** ensuring compliance with AIE regulations. * **The Department of Public Expenditure and Reform (DPER),** contributing to **legislative amendments, policy development, and best practice guidelines.**   A **core function** of the HSE FOI Centre Lead Office is maintaining a **centralised National FOI Disclosure Log** for non-personal FOI requests. The office also supports the **coordination of FOI processes** across **regional and corporate offices**, ensuring that responses are **timely, standardised, and legally compliant.**  Additionally, the Centre Lead FOI Office plays a **strategic role in governance, risk management, and operational improvements**. This includes:   * **Developing and implementing policies** that enhance FOI and AIE compliance. * **Providing structured training** for FOI decision-makers, internal reviewers, and staff to improve consistency and adherence to best practices. * **Standardising FOI procedures** to drive efficiencies and improve response times. * **Monitoring and reporting on FOI compliance**, including escalation of **high-risk cases** to senior leadership. * **Engaging in legislative reviews and policy reform discussions,** ensuring that the HSE’s voice is represented in national FOI developments. |
| **Reporting Relationship** | The post holder will report to the National Director, Communications & Public Affairs |
| **Key Working Relationships** | The post holder will serve as a senior member of the Communications & Public Affairs division, providing collaborative advice to National Services and management teams on matters related to Freedom of Information (FOI). They will also work closely with   * DPER FOI Central Policy Unit Office team, * DOH FOI Unit, * HSE centre senior management, * delegated FOI decision makers * delegated internal reviewers in the HSE centre structure |
| **Purpose of the Post** | The **FOI Centre Lead office** is responsible for leading and overseeing **HSE-wide compliance** with:   * The **Freedom of Information Act 2014** * The **Access to Information on the Environment (AIE) Regulations 2007 to 2018**   The post holder will provide **specialist guidance, leadership, and training** to FOI staff, oversee the **centralised National FOI Disclosure Log**, and drive **compliance, transparency, and best practice** in FOI and AIE request handling. They will act as the **primary liaison** with **external regulatory bodies,** engage in **policy development and legislative amendments**, and ensure the HSE meets its **statutory obligations** in an effective and efficient manner. |
| **Principal Duties and Responsibilities** | **Principal Duties & Responsibilities**   * Serve as the central point of contact for non-personal FOI requests at the corporate HSE Centre level. * Provide expert guidance, support, and structured training to FOI decision-makers, internal reviewers, and management across the HSE. * Act as the key liaison with the Office of the Information Commissioner (OIC) for FOI-related matters, including internal reviews and external appeals. * Engage with the Office of the Commissioner for Environmental Information on AIE governance. * Collaborate with the Department of Public Expenditure and Reform (DPER) on legislative amendments and compliance matters. * Maintain and oversee the National FOI Disclosure Log, ensuring transparency and consistency in non-personal FOI request handling. * Coordinate and standardise FOI processes and responses across regional and corporate offices to ensure compliance with statutory requirements. * Assist in identifying the appropriate person or division responsible for providing a decision and response in relation to specific FOI requests, ensuring clarity in accountability and resolution of disputes. * Support the escalation process for unresolved FOI issues, including consultations with senior HSE leadership. * Ensure the accurate and timely collection, analysis, and reporting of FOI statistics for internal and external reporting. * Participate in legislative reviews and policy discussions related to FOI and AIE, contributing to the development of statutory compliance frameworks. * Ensure robust governance and quality assurance in FOI decision-making through audits and compliance monitoring. * Engage in the HSE performance achievement process in conjunction with Line Manager and staff as appropriate. * Act as a spokesperson for the Organisation as required. * Demonstrate proactive commitment to communications with internal and external stakeholders.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | * Significant experience in FOI management and governance, within a public-sector organisation. * Proven track record in handling FOI and AIE requests, including internal and external reviews. * Experience liaising with key regulatory bodies, such as the Office of the Information Commissioner, Office of the Commissioner for Environmental Information, and Department of Public Expenditure and Reform. * Strong data and records management expertise, including overseeing the maintenance of disclosure logs and ensuring compliance with statutory timelines. * Demonstrated ability to provide structured training and guidance to FOI decision-makers and reviewers. * Experience in developing and implementing standardised reporting structures to track FOI compliance and performance. * .   **Health**   * 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.   **Character**   * Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **Post Specific Requirements**.   * Demonstrated experience of the management and processing of Freedom of Information (FOI) and Access to Information on the Environment (AIE) requests, including coordination of responses and support for internal reviews. * Proven track record in handling FOI and AIE requests in a complex or large-scale organisation, with familiarity in navigating organisational structures and multi-site service environments. * Understanding of FOI and AIE legislation, with the ability to interpret and apply statutory obligations effectively. * Strong understanding of data protection legislation (e.g. GDPR) and records management standards. * Experience in identifying the appropriate decision-maker(s) or division responsible for FOI responses, particularly in cases where responsibility is unclear or shared. Ability to mediate and guide resolution where disputes arise. * Proven ability to provide training, guidance, and practical support to staff on FOI processes and compliance. * Experience maintaining disclosure logs and ensuring compliance with statutory reporting requirements. * Ability to coordinate FOI requests across multiple offices or regional units to ensure consistency, quality, and compliance in responses. |
| **Other requirements specific to the post** | **Occasional travel to FOI office in Tullamore will be required** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrates knowledge and practical experience in FOI, AIE, and data protection legislation. * Ability to interpret and apply statutory regulations in line with public sector practices. * Familiarity with legislative and policy developments in information governance.   **Leadership & Accountability**   * Ability to lead or support teams in the delivery of FOI obligations across the organisation. * Comfortable taking ownership of key initiatives while ensuring alignment with organisational values and strategic goals. * Able to offer guidance and resolve queries or disputes related to the ownership of FOI responses across divisions.   **Communication & Stakeholder Engagement**   * Excellent written and verbal communication skills. * Ability to engage effectively with colleagues at all levels, senior leadership, the public, and external regulatory bodies. * Skilled in explaining complex legislative and procedural requirements clearly and accessibly.   **Analytical & Problem-Solving Skills**   * Strong judgement in assessing and triaging FOI requests. * Ability to identify risks, spot trends, and propose effective, pragmatic solutions. * Skilled in managing situations where responsibilities for FOI responses are unclear or require negotiation.   **Planning & Organising**   * Excellent organisational skills and attention to detail. * Able to manage competing deadlines, maintain comprehensive records, and ensure timely and consistent responses * **ICT & Data Management** * Proficiency in using systems to track, manage, and report on FOI activity. * Knowledge of digital records management, and experience working with data to support compliance and reporting.   **Training & Development**   * Ability to develop and deliver training for internal FOI Decision Makers and Reviewers. * Experience in creating resources or documentation to support awareness and compliance.   **Governance & Compliance**   * Understanding of relevant governance standards, including transparency, accountability, and information access rights. * Ability to contribute to the development and implementation of internal policies and processes that support statutory compliance.   **Collaboration & Teamwork**   * Strong interpersonal skills and ability to foster collaboration across departments and locations. * Demonstrates a proactive and solution-focused approach in supporting a culture of continuous learning and shared responsibility. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | 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 CPSA is responsible for establishing the principles to be foIlowed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification 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. | |

**General Manager, HSE FOI Centre Lead Officer**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  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.  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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  Include the paragraph below for posts that traditionally work 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.  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 16th, 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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | 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 01st 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 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  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.  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. |
| **Probation** | 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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | 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. |
| **Health & Safety** | 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).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), 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. * 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. * Consulting and communicating with staff and safety representatives on OSH matters. * 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. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the foIlowing year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)