



**Inter Agency Emergency Management Officer (Secondment)
Job Specification & Terms and Conditions**

Job Title and Grade	Inter-Agency Emergency Management Officer (546T) – Secondment (Equivalent to Local Authority Grade of Senior Executive Engineer)
Duration of Secondment	The duration of this secondment is for a period of 2 years subject to review.
Campaign Reference	IAEMO
Closing Date	12 noon on 13th July 2026 Please note late applications will not be accepted
Proposed Interview Date (s)	It is proposed to hold the interviews shortly after the closing date
Taking up Appointment	A start date will be indicated at secondment offer stage.
Organisational Area	Inter Agency Emergency Management Office, HSE South
Location of Post	Based in Cork city with responsibility for Major Emergency Management (MEM) Region South – Cork and Kerry The post will initially will be assigned to the: Inter Agency Emergency Management Office Eye, Ear and Throat Hospital Western Road Cork.
Informal Enquiries	Mr. David O’Sullivan – Chief Emergency Management Officer E-mail: david.osullivan@hse.ie Tel. 087 215 6670
Details of Service	<p>The Framework for Major Emergency Management (MEM) (2006) was devised to enable the Principal Response Agencies (PRAs) – they are An Garda Síochána, the Health Service Executive (HSE) and Local Authorities – to prepare for and make a coordinated response to major emergencies, resulting from local and regional events such as fires, transport accidents, hazardous substances incidents and severe weather. The Framework puts in place arrangements that facilitate / enable the three Principal Response Agencies of An Garda Síochána, the Health Service Executive (HSE) and Local Authorities, to coordinate their efforts whenever a major emergency occurs.</p> <p>The Inter Agency Emergency Management Office is unique to MEM Region South (Cork and Kerry). The office is funded by An Garda Síochána, Health Service Executive (HSE) South, Cork City Council, Cork County Council and Kerry County Council. The office was originally established to support the Principal Response Agencies (PRA) in meeting their obligations under the COMAH regulations. Since then the role of the office has expended into supporting the preparation of regional emergency management risk assessments and plans, inter agency training / education and other regional functions as set out in the Framework for Major Emergency Management (MEM).</p>



	<p>Office Functions</p> <ul style="list-style-type: none"> • The office is accountable to the Regional Steering Group for the Inter Agency Emergency Management activities it undertakes. • The line management of the office with regard to HR, leave approval, compliance with National Financial Regulations (NFRs) lies with the HSE South Chief Emergency Management Officer. • The office supports the Regional Steering Group, Regional Working Group and Regional Sub Groups to fulfil their remit under the Framework for Major Emergency Management (MEM). The sub groups currently include: <ul style="list-style-type: none"> ▪ COMAH Exercise and Planning ▪ Voluntary Emergency Services (VES) ▪ Training ▪ Communications ▪ ICT (Information and Communication Technology) ▪ Regional Risk Assessment ▪ Mass Fatality Planning ▪ Special Projects • The office has a specific role to assist agencies with their statutory obligations under the COMAH legislation (S.I. 209 of 2015). • Preparation of exercises, training, education and emergency preparedness plans • Undertake inter agency debriefs following emergencies to gather lessons learned and develop best practice. • The offices undertakes procurement/tender management for equipment/services approved by the Regional Steering Group.
<p>Reporting Relationship</p>	<p>The Inter Agency Emergency Management Officer will report directly to the Chief Emergency Management Officer, HSE South.</p>
<p>Purpose of the Post</p>	<p>The Inter Agency Emergency Management Officer will work on an inter agency and inter departmental basis to develop, maintain and improve the capacity of the Principal Response Agencies (PRAs) of An Garda Síochána (Cork and Kerry), the Health Service Executive South and the relevant Local Authorities of Cork City Council, Cork County Council and Kerry County Council, to mitigate against, prepare for, respond to and recover from (major) emergencies.</p>
<p>Principal Duties and Responsibilities</p>	<p>Main functions of the Inter Agency Emergency Management Officer:</p> <ul style="list-style-type: none"> • Develop, review, update and disseminate external emergency plans (EEPs) for upper tier COMAH sites within Cork and Kerry • Organising the requisite public consultation process for EEPs under EU legislation and Irish statute • Undertake the requisite EEP and other emergency tests as per EU legislation and Irish statute • Prepare, produce and disseminate exercise reports in line with the guidance set out in the Framework for Major Emergency Management • Develop, review, update and disseminate requisite emergency plans for all key / critical infrastructures, i.e.; airports, seaports, road network and tunnels, rail networks and tunnels, etc., within the geographical catchment area of responsibility of Cork and Kerry



- As per the Framework for Major Emergency Management, undertake an interoperability review of emergency plans in the region
- Develop and deliver inter agency training and education programmes re: emergency management across all PRA services and functions involved in (major) emergency response
- Lead inter agency emergency management training in a multi-agency environment
- Prepare monthly reports for the Chief Emergency Management Officer and as required reports for National Working Group outlining the activities undertaken by the office in the reporting period.
- Work with PRA colleagues regionally (within Cork and Kerry) to develop standards and to maintain a consistent coordinated approach to inter agency emergency management service delivery

- Coordination and communication between the PRAs and:
 - The Defence Forces
 - Voluntary Emergency Services (VES) and other agencies
 - The Central Competent Authority (CCA) of the Health and Safety Authority (HSA); and others including the Environmental Protection Agency (EPA)
 - The management and emergency services of seaports; airports; road, rail and tunnel infrastructures, in addition to other critical infrastructures
 - Operators and establishments of COMAH (upper and lower tier) and non-COMAH sites
- Work as a member of the inter agency emergency management team to advance inter agency emergency management preparedness and response
- Maintain and improve systems for the monitoring of the implementation of inter agency emergency management priorities and objectives
- Develop and maintain a strong focus on both internal and external communications within inter agency emergency management
- Support the local area Crisis Management Teams (CMTs) and Local / Regional Coordination Groups (L / RCGs) (within Cork and Kerry) in their response to (major) emergencies
- Support inter agency managers at all levels in planning for, and response to, (major) emergencies across all divisions and services within the PRAs
- Ensuring that contact details and resource lists for all agencies and individuals are current, valid and maintained
- Project management including the development of project plans and providing reports on the progress of projects.
- Preparation and dissemination of reports (including financial reports) – monthly, quarterly, annual and project progress reports
- Using the National Financial Regulations (NFRs) in order to prepare and review tender applications for goods and services
- Undertake regular inter agency emergency management risk assessments
- Support the line management function / officer of the Inter Agency Emergency Management Office (IAEMO), i.e.; the HSE South Chief Emergency Management Officer and / or his designated alternative
- Provide induction material to new members to emergency management groups in the region.
- Provide administrative and project management support to regional sub groups, regional working group and regional steering group.
- Undertake and complete any other relevant duties as may be assigned from time to time by the line manager of the office, i.e.; the HSE South Chief Emergency Management Officer
- The management / supervision of staff as directed and required by the Chief Emergency Management Officer



	<ul style="list-style-type: none"> • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient service <p>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 whilst seconded to said Inter Agency Emergency Management Office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Only serving staff of Cork County Council, Cork City Council, Kerry County Council, Health Service Executive (South West & South East) and staff of the Divisions (4) of An Garda Síochána in Cork & Kerry are eligible to apply:</p> <p>Candidates must have at the latest date of application:</p> <ul style="list-style-type: none"> • Experience of working in a role that involved emergency management • Significant experience of managing projects, including the preparation of timely professional and accurate reports • Experience of designing, delivering and leading training and education programmes • Experience of managing and working collaboratively with multiple internal and external stakeholders • Possess sufficient administrative capability to discharge the functions of the post • An understanding of ICT systems to host online meetings and use of document sharing platforms. • Experience of working with the National Financial Regulations for procurement of goods and/or services. It would be desirable to have experience in the leading an etender. <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
<p>Other requirements specific to the post</p>	<p>Full clean drivers licence as a vehicle will be provided to candidate in order to discharge the requisite functions of the post.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience</p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> • A working knowledge of key policies and strategies relating to inter agency emergency management including but not limited to the Framework for Major Emergency Management and Strategic Emergency Management. • An understanding of the role and responsibilities of inter agency emergency management in support of planning for, and response to (major) emergencies across the Principal Response Agencies (PRAs) • Knowledge of the inter agency emergency management function • Proficiency in Microsoft Office Word, Excel, PowerPoint and e-mail systems (incl Outlook) • Experience in the use of tenders to procure goods and services



- Experience in the preparation and reporting of quarterly financial budgets.

Problem Solving, Analysis and Decision Making

Demonstrate:

- The ability to analyse and interpret information and make decisions quickly and accurately, as appropriate
- The ability to effectively appreciate and understand complex issues and the impact upon service delivery
- The ability to confidently explain the rationale behind decisions when faced with opposition
- The ability to recognise when it is appropriate to refer decisions to a higher level of management
- The ability to use initiative and problem solving as appropriate

Communication and Interpersonal Skills

Demonstrate:

- Effective verbal communication skills, delivering complex information clearly, concisely and confidently
- Ability to translate and communicate complex information to a range of stakeholder groups including senior managers
- Excellent interpersonal skills, including the ability to build and maintain relationships and deal effectively with a range of stakeholders
- Excellent report writing and presentation skills

Planning, Organising and Delivery of Results

Demonstrate:

- The ability to successfully manage a range of different projects and work activities concurrently, utilising information, communication and computer technology effectively
- Demonstrate planning, coordination and project management skills
- The ability to use resources effectively whilst also challenging processes to improve efficiencies where appropriate
- The ability to manage own time efficiently to ensure delivery of results
- The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work and ensuring the team knows how to action changes

Teamwork and Leadership

Demonstrate:

- The ability to build and maintain relationships with colleagues and other stakeholders; and to achieve results through collaborative working
- The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment
- The ability to lead the team by example, coaching and supporting individuals as required
- Flexibility, adaptability and openness to working effectively in a changing environment
- Demonstrate diplomacy, discretion and an ability to negotiate
- Capacity to lead the implementation of local / regional policies and programmes
- Ability to contribute to the development of an effective team

Commitment to a Quality Service

Demonstrate:

- Evidence of incorporating the needs of the service user into service delivery



	<ul style="list-style-type: none"> • A commitment to developing own knowledge and expertise • A commitment to providing a professional service to internal and external stakeholders • A capacity to operate successfully in a challenging operational environment while promoting and adhering to quality standards • Enthusiasm for new work practices and an ability to implement change effectively
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</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 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.</p>
<p>Code of Practice</p>	<p>The Health Service Executive (HSE) 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 Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants 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 www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</p>
<p>This job description is a guide to the general range of duties assigned to the seconded post holder. It is intended to be neither definitive nor restrictive, and is subject to periodic review with the employee concerned.</p>	



**Inter Emergency Management Officer
Terms and Conditions of Employment**

Tenure	2 years / 24 months subject to review
Remuneration	The salary scale 01/06/2026 Chief Assistant Technical Services Officer (CATSO) (Grade Code 546T) for the post is aligned to that of a Local Authority Senior Executive Engineer (SEE) and is as follows: 80,676 83,151 84,335 86,827 89,343 91,844 94,338 97,533 100,693 LSIs
Working Week	The standard working week applying to the post is 35 hours per 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 16 th 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 is 30 days per annum (inclusive of concession days) .
Superannuation	As this post will be filled by Secondment – the successful candidate will retain their existing pension entitlements.
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. * <i>Public Servants not affected by this legislation:</i> 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.
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.
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:



	<ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>
<p>Ethics in Public Office 1995 and 2001</p> <p>(Positions remunerated at or above the minimum point of the Grade VIII salary scale €69,676 as at 01.10.2020)</p> <p>Including positions where the salary scale straddles the above salary point.</p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€83,911 as at 01.06.2026) 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:</p> <p>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 following year.</p> <p>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.</p> <p>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/.</p>

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



² See link on health and safety web-pages to latest Incident Management Policy