



**Grade VII, Health & Safety Officer
National Ambulance Service (NAS)
Job Specification**

Job Title, Grade Code	Grade VII, Health and Safety Officer -Confined Campaign- Grade to Grade (SPC-Maternity Leave Cover) (Grade Code: 0582)
Campaign Reference	NASHSOVII
Closing Date	Applications to be emailed to nashr@hse.ie on or before Friday 22nd May 2026 at 15:00pm
Proposed Interview Date(s)	05th June 2026
Location of Post	Occupational Health & Safety Office, Regional Ambulance Office, St. Marys Hospital Complex, Castlebar, Co. Mayo, Ireland. F23 HP58
Informal Enquiries	Name: Kevin Flannery Email: kevin.flannery@hse.ie Phone: 087 2326365
Key Working Relationships	The key working relationships associated with this role are: <ul style="list-style-type: none">• NAS Senior Managers (including Senior Tactical Managers)• NAS Managers (including NAS Shift Managers)• NAS Staff• HSE National Health and Safety Function• HSE Capital & Estates• HSE Fire Prevention Officers• HSE Internal Audit• HSE Office of Legal Services• Vehicle Manufacturers and Converters• Equipment and Consumable Providers• HSE Communications (including Press and Media)• Health and Safety Authority• State Claims Agency• Road Safety Authority• Trade Unions• Elected Health and Safety Representatives
Purpose of the Post	<p>The primary purpose of the post is to provide support to and manage the safe system of work on behalf of NAS Managers at an Area Operations level or other NAS function.</p> <p>The post holder will facilitate compliance with the corporate Health & Safety Statement and associated processes, policies and legislation within NAS and work with managers to ensure that health and safety protocols are in place at regional and local level.</p> <p>The post holder will provide technical guidance and support to NAS Managers in relation to the development, implementation and ongoing review of the NAS Safety and Health Management System, ensuring continuous improvement based on systematic organisational learning.</p> <p>The post holder will be responsible for effective engagement with elected Health and Safety Representatives and the promotion of a culture of staff and patient safety and employee wellbeing.</p>

	<p>The post holder will advise and support management and duty holders in setting up, maintaining and improving systems that underpin an effective integrated health and safety governance system at NAS operational and functional level.</p> <p>The post holder will provide specialist advice, guidance and instruction regarding health and safety matters to and on behalf of the relevant Senior Manager to help ensure that the NAS meets statutory obligations and achieves high standards of health and safety.</p> <p>The post holder will be the key point of local contact for internal stakeholders such as the National Health and Safety Function (NHSF) and external stakeholders such as the State Claims Agency and the Health and Safety Authority.</p>
<p>Principal Duties and Responsibilities</p>	<p>Operational Management</p> <ul style="list-style-type: none"> • Promote a positive safety and health culture in the NAS and assist management and duty holders in securing the effective implementation of the safety and health policy. • Coordinate the development of plans for areas of responsibility that contribute to achieving objectives set out in the Service Plan. • Support management and duty holders in ensuring a proactive and systematic approach to managing health and safety. • Issue recommendations on control measures to reduce adverse effects on the health, safety and wellbeing of staff, service users and members of the public. • Assist management and duty holders in ensuring the management of health & safety in the NAS meets with the overall objectives of HSE Corporate and legislation. • Provide cross cover within the health and safety function as required. • Manage National Key Performance Indicators for example: <ul style="list-style-type: none"> - Collect (from local responsible persons/managers/line managers at all levels), collate and report key performance indicator data through the line management structure, local health and safety committees etc. - Ensure the efficient administration of Health & Safety data collection. - Develop expertise in information databases. - Analyse and trend internal & external data including reviews / incidents / risk / quality indicators / quality improvement action plans / national quality improvements & audits in preparation for periodic KPI and other corporate reports as applicable. <p>Training</p> <ul style="list-style-type: none"> • Promote local awareness regarding the need for training and supports available both locally and nationally. • Co-ordinate training at local level including booking training sessions and providing local assistance to responsible persons in the training booking process. • Undertake a Training Needs Assessment (TNA) and provide operational assistance on the TNA process to responsible persons. • Ensure training records are maintained within each local area. • Deliver training programmes as required. • Lead on local audit data from responsible persons and report on performance through the NAS line management structure, National Health and Safety Function as required. • In relation to standards, policies, procedures and legislation: <ul style="list-style-type: none"> - Maintain and develop competency in national standards from regulatory and legal bodies e.g. HIQA, the Mental Health Commission and the Health & Safety Authority. - Provide support to the NAS line management structure in the development of operational health and safety protocols. <p>Corporate Governance</p> <ul style="list-style-type: none"> • Promote a positive safety and health culture in the NAS and assist management and duty holders in securing the effective implementation of the safety and health policy.

- Support all Line Managers to understand and be clear on their responsibilities under health and safety legislation
- Provide guidance to all NAS managers and staff and contribute to the development of corporate policy and decision making activity.
- Engage with trade union representatives and elected Health and Safety Representatives on matters relating to health and safety
- Support management and duty holders in ensuring a proactive and systematic approach to managing health and safety.
- Establish and maintain local Governance procedures observing any applicable Corporate Governance arrangements, to ensure that the NAS line management structure are accurately appraised on the management of health and safety.
- Provide guidance to all CHO, HG or National Service managers and staff and contribute to the development of corporate policy and decision making activity.
- Respond to changes in legislation and national policy in relation to health and safety and develop NAS procedures and guidelines (PPG) as appropriate to ensure compliance and implementation.
- Establish systems to allow for appropriate organisational responses to national recommendations from relevant regulatory bodies.
- Act as a liaison for NAS on local Health & Safety Matters.
- Work with Estates to ensure an effective and co-ordinated approach to infrastructural risk at NAS area or functional level.
- Observe national PPPG and take strategic direction from the National Health & Safety Function (NHSF).
- In consultation with the NHSF where appropriate act as lead liaison with the Health and Safety Authority (HSA) on health and safety management matters relating to NAS.
- In consultation with the NHSF where appropriate act as liaison with the State Claims Agency on health and safety management strategies aimed at reducing the incidence of harm and providing support to claims management structures to reduce cost to the HSE.
- Act as liaison with insurers in relation to health and safety issues

Service Development

- Develop, maintain and monitor implementation of a three-year health and safety management action plan.
- Develop fit for purpose NAS safety and health procedures and guidelines as appropriate for existing NAS activities and also with respect to new activities or processes where identified or requested by service areas.
- In developing such PPGs ensure that these align with HSE corporate Health and Safety Policies and the Corporate Safety Statement.
- Notify the NHSF of any areas of OSH where a policy may be required.
- Advise the NAS line management structure on planning for safety and health, including the setting of realistic short and long term objectives, priorities and establishing adequate systems and performance standards.
- Ensure that systems are in place to evaluate and review performance against agreed targets and performance indicators. Provide such information to the NHSF where required.
- Develop and maintain effective systems for learning and improvement with regard to health and safety within NAS.
- Ensure effective processes for document management.
- Adequately identify, assess, manage and monitor risks within their area of responsibility.
- Liaise with key internal stakeholders to identify strategies and prioritise actions for managing risk.
- Support and assist direct line managers within NAS responsible for motivation and management of teams in health and safety matters.
- Support and assist individuals with key responsibility for health and safety within NAS.

	<ul style="list-style-type: none"> • Contribute to service planning and the estimates process and support the implementation of service plan objectives. This will include liaising with the National Health and Safety Function on current and future Health and Safety priorities/requirements. • Liaise with internal stakeholders such as the National Health and Safety Function (NHSF) and Corporate Committees such as the Health & Safety Management Advisory Committee (HSMAC) and the Risk Committee and external stakeholders such as the State Claims Agency and the Health and Safety Authority. • Ensure that national policy issued by the Workplace Health and Wellbeing Unit is implemented locally. This will include statutory and regulatory requirements of the Workplace Health and Wellbeing Unit for the Health and Safety of healthcare workers. • Support the relevant Manager in all communication processes and the collation, analysis and distribution (as applicable) of all policies. Based on this information the post holder will produce regular reports to the following identifying areas for improvement: <ul style="list-style-type: none"> - NAS line management structures - National Health & Safety Function - Workplace Health and Wellbeing Unit <p>Communication and Engagement</p> <ul style="list-style-type: none"> • Ensure that managers are informed of changes to legislation and actions required to ensure compliance. • Promote NAS and HSE health and safety education programmes and work with key stakeholders to develop safe working conditions within NAS. • Foster a positive and supportive environment where staff learn from incidents and are willing to report adverse events. • Work in partnership with the NHSF and other internal work groups/ colleagues, leading and directing areas of work as appropriate. • Promote the National Health and Safety policies, documentation, KPI, webpages and promotional campaigns, etc., to all staff and key stakeholders (e.g. European Week for Safety and Health) • Attend the NHSF Health and Safety Forum <p>Other</p> <ul style="list-style-type: none"> • Support the achievement 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 etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must have at the latest date of application:</p> <ul style="list-style-type: none"> • Hold a Quality and Qualifications Ireland (QQI) Level 8 (or higher) major academic award (e.g. Honours Degree or Higher Diploma) in Health and Safety, or other relevant area (that is, a qualification or cognate degree accredited by Institute of Occupational Safety and Health (IOSH) for membership at Graduate or higher level). http://www.iosh.co.uk/Membership/About-membership/Qualifications.aspx <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Have a a minimum of 3 years' experience in an Occupational Health and Safety Officer / Advisor role

	<p style="text-align: center;">OR</p> <p>A minimum of 1.5 no. years' experience in an Occupational Health and Safety Advisor/Officer (or equivalent) or Assistant role, and minimum of 1.5 no. years' experience in healthcare in a clinical or support services role (i.e. a combined total of 3 no. years' experience)</p> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge of the office. <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>
Other requirements specific to the post	<p>The post holder will play an important role in ensuring the safe and effective delivery of services to the public and the provision of support to staff and therefore, key requirements for this post include:</p> <ul style="list-style-type: none"> • A flexible approach to working hours is required in order to ensure deadlines are met. • Able to attend meetings and delivery training t across the country, including overnight stays. • Access to own transport to fulfil the requirements of the role • This is a leadership role but not in the Operations Directorate and hence, this is not a uniform role in NAS
Skills, competencies and/or knowledge	<p>Professional Knowledge & Experience <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate expert knowledge of health and safety management systems and processes. • Demonstrate knowledge and understanding of safety statements, risk assessment/risk registers/reporting, monitoring and auditing. • Demonstrate expertise in preparing for internal and external standards assessments. • Demonstrate understanding of the statutory requirements relating to health and safety, and demonstrate the ability to interpret the law in the context of the organisation. • Demonstrate theoretical and specialist practical knowledge of relevant national policies and strategy in relation to health and safety. • Demonstrate ability to translate strategic goals into operational plans. • Demonstrate an understanding of healthcare standards and their application to the healthcare setting. • Demonstrate excellent MS Office skills to include, Word, Excel and PowerPoint. • Demonstrate knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes. • Demonstrate knowledge of the health service including a good knowledge of HSE reform. <p>Communications & Interpersonal Skills <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate effective verbal communication skills, delivering complex information clearly, concisely and confidently to a variety of audiences.

- Demonstrate excellent written communication skills including strong report writing and presentation skills.
- Demonstrate excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.

Planning & Organising and Delivery of Results

For example:

- Demonstrate the ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines.
- Demonstrate the ability to proactively identify areas for improvement and to develop practical solutions for their implementation.
- Demonstrate the ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes.
- Demonstrate the ability to use resources effectively, challenging processes to improve efficiencies where appropriate.

Evaluating Information, Problem Solving & Decision Making

For example:

- Demonstrate excellent analytical, problem solving and decision making skills
- The ability to quickly grasp and understand complex issues and the impact on service delivery.
- Demonstrate the ability to confidently explain the rationale behind decision when faced with opposition.
- Demonstrate the ability to make sound decisions with a well-reasoned rationale and to stand by these.
- Demonstrate initiative in the resolution of complex issues.

Building and Maintaining Relationships including Teamwork & Leadership Skills

For example:

- Demonstrate the ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working.
- Demonstrate the ability to build influential relationships in order to establish credibility with internal and external stakeholders, regulatory and investigatory/auditing organisations.
- Demonstrate the ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment.
- Demonstrate the ability to lead the team by example, coaching and supporting individuals as required.
- Demonstrate the ability to manage and motivate staff to achieve optimum performance, and address performance issues as they arise.
- Demonstrate the ability to present advice independently and effectively.
- Demonstrate flexibility, adaptability and openness to working effectively in a changing environment.

Commitment to a Quality Service

For example:

- Demonstrate evidence of incorporating the needs of the service user into service delivery.
- Demonstrate evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers.
- Demonstrate on-going Health and Safety CPD activity.
- Demonstrate evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.

Campaign Specific Selection Process	An eligibility exercise will be carried out based on information supplied in your application form in line with the eligibility and skills criteria of this job specification.
Eligibility/Skills match meeting	<p>Those successful at the eligibility stage of this process will be called for a Skills Match meeting.</p> <p>No panel will be formed as a result of this Confined Campaign Grade to Grade.</p> <p>The HSE is an equal opportunities employer.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>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.</p>	