

**Assistant National Director, National Services and Schemes**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Assistant National Director, National Services and Schemes**  *(Grade Code: 0509)* |
| **Campaign Reference** | NRS14746 |
| **Closing Date** | Tuesday, 22nd April 2025 at 03:00PM |
| **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** | There is currently one permanent whole-time vacancy available in HSE National Services and Schemes.  The National Director, National Services and Schemes is open to engagement around the base of this post in the context of the requirements of this role and the HSE’s Blended Working Policy. The post holder may be required to attend meetings in Cork, Dublin and regionally as required.  A panel may be formed as a result of this campaign for **Assistant National Director, National Services and Schemes** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Pat Healy, National Director, National Services and Schemes,  **Mobile:** 087 2405893  **Email:** [nationalservices@hse.ie](mailto:nationalservices@hse.ie) |
| **Details of Service** | The National Services and Schemes function is a newly constituted function in the HSE Centre accountable for the operation and management of national services and schemes. This function is responsible for the planning, delivery and performance management of National Services and Schemes.  National Services are viewed and represented as one operating unit where the services are supporting the populations of the Health Regions. The 6 REOs and the National Director, National Services and Schemes together represent the operational arm of the organisation.  HSE National Services and Schemes consists of a number of teams that provide important services and guidance to members of the public. The National Services and Schemes portfolio of work is made up of;   * National Ambulance Service * Primary Care Reimbursement Service (PCRS) * Enhanced Community Care (ECC) & Primary Care Contract * National Environmental Health * National Nursing Home Support Scheme (NHSS) * EU North and South Unit * National Emergency Management * National Appeals Service   It has also been decided that the National Services & Schemes remit will be expanded to included Overseas Treatment Schemes and Community Funded Schemes (demand led schemes). In this context, an Assistant National Director role is being assigned which will take over responsibility for the National Nursing Home Support Scheme (NHSS), National Appeal Service together with the Overseas Treatment Schemes and Community Funded Schemes.  **National Nursing Home Scheme (NHSS)**  The Nursing Home Support Scheme (Fair Deal) is a scheme of financial support for clients who are deemed to require long- term residential care. The scheme is operated as per the requirements of the Nursing Home Support Scheme Act 2009 and currently supports 23,043 residents at registered older persons settings with a budget of €1.1bn.   * The Nursing Homes Support Offices are managed by the six Regions and the decision on an NHS application is delegated to the REO - previously Chief Officer. * The role of the National office is to support the NHSOs by the management of the IT system, as well as the provision of SOPs, training and other technical supports. * National Data Quality Office monitors system data to identify potential variances actioned as part of a monthly data report to NHSOs. * Quarterly face-to-face workshop are held with all NHSOs to review technical issues noted or raised by NHSOs.   **National Appeals Service**  Management of the National Appeals servicewhich provides an internal, independent and impartial review of decisions taken by personnel of the HSE relating to applications by members of the public for specified services and entitlements as outlined below. The function of the Appeals Service is too demonstrably and transparently, provide fair and equitable treatment of all members of the general public who wish to have decisions made by HSE personnel for specified eligibility schemes, services and entitlements reviewed.  The role involves the administration and continuous improvement of the appeals process for a range of eligibility schemes, services, and entitlements, including but not limited to:   * Nursing Homes Support Scheme (Fair Deal Scheme) – Appeals in accordance with Section 32 of the NHSS Act 2009 (as amended). * Medical Cards & GP Visit Cards – Including various categories of medical/GP visit cards under the Health Act 1970 (as amended). * Residential Support Services Maintenance and Accommodation Contributions (RSSMAC) – Managed under Sections 67A–67D of the Health Act 1970 (as amended). * Nursing Home Subvention Scheme – Governed by the Nursing Homes Act 1990 and related regulations. * Health Amendment Card (Hepatitis C) – Provided under the Health Amendment Act 1996 (as amended). * Blind Welfare Allowance – Administered under the Blind Persons Act 1920 (as amended). * Mobility Allowance – Introduced under Circular 15/79 and Section 61 of the Health Act 1970, with payments continuing for eligible recipients. * Cross Border Directive Scheme – Governed by S.I. No. 203/2014 and EU Directive 2011/24/EU, allowing reimbursement for treatment in another EU/EEA country. * Northern Ireland Planned Healthcare Scheme – Temporary scheme under Section 75A of the Health Act 1970 (S.I. No. 724 of 2020) allowing healthcare access in Northern Ireland. * Treatment Abroad Scheme – Enables planned treatment in another EU/EEA country or Switzerland where treatment is unavailable or untimely in Ireland.   **Overseas Treatment Schemes:**  Management of Overseas Treatment Schemes including the following functions:   * Cross Border Directive (CBD) Scheme including acting as National Contact Point * Northern Ireland Planned Healthcare Scheme (NIPHS) * Treatment Abroad Scheme (TAS) and related Appeals * Medical Cannabis - Cannabis Products Reimbursement Scheme * Living Donor Reimbursement Scheme * Support repatriation process when appropriate * Air ambulance contracts * Line management of the Head of Service including quarterly performance achievement with specific goals and targets * Ensuring adherence to good governance, and adherence to HSE policies including NFRs and HR policies and practices * Ensuring adherence to relevant governing legislation/directives regarding decisions on applications for approval/reimbursement to ensure standardisation in decision-making * Ensuring the continuation of good practice following the implementation of the recommendations in the 2023 Ombudsman’s report * Advancing service improvement initiatives to enhance service flexibility and responsivity * Facilitating the ongoing digitisation and automation of processes. * Ensuring continued stakeholder engagement in line with the Stakeholder Engagement Plan * Signing off on all media queries, Parliamentary Questions and Representations * Ensuring decision making that is fair, with clinical/legal/financial input as required and reflecting the changes introduced as a result of the Ombudsman’s report * Liaising with Department of Health and others as appropriate, attending quarterly performance meeting * Monitoring activity and budget   **Community Funded Scheme:**  The HSE provide an extensive range of aids and appliances, products and services to hundreds of thousands of individuals living with a wide variety of different medical conditions in the community. These pieces of equipment and services support individuals to continue living within their communities and to enjoy a greater quality of life than would otherwise be the case. The scale of the programme is extensive and many thousands of items and supports are provided from community-based services across the country. While many fall under the category of aids and appliances the scheme also supports the following:   * Capitation - payments for certain clients to agencies to support rehabilitative training with service arrangements in place with a number of service providers * Cervical Check Support Scheme - a package of supports is made available to those affected by Cervical Check Screening clinical audit 2008-2018 and screening review 2019 * Health Amendment Act - This scheme was established to provide services to individuals who contracted Hepatitis C through the administration within the State of contaminated blood and blood products * High Cost Drugs - The Community High Cost Drugs includes the payment for specific high cost drugs and home treatments such as Immunoglobulin Therapy at community level. * Hardship Medicines - Occasionally, a medical card holder may be prescribed medical items by a doctor which are not available on the PCRS defined list of reimbursable items. Items include; bandages/dressings, catheters, CPAP devices, diabetic products, dialysis materials, incontinence wear, prosthetic supplies, mastectomy supplies, medical and surgical supplies, orthopaedic items, oxygen products, ophthalmic appliances or other aids and appliances required by an individual patient. * Long Term Illness (LTI) Scheme - On approval by the HSE, persons who suffer from one or more of a schedule of illnesses are entitled to obtain, without charge, irrespective of income, defined appliances under the LTI Scheme. |
| **Reporting Relationship** | The post holder will report to the National Director – National Services and Schemes |
| **Key Working Relationships** | The post holder will be a member of the National Services Senior Management Team and will work collaboratively with other members of the team in assisting the National Director on all matters relating to the National Appeal Service, the Overseas Treatment Schemes and Community Funded Schemes.   * Immediate direct reports include Head of Service, Nursing Home Support Scheme (NHSS), Head of Service, National Appeals service, Head of Service for Overseas treatment Schemes and the National Lead for Community Funded Schemes. * Members of the HSE SLT including Chief Financial Officer (CFO), Chief people Officer (CPO) and their respective teams * Health Region Personnel including Regional Executive Officers and Integrated Health Region Managers * The Department of Health and other Government Departments * Office of the Chief Clinical Officer * HSE National Procurement Division * HSE Communications and Public Affairs * HSE Technology and Transformation * HSE Planning and Performance * External HSE suppliers |
| **Purpose of the Post** | The primary purpose of this post is to lead the Nursing Home Support Scheme (NHSS), National Appeals Service, Overseas Treatment Schemes and Community Funded Schemes (Demand Led Schemes), to provide support to the National Director and the Senior Management Team and to support the delivery of improved organisational effectiveness as well as contributing to the overall mission, vision, values and strategy of the HSE.   * The post holder will play a key role in supporting both the HSE and individual regions towards the achievement of service objectives. * The post holder is required to systematically implement quality, safety and service improvement strategies into planning, implementation, and quality performance of assigned National Schemes in a standardised manner. * The post holder will be required to support and develop structures, systems, and processes across National Schemes to support the broader quality agenda and ensure compliance with regulatory standards and requirements. * The post holder is required to support and promote professional development throughout National Schemes to ensure that we achieve the highest quality of service delivery. |
| **Principal Duties and Responsibilities** | As a member of the HSE National Services and Schemes Management Team, the successful candidate will:   * Work with Regions to provide guidance in relation to the Community Funded/Demand Led Schemes ensuring there is a consistency of approach across each scheme. * Work with stakeholders in developing appropriate national governance models and structures. * Line Manage the four services and the Service Improvement Programme for Community Funded/Demand Led Schemes. * Support the National Director * In conjunction with key stakeholders (e.g. CTTO & REO’s and IHA Managers), oversee the design, development and expansion of digital ways of working. * Ensure that effective monitoring and control systems are in place in respect of SLAs with external agencies in line with public service accountability including quality assurance, performance monitoring aligned to agreed standards, value for money and sustainability. * Ensure adequate escalation and accountability processes are in place to address issues that arise. * Ensure key guidance such as the national guidance to contract effectively is implemented across all contracts in conjunction with key stakeholders to; develop robust contracts and manage provider performance. * Assist in development of the annual Service Plan with relevant colleagues in Planning, Finance and HR Support functions.   **Leadership and Direction**   * To be responsible and accountable for the implementation of the National Service Plan as it relates to National Schemes under your assigned remit. * To drive the reform programme for National Schemes under your remit. * To lead in the development and implementation of a fully integrated model of service delivery, based on national standardised models. * Oversee and assist in the preparation of input to the National Service Plan in conjunction with the National Director and other service managers as appropriate. * Leading within the National Service and Schemes Management team on addressing interim resource implications associated with the responsibilities above including transfer and reconfiguration of resources where necessary. Ongoing resource implications are addressed via the service planning process. * Take the lead on identifying and co-ordinating resolution of all national business management and corporate services issues affecting the operation of the local teams in so far as they require national input to resolve. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Undertake such other duties as may be assigned to him/her by the National Director   **Governance & Accountability**   * Support REO’s in their oversight of the overall performance of community services, in particular the safe and cost effective delivery of services to a high standard**.** * Strengthen executive and clinical management capacity and governance within services for National Schemes. * Ensure consistent implementation of national strategies and policies within National Schemes. * Oversee implementation of an operational governance framework within services for National Schemes. * Operational Problem solving – bringing national capacity and influence to bear on major operational challenges that will arise from time to time.   **Resource/Performance Management**   * Support REO’s to ensure effective utilisation of resources and that budgetary and performance targets are met in accordance with the National Service Plan including reuse and recycling were appropriate. * Provide national operational input to the service planning process including the setting of annual national priorities, key performance indicators and key results areas. * Develop action plans to address non-attainment of KPI targets * Identify areas where intervention is required and commission and implement interventions * Work collaboratively with other HSE functions to ensure integrated and appropriate provision of services and value for money. This includes facilitating the reassignment of resources across the health service to ensure optimum resource utilisation.   Oversee the development of improved capacity and capability within the services to address the requirements arising in National Services and Schemes.   * Drive and promote a performance management culture   **Communication**   * Demonstrate pro-active commitment to all communications and develop strong working relationships with internal and external stakeholders. * Be in attendance at Senior Management meetings to support and advise the Management Team on their remit whilst ensuring strong stewardship and governance. * Provide assurance to the National Director that all resources are used in the most effective and efficient manner in the delivery of health and social care services across National Services and Schemes.   **Operational Excellence**   * Responsible and accountable for the delivery of all services within National Services and Schemes in line with nationally defined schemes, standards, policies and resources. * Maintain a standardised system of internal controls to ensure management, and accountability within National Services and Schemes. * Oversee and provide assurance regarding all aspects of procurement.   **Critical Analysis and Decision Making**   * Develop and implement early warning and corrective action planning systems with respect to deviations from planned financial performance. * Appraise the National Director Office in a timely and continuous manner with respect to performance against planned positions. * Ensure and monitor that all corporate policies, procedures, standards etc. are implemented within National Services and Schemes. * Analyse and review financial information and reports and provide constructive commentary thereon.   **Other**   * 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 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. * Adequately identify, assess, manage and monitor risk within the area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * To act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **The above 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** | **Candidates must have at the latest date of application:**   * Extensive experience at a senior leadership level in either health or social care delivery or other comparable and relevant business environment of equivalent complexity, as relevant to this role. * Significant strategic leadership experience with a proven track record of implementing quality, safety and service improvement strategies in a distributed and highly complex organisation or other relevant and highly complex organisation, as relevant to this role * Significant experience in the management and delivery of multiple concurrent programmes / projects of work including the use of effective monitoring and control systems as relevant to this role. * Experience of managing and working collaboratively with multiple stakeholders in the development of appropriate national governance models and structures and a proven ability to collaborate and work effectively with external service delivery partners within well-structured governance relationships, as relevant to this role. * Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.   **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** |  |
| **Other requirements specific to the post** | Flexibility in relation to working hours to fulfil the requirements of the role.  Access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  **Demonstrate:**   * A detailed knowledge of the issues and developments and current thinking in relation to best practice in integrated care and service delivery. * An understanding the critical components that make up and influence the health services and the interdependencies that contribute to their successful delivery * Knowledge of the Healthcare Sector within Ireland and trends and developments in healthcare internationally. * A good understanding of the public service regulatory and legislative framework in Ireland. * A track record of establishing and developing a service orientated organisation and of operating in a strong governance environment. * Experience of corporate governance and risk management. * Significant experience of service planning underpinned by an effective internal corporate governance framework. * Knowledge and experience of application of evidence based decision making practices and methodologies.   **Leadership and Delivery of Change**  **Demonstrate:**   * A track record of service innovation and leading by influence. * Effective leadership in a challenging environment and the skills and vision to lead and manage change in a complex environment. * Is a positive driver for change, has the capacity to lead, organise and motivate staff to function effectively in times of rapid change. * An aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals. * The ability to develop and communicate workable goals and strategies that will make the implementation of the report a reality. * Leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders.   **Operational Excellence – Managing and Delivering Results**  **Demonstrate:**   * Places strong emphasis on achieving high standards of excellence. * Ability to develop / implement strategic action plans and programmes. * Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals. * Perseveres and sees tasks through * Strong results focus and ability to achieve results through collaborative working, including external stakeholders. * Evidence of effective planning and organising skills including awareness of resource management and delivering value for money. * A clear focus on operational performance, results and an understanding of the performance systems needed to manage in a large complex organisation. * The ability to achieve medium and long term goals whilst also managing short term goals and priorities. * A strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change   **Working with and through others – Influencing to achieve**  **Demonstrate:**   * The ability to operate effectively in a matrix working environment. * Is flexible, team oriented and a relationship builder and has a significant track record of achievement in the area. * Leadership and team management skills including the ability to work with multi-disciplinary team members on a cross divisional basis. The capacity to lead, organise and motivate staff to effectively function at corporate management level * The ability to advocate for and negotiate a favourable position for the development of services. * Demonstrate a high level of interpersonal and communication skills including negotiation skills and the ability to build and maintain relationships * Has the ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to advocate for a negotiate positions which allow for the ongoing improvement of services   **Critical Analysis and Decision Making**  **Demonstrate:**   * Ability to analyse and evaluate, in a rational objective, consistent and systematic manner, a range of complex information to identify the core issues and arguments that are most salient to the situation at hand. * The ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions. * Knowledge and application of evidence based decision making practices and methodologies. * Excellent judgement and creative problem solving skills, including negotiation and conflict resolution skills. * Ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances.   **Building and Maintaining Relationships & Communication Skills**  **Demonstrate:**   * Possesses highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders. * Is capable of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service. * Has a strong results focus and ability to achieve results through collaborative working. * Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. * Is committed to building a professional network to remain up-to-date with and influence internal and external politics. * Has the ability to support the development of an effective team. * Has the ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to advocate for and negotiate positions which allow for the on-going improvement of services.   **Personal Commitment and Motivation**   * Is personally committed and motivated for the complex role of Assistant National Director. * Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role * Be driven by a value system compatible with the aims and ethos of the HSE. * Demonstrate a patient/service user centred approach to provision of health and personal social services. * Be capable of coping with competing demands without a diminution in performance. * A service-user centred approach to the provision of services with a commitment to improving outcomes for service users. |
| **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 followed 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. | |

**Assistant National Director, National Services and Schemes**

**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. |
| **Remuneration** | The salary scale for the post (as at 01/03/2025) is:  €124,956 - €130,511 - €136,065 - €141,616 - €147,172 - €152,723  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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours.  Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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 following 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)