**Interim Integrated Healthcare Area (IHA) Manager**

**HSE Dublin & Midlands**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Integrated Healthcare Area (IHA) Manager  (Grade Code: 0810) |
| **Campaign Reference** | NRS14779 |
| **Closing Date** | Tuesday 13th May 2025 at 12:00 noon |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one temporary 4 month Integrated Health Care Area (IHA) Manager vacancy available in the HSE Dublin & Midlands Region.  Work base: HSE Area Office, Arden Road, Tullamore Co Offaly  Please note that no panel will be formed as a result of this recruitment campaign.  This campaign will be used to fill the listed post only and no additional jobs will be offered to candidates successful at interview.  Once the post is filled the candidate pool will be disbanded |
| **Informal Enquiries** | Kate Killeen White, Regional Executive Officer  [reo.dublinmidlands@hse.ie](mailto:reo.dublinmidlands@hse.ie) |
| **Details of Service** | The Health Regions Implementation involves the internal reorganization of the HSE into six operational regions with responsibility for the planning and coordinated delivery of health and social care services within their respective defined geographies. While the full implementation will be a multi-year journey, the Health Region approach was stood up in March 2024 and will continue to progress throughout 2024 and 2025. These new arrangements are fundamental to the delivery Sláintecare reform and aim to improve the health service’s ability to deliver timely integrated care to patients and service users, care that is planned and funded in line with their needs at regional and local level.  The changes in healthcare governance arrangements are being designed to make our services easier to navigate for people, and to facilitate more integrated care, stronger accountability, and greater transparency across the sector. This in turn aims to foster change and innovation at a local level to deliver high-quality services to populations based on their needs, making our service a better place to work for our staff.  The move to a regionalised approach, represents a major shift in the approach to the planning, funding and delivery of health and social care services. In line with international best practice, the new arrangements will support a population-based approach to the planning and resourcing of the geographic delivery of services to improve health outcomes people in Ireland.  [health-regions-implementation-plan](https://www.gov.ie/en/publication/4eda4-slaintecare-regional-health-areas-rhas/#hse-health-regions-implementation-plan)  The Integrated Healthcare Area (IHA) Manager is a newly established post in the HSE Health Regions which will be central to the delivery of the objectives of the Slaintecare Reform programme. The focus of the role is on delivering localised solutions aligned with the specific needs of the community and national direction as well as shaping the development of the regional health and social care system to meet future service needs in a way that is sustainable and population focused.  The IHA Manager is part of the new Service Delivery Core of the HSE, made up of the national HSE CEO, the six Regional Executive Officers (REO) and the IHA Managers. There will be 20 IHAs nationally ranging from 2 – 4 in each region. The Integrated Healthcare Areas are the sub-geographies within the Health Region.  This post is for the IHA Manager, Midlands which is one of four IHAs within the Dublin and Midlands region. The population in the Midlands is 317,999 out of a total population of 1,077,639 for the region.  With a paramount focus on safety and quality, this post is accountable for delivering high standards of health and social care services within the Integrated Health Area (IHA), while ensuring robust clinical and corporate leadership and governance across all services in line with the HSE Clinical and Corporate governance framework.  Responsible for the overall health and well-being of the population within its dedicated geography, the IHA Manager provides a leadership role across the entire health and social care continuum, collaborating with all public, voluntary and independent providers to champion a population health approach in service planning and delivery.  Accountable for enhancing service accessibility across all patient and service user groups, this post ensures that decision-making and planning is guided by Health Needs Assessments and by meaningful engagement with patient’s, service users, and the public.  Driving transformative change within Health Regions, this post spearheads integrated care initiatives for patients and service users, leveraging progress made through initiatives such as the Sláintecare ECC programme, National Integrated Clinical Care programmes, and Modernised Care Pathways. |
| **Reporting Relationship** | The Integrated Healthcare Area Manager will report to the Regional Executive Officer of the HSE Health Region.  Direct Reports to the IHA Managers include:   * Hospital Managers within the IHA geography * Senior Manager(s) of all community health and social care services within the IHA geography * Clinical Leadership role (s) on the IHA Management Team (to be defined) * Business Support team |
| **Key Working Relationships** | The IHA Manager will be a core member of the Health Region Executive Management Team (EMT), and as such will have key working relationships with all of the other members of that EMT, the function of which, is to support and enable the IHA Managers in planning and delivering services to patients and service users. Members of the Health Region EMT include Planning and Performance functions, Public Health functions, Clinical Leadership functions, HR, Finance, Estates and IT functions. The IHA Manager will also work closely with the Change & Innovation Hub at Health Region level to ensure that a programmatic and developmental approach to delivering change is progressed and embedded across the region.  The Integrated Healthcare Area Managers (with other members of the EMT) under the direction of the REO will also have key working relationships with functions at the HSE Centre e.g. National Director, Access and Integration and the National Director, Planning and Performance.  The Integrated Healthcare Area Managers within a Health Region will work collectively as part of the regional EMT to meet the needs of the whole population. IHA Managers will also have working relationships with IHA Managers across the country leading and contributing on national projects and programmes. |
| **Purpose of the Post** | The primary purpose of the IHA Manager post is operational accountability for the planning and delivery of safe, high quality integrated and accessible health and social care services to the population of the IHA, enabled and supported by all other functions from within the HSE Centre and the Health Region EMT. It is a dynamic new role that places significant emphasis on delivering localised solutions aligned with the specific needs of the community in line with national direction. It presents a unique opportunity to deliver reform and shape the development of the regional health and social care system to meet future service needs in a way that is sustainable and population focused.  High level responsibilities include:   1. Leading the delivery of the Slaintecare changes and reforms, with the REO and the regional EMT as the system transitions to Health Regions during 2024/25  * Implementing a fully integrated model of service delivery and the associated integrated governance arrangements as they are developed and contribute to the ongoing design, engaging with regional and national stakeholders * Establishing the appropriate and accountable IHA team management structure for all community and hospital services and partnership functions and implement all service realignment within the IHA and associated changes to realise the ambition of integrated person-centred care  1. Being formally accountable with the agreed level of delegated authority for the delivery of safe, quality and accessible health and social care services to the population of the IHA and regional services, where required.    * Ensuring that the needs of patients, service users and the public are at the core of all service planning and delivery in a partnership and co-designed approach.    * Ensuring the highest standards of corporate and clinical governance, in line with national clinical frameworks and programmes and adherence to all regulatory requirements 2. Managing and aligning all hospital and community-based services to deliver joined-up, integrated and coordinated care closer to home for patients and service users.  * Integrating primary, community, and acute services to align with the continuum of population health and social care. * Facilitating a person-centred, community-first delivery model where services, funding, and governance are co-ordinated around the needs of the population.  1. Implementing a population based planning approach for all health and social care services within the IHA and the region.  * Supporting population health needs assessments and ensure services are planned, funded, and delivered based on need. * Providing strong local leadership by engaging the whole health and social care system working with other public sector agencies and voluntary and community providers within the IHA in the planning and delivery of services through the agreed integrated governance functions and structures and aligning to the HSE core values of Care, Compassion, Trust and Learning * Supporting equitable and improved health and wellbeing outcomes through a focus on social determinants of health and progressing the objectives of Healthy Ireland.   The post-holder is tasked with ensuring the operational delivery of health and social care services within the IHA geography, overseeing Sláintecare reforms' implementation, and maintaining accountability through established KPIs and outcome measures across all service areas while adhering to corporate policies, contractual frameworks, procedures, legislation, and national standards.  Individual IHA Managers will be required to take a leadership role for the Health Region aligned to a particular area of experience or expertise in addition to carrying the brief for a designated IHA geography. In addition, the IHA Manager may be required to take a National role in some areas under the direction of the REOs. This is to make the best use of people’s collective skills and knowledge and to ensure that there is an equitable balance of responsibility across the team of IHA managers.. |
| **Principal Duties and Responsibilities** | **Leadership and change delivery**   * Provide strong leadership to the newly established IHA management team and all staff within the IHA to function effectively in a changing environment * Provide whole system leadership across the IHA geography driving the development of a community-focused health and social care system that reflects local needs and circumstances. * Provide leadership in improving access to care and better coordination of care for the whole population of the IHA and in driving initiatives and programmes that will improve the overall health and well-being of the population in the Health Region. * Lead in the development and implementation of a fully integrated model of service delivering collaboration with Clinical leaders and public health and based on international best practice and national standardised frameworks and models e.g. ECC programme, National Clinical Programmes and Modernised Care Pathways. * Provide regional and local leadership in the development and implementation of care pathways for key population target groups based on evidence e.g. Children and Young People, Older Persons, Disability and Mental Health, Social Inclusion * Provide leadershipin the planning and delivery of urgent and emergency care within and across the IHA working closely with regional Acute Service functions and networks of hospitals and between acute and community services * Provide leadership in driving professional development, training and capacity building for the IHA and regional workforce working collaboratively with academic partners and HR functions * Take a leadership role for regional and specialist health and social services as required * The IHA Manager will be required to act into the role of REO on an interim basis if necessary.     **Operational Performance and Accountability**   * Be formally accountable for the operational delivery of health and social care services (including Service Level Agreements with partner agencies) within the respective IHA geography. * Be formally accountable for assigned regional services in line with the agreed accountability framework, relevant SLAs and associated KPIs. * Ensure that systems are in place that provide for easy and timely access for patients /service users to appropriate services in accordance with their needs and national standards. * Ensure that effective performance monitoring, early warning and control systems are in place to meet national, regional and local targets and progress action plans to redress underperformance where required. * Ensure that effective monitoring and control systems are in place in respect of service agreements with external agencies. * To ensure all staff are motivated to achieve the standards of individual and collective performance and to foster and enable the working relationships of staff at all levels in the IHA * Ensure and fully demonstrate compliance with all national policies, contractual frameworks, procedures, legislation and national standards (e.g. Health Information and Quality Authority (HIQA), Mental Health Commission etc.) supported by, clinical functions, National Access and Integration and Regional Planning and Performance.   **Population Based Service Planning**   * Take a lead role, with the REO and Area Director of Public Health working with national and regional planning and population health functions in orientating the local health and social care system to a population-based approach to all service planning and decision-making * Develop strategic and operational service plans for the IHA (as part of the wider Health Region plan) informed by Population Health Needs Assessments * Support and enable the implementation of the Health Needs Assessment framework through engagement with all local stakeholders and providers including patients/service users, voluntary and independent providers, GPs, Local Authorities * Identify and deliver targeted service improvement projects informed by Health Needs Assessment for the IHA population with specific focus on improving access, care coordination and reducing waiting lists. * Identify and address gaps in health and social care services for cohorts of the IHA population informed by the Health Needs Assessment * Drive and enable a population based planning approach at all levels within the region and at all levels within the IHA through training and capacity building working with academic partners and Public Health colleagues   **Integrated Care**   * Take a lead role, within the region and the IHA in delivering integrated care by contributing to the development of a people culture that supports integration and implementing organisational structures, processes and ways of working that support and enable integration, multi-disciplinary team working and integrated care pathways that patients can easily access and navigate * Drive and support the reforms and changes required to align and integrate all community health and social care services building on the Community Healthcare Network (CHN) structure and removing barriers between the current divisions and Care Groups * Drive and support the development of Regional Networks of Care in partnership with all local, regional and national stakeholders * Drive and enable integration between Acute and Community services and teams building on the progress of the Integrated Community Specialist Teams and the National Integrated Clinical Programmes/Modernised Care Pathways * Deliver on improved access and coordination of care for patients and service users within the IHA by ensuring that a focus of care shifts from hospital to community, primary and home setting and that there are smooth transitions of care between services, settings, teams and age cohorts . * Work in partnership with patients/service users, the public, Voluntary organisations, Local Authorities and other key stakeholders to identify and address common challenges and barriers to integrated care * Drive and enable integrated care at all levels within the IHA and within the region and training and capacity building working with all partner agencies, academic institutions and national/international bodies.   **Resource Management**   * Plan and manage resources allocated to the IHA with a focus on ensuring financial/resource allocations and output plans are consistent with population needs and with HSE goals/objectives. * Hold delegated budgetary responsibility and be accountable for ensuring that all Health and Social Care services within the IHA including hospitals and community based services operate within agreed service levels and budget and is delivered to the highest best practice standards in terms of value for money i.e. efficiency, effectiveness and economy. * Ensure that the management and monitoring of staff resources is effected in accordance with HSE policies and procedures and prevailing employment law. * Develop cost savings and productivity plans to ensure most efficient use of resources within the IHAs * Monitor and control the use of resources in accordance with the Health Service Executive’s Financial Regulations. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Clinical and Corporate Governance**   * Working with the Clinical Lead and the Regional Clinical Executive team, ensure the highest standards of corporate and clinical governance for all health care services to achieve effective, efficient and positive outcomes for patients, service users and staff across the IHA. * Utilise quality/performance indicators and audit tools to ensure clinical governance is embedded in all services to realise improved outcomes for patients/service users. * Implement the HSE Corporate Governance Framework across all health and social care services within the IHA, supported and enabled by the HSE Centre and Health Region EMT functions * Implement the HSE Clinical Governance Framework and Operating model across all health and social care service within the IHA, supported and enabled by the HSE Centre and Health Region Clinical Functions * Establish and develop the integrated Clinical Leadership functions within the IHA management team structure working with all disciplines including Medical Consultants. Nursing, HSCP and GPs * Drive and enable the development of integrated clinical governance arrangements for staff and services working across acute and community settings building on the work of the ECC programme and the national integrated clinical care programmes   **Quality, Risk and Patient Safety**   * Ensure robust quality and safety systems and associated service improvement programmes are in place to manage clinical and other risks inherent in delivery of all health and social care services with the support of national and regional services (Access and Integration, Performance and Clinical Functions) * Be accountable for promoting the welfare of vulnerable people and adherence to the Safeguarding Vulnerable Persons at Risk of Abuse (2014) policy and Children First Act 2015. * Ensure staff maintain awareness of the requirements stated in the Risk Management Strategy and that they comply with all Incident/Near Miss reporting Policies and Procedures. * Ensure Complaints Management is integrated into the quality and safety agenda and is part of integrated learning * Enable and support regional networks of care for acute services, Community Services, Older Persons and Children and Young people in quality and patient safety, professional development and training. * Adequately identify, assess, manage and monitor risk within the area of responsibility. * 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. * Have a strong working knowledge of relevant Legislation and associated Regulations as they apply to the role including the Health Act 2007, the Mental Health Act 2001, Health and Safety legislation, Child Protection legislation as well as Health Information and Quality Authority (HIQA) and the Mental Health Commission National Standards including but not limited to National Standards for Safer, Better Healthcare, National Standards for Residential Care Settings for Older People in Ireland, National Standards for Residential Services for Children and Adults with Disabilities, National Standards for Safer Better Maternity Services, National Standards for Adult Safeguarding and Acute and Community National Standards for the Prevention and Control of Healthcare Associated Infections, etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role   **Communications and Engagement**   * Establish and deliver clear efficient and effective communications with all staff in the Region, within and between IHAs * Demonstrate pro-active commitment to engagement and communications with internal and external stakeholders including patients /service users, voluntary agencies, GPs, Local Authorities and all partner agencies * Establish systems and process within the IHA to ensure partnership arrangements with patients and service users at every level of service delivery. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Build effective relationships and collaboration between all services and teams across hospitals and services in primary, community and continuing care settings at regional and IHA level * Act as spokesperson for the IHA and the Health Region as required * Deliver any other duties relevant to the role which may be identified from time to time.   **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** | **The applicant pool for this campaign is restricted to existing HSE staff**  **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 planning and delivering major organisational change programmes to successful outcomes in a distributed and highly complex organisation or other relevant and highly complex organisation, as relevant to this role * Significant experience of service planning underpinned by an effective internal corporate governance framework and risk management system. * Experience of managing and working collaboratively with multiple internal and external stakeholders and a proven ability to collaborate and work effectively with external service delivery partners within well-structured governance relationships as relevant to this role.   **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. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as post will involve travel  In meeting the requirements of the Health Region, there will be a requirement for the IHA Manager to work on a 5/7 basis which will include out of hours working in ensuring service needs are met. This will be subject to agreement with the Regional Executive Officer. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * A detailed knowledge of the issues and developments and current thinking in relation to best practice in health and social care services, policy and delivery. * A well-developed knowledge of the key challenges and issues across the health system. * A detailed understanding of the HSE’s strategic reform and innovation agenda, as per Sláintecare and the resultant organisational structure that aligns healthcare governance at regional level, within a strong national framework to enable better co-ordination and improved performance across health and social care services. * A good understanding of risk, information technology, financial management, governance and accountability * Significant knowledge and experience of multidisciplinary working as relevant to the role * Significant experience of engaging at Senior Management Team and Board Level, as relevant to the role * Experience of corporate governance and risk management * A good understanding of the public service regulatory and legislative framework in Ireland. * Knowledge and experience of application of evidence based decision making practices and methodologies * Knowledge of the organisational policy on change People's Needs Defining Change – Health Services Change Guide including use of appropriate and complementary service improvement methodologies. * A good knowledge of the legal, clinical and corporate governance framework of the HSE   **Leadership and Delivery of Change**  Demonstrates:   * Effective leadership and is a positive driver for change; transforms the vision into a framework and structures for moving forward. * Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long term corporate objectives. * A track record of service innovation and delivery in a challenging environment. * Strong results focus and ability to achieve results through collaborative working, including external stakeholders. * Leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders   **Managing and Delivering Results (Operational Excellence)**  Demonstrates:   * The ability to adequately identify, assess, manage and monitor risks within their area of responsibility * The ability to develop / implement strategic action plans and programmes. * Commitment to a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals. * Perseverance and sees tasks through. * Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion * The ability to develop strategies/policies * A strong emphasis on achieving high standards of excellence.   **Building and Maintaining** **Relationships/Communication Skills**  Demonstrates:   * The possession of 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. * A capability of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service. * A strong results focus and ability to achieve results through collaborative working * A commitment to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. * A commitment to building a professional network to remain up-to-date with and influence internal and external politics. * The ability to support the development of an effective team. * 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   **Critical Analysis and Decision Making**  Demonstrates:   * The ability to operate as an effective strategic and tactical thinker * Ability to provide significant input to operational and strategic decision making * The ability to look critically at issues to see how things can be done better * The 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 challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances. * The willingness to take calculated risks and consider the range of options available to support improved change practices * The ability to make timely decisions and stand by those decisions as required   **Personal Commitment and Motivation**   * Understands, identifies with and is committed to the core values of the HSE * Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role. * Demonstrates a commitment to and focus on quality, promotes high standards to improve patient outcomes, by involving patients and the public in their work |
| **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 being called forward 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.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. | |

**Integrated Healthcare Area manager**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is specified purpose and whole time for a duration of 4 months initially.  The post is pensionable.  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 is: €189,568 (as at 01/03/2025)  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 working week applying to the post is to be confirmed at Job Offer stage.  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). In meeting the requirements of the Health Region, there will be a requirement for the IHA Manager to work on a 5/7 basis which will include out of hours working in ensuring service needs are met. This will be subject to agreement with the Regional Executive Officer. |
| **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.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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-1), 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-2). * 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)**  **Including positions where the salary scale straddles the above salary point.** | 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://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-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-1)
2. [↑](#footnote-ref-2)