

**Grade VII, Regional Emergency Management Officer**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Grade VII, Regional Emergency Management Officer**  (Grade Code: 0582) |
| **Campaign Reference** | NRS14907 |
| **Closing Date** | Friday 29h August 2024 at 12pm (Noon) |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in the East Region The post holder will be based at the East Region Emergency Management Office, located at St Mary’s Hospital, Dublin 20, D20 CK33.  A panel will be formed as a result of this campaign for the **Grade VII, Regional Emergency Management Officers within** **HSE Emergency Management, National Emergency Management, National Services** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Brendan Lawlor, Chief Emergency Management Officer, East Region Emergency Management  Email: [Brendan.Lawlor@hse.ie](mailto:Brendan.Lawlor@hse.ie) |
| **Details of Service** | The HSE Emergency Management Service works at national, regional and local levels to support all HSE Services. The East region office provides support to the health services in the east of the country these include the Regional Health Authorities of, Dublin Northeast, Dublin Midlands and Dublin Southeast and other support and National services operating in these RHA areas.  On an inter-agency and inter-departmental basis, Emergency Management works to develop, maintain and improve the capacity of the Health Service to mitigate against, prepare for, respond to and recover from major emergencies.  A major emergency is any event which causes or threatens death or injury; serious disruption of essential services; or serious damage to property, the environment or infrastructure beyond the normal capacity of responders either locally, regionally or nationally. A major emergency requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, coordinated response.  The Framework for Major Emergency Management was devised to enable An Garda Síochána, the Health Service Executive and Local Authorities (the Principal Response Agencies) to prepare for and make a co-ordinated response to major emergencies resulting from local and regional events such as fires, transport accidents, hazardous substances incidents and severe weather. The Framework puts in place arrangements that facilitate the three Principal Response Agencies to coordinate their efforts whenever a major emergency occurs.  *Government Task Force on Emergency Planning.*  The Government Task Force, which is chaired by the Minister for Defence, is made up of the Ministers and/or senior officials of all Government Departments and key public authorities. It is the top-level structure that examines policy issues and any current risks and it ensures that information is shared across government. It promotes the best use of resources and compatibility between different emergency plans. The Assistant National Director, Emergency Management is a member of this group.  Additionally, the Emergency Management Service is responsible for meeting the HSE’s legislative responsibilities relating to the EU Seveso Act and with planning acts relating to the management and control of large crowd events such as concerts, sporting and cultural events.  Key areas of work include:   * Support HSE Regional Crisis Management Teams in planning for, and responding to, Major Emergencies. * Support managers at all levels in the HSE in planning for, and responding to, major emergencies. * Support HSE Line Managers develop and maintain their Business Continuity Plans. * Develop and deliver training and education programmes around emergency management across HSE services and functions. * Coordinate intersectoral working with Local Authorities, An Garda Síochána and other agencies at national and regional level as required in accordance with the Framework on Major Emergency Management 2007. *Full details of HSE requirements under the Framework for Major Emergency Management available on* [*www.mem.ie*](http://www.mem.ie) * Review and update statutory external emergency plans for top tier Seveso sites and carry out exercises as required under EU legislation. * Engage with Crowd Event organisers around event medical planning as per legislative requirement. |
| **Reporting Relationship** | The Regional Emergency Management Officer will report directly to a Chief Emergency Management Officer or other nominated manager. |
| **Purpose of the Post** | To deliver and provide support to all components of the Emergency Management function. |
| **Principal Duties and Responsibilities** | * Work as a member of the Regional Emergency Management team to advance Emergency Management preparedness and response. * Work with Emergency Management colleagues nationally to develop standards and to maintain a consistent approach to service delivery. * Maintain and improve systems for the monitoring of the implementation of emergency management priorities and objectives. * Develop and maintain a strong focus on both internal and external communications in Emergency Management. * Support the Regional Crisis Management Teams in their response to Major Emergencies. * Support HSE managers at all levels in planning for, and responding to, major emergencies across all functions and services i.e. Hospitals, Community, Public Health, National Ambulance Service etc. * Support HSE line managers in the development and maintenance of the Major Emergency Plans * Support HSE line managers in the development and maintenance of their Business Continuity Plans. * Develop and deliver training and education programmes around emergency management across all HSE services and functions involved in response. * Support all locations in the testing of their major emergency plans. * Support HSE Enterprise Risk management in conducting risk assessment including the identification of emerging risks and horizon scanning. * Deliver training in a multi-agency environment. * Co-ordinate inter-sectoral, interagency working with the Local Authorities and An Garda Síochána and other agencies as required. * In conjunction with other competent authorities, review and update statutory external Emergency Plans for upper tier Seveso sites and carry out exercises as required under Chemicals Act (Control of Major Accident Hazards involving Dangerous Substances) Regulations 2015 (S. I. No. 209 of 2015), * Review and provide guidance for emergency plans at ports of entry i.e. airports & ports. * Liaise with other government departments in relation to state visits. * Work with event planners to design appropriate event medical plans. * Preparation of reports, monthly, quarterly and project progress reports. * Support the Chief Emergency Management Officer. * Carry out any other relevant duties as may be assigned from time to time by the Chief Emergency Officer. * Have an understanding of the new HSE Regional Health structures (<https://about.hse.ie/leadership-and-operations/hse-health-regions/> ) * 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. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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** | **Candidates must have at the latest date of application:**   * Experience in the conduct of operational planning. * Experience in the identification and mitigation of risk in a complex multi-stakeholder environment, as relevant to this role. * Experience of managing projects including the preparation of timely professional reports. * Experience of designing and delivering training programmes. * Experience of managing and working collaboratively with multiple internal and external stakeholders. * Experience of resilience planning and preparedness as relevant to this role * Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge 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. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as post will involve frequent travel. * There will be a requirement to have flexibility around working hours to meet service requirements. This can include out of hours and weekends. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * Knowledge of the emergency management principles and the function * A working knowledge of key policies and strategies relating to Emergency Management * An understanding of the role of Emergency Management in supporting HSE functions and services i.e., Hospitals, Residential care facilities including those related to Mental Health, Disability and Care of Older Persons, Public Health and Health Protection, National Ambulance Service etc. to plan for and respond to major emergencies * An appreciation of the scale, scope and complexity of the health and social care services and the supporting functions * Proficiency in Microsoft Office Word, Excel, PowerPoint email systems and IT based communication portals. * Knowledge of Irelands Emergency Management Frameworks. * Knowledge of systemic Emergency Management. * Knowledge of Business Continuity Management.   **Planning and Managing Resources**   * Demonstrate the ability to effectively plan and manage resources, effectively handle multiple projects concurrently, structuring and organising own workload and that of others effectively. * Demonstrate responsibility and accountability for the timely delivery of agreed objectives. * Challenges processes to improve efficiencies where appropriate, is committed to attaining value for money.   **Commitment to a Quality Service**   * Demonstrates evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user. * Ensure attention to detail and a consistent adherence to procedures and standards within area of responsibility. * Embraces and promotes the change agenda, supporting others through change. * Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks.   **Evaluating Information, Problem Solving & Decision Making**   * Demonstrate numeracy skills, an ability to analyse and evaluate information, considering a range of critical and complex factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management. * Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions. * Ability to confidently explain the rationale behind decisions when faced with opposition.   **Team Working**   * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment. * Demonstrate an ability to work as part of the team in establishing a shared sense of purpose and unity across a number of teams delivering on different projects. * Demonstrate leadership; creating team spirit; leading by example, coaching and supporting individuals to facilitate high performance and staff development. * Demonstrate a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others.   **Communications & Interpersonal Skills**   * Demonstrates excellent communication and interpersonal skills including the ability to present complex information in a clear, concise and confident manner (written & verbal). Strong presentation skills. * Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders, working collaboratively within a multi stakeholder environment. * Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood. |
| **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. | |



**Grade VII, Regional Emergency Management Officer**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: 01/082025  €60,013, €61,479, €63,192, €64,911, €66,636, €68,176, €69,745, €71,272, €72,788, €75,397, €78,015 LSIs  Review the most recent [Salary Scales](https://healthservice.hse.ie/staff/pay/pay-scales/):  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 **3**5 hours per week. Your normal weekly working hours are **3**5 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. |
| **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-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. |

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-1)
2. [↑](#footnote-ref-2)