

Grade VIII, Research Data Protection Compliance Officer

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Grade VIII, Research Data Protection Compliance Officer *(Grade Code 0655)*   |
| **Campaign Reference** | NRS14908 |
| **Closing Date** | Tuesday 19th August 2025 @ 12:00PM |
| **Proposed Interview Date (s)** | Mid-September 2025.Please note these dates are subject to change. 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** | The post will be located at the National Research and Development offices, located in the 2nd floor Jervis House, Jervis Street, Dublin 1. There is currently one permanent part time (0.86WTE) vacancy available. There is flexibility as to the distribution of the WTE over the five day working week (i.e full four days a week or reduced hours five days a week). A panel may be formed as a result of this campaign for **Grade VIII, Research Data Protection Compliance Officer**, **National Research and Development** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries**  | Racheal Batten, General Manager **Email:** Racheal.batten@hse.ieor Ana Terres, Assistant National Director**Email:** Ana.terres@hse.ie A site visit may be facilitated for those interested in applying for this post – please contact Linda Devlin, Business Manager 087 2552333 to arrange. |
| **Details of Service** | The Health Service Executive (HSE) is responsible for delivering all public health services across the country of Ireland. For a description of HSE services and operations and accountability mechanisms please see the latest Annual Report. The HSE is the largest public body in Ireland. It has an operating budget of over €20billion and employs over 100,000 staff. The HSE is currently undergoing an organisational reform in line with Slaintecare, resulting in 6 HSE Integrated Care Regions and one HSE coordinating centre. HSE National Research and Development (HSE R&D) was created in 2018 and currently sits in the HSE Centre under the Chief Clinical Officer Division. The office is currently supporting the establishment of Research Directorates in each of the 6 HSE Regions. HSE R&D is responsible for the implementation of the HSE Action Plan for Health Research 2019-2029. The key objective of this plan is to ensure that the health service can leverage the significant body of ongoing research that is hosting for the benefit of the patients, the health service users and the service itself. Research generates critical evidence to inform decision making, ensures that practices are evidence based, and has indirect benefits such as attracting and retaining the best staff. The plan aims to embed a culture of research and enquiry as part of health service delivery, by creating a supportive environment for innovation and collaboration to ensure that the health service can benefit from the talent of our research active staff. Key outputs of this plan are the HSE National Framework for the Governance, Management and Support of Health Research (September 2021) and the Roadmap for the Reform of the HSE Research Ethics Committees. Key priorities include the development of a suite of tools, policies, guidance materials and supports in areas such as research governance implementation, research ethics committee reform, knowledge translation and impact, and data protection. Further information is available from the website at hseresearch@hse.ie. |
| **Reporting Relationship** | The post holder will report to the HSE National R&D Legal Lead for Research or other nominated manager.  |
| **Key Working Relationships** | **Key Working Relationships:****Internal:** The post-holder will liaise with team colleagues in National R&D as well as relevant staff within the Regional Research Offices. It will also liaise with the HSE Data Protection Officer in HSE Centre, the HSE Deputy Data Protection Officers in the Regions, and Hospital Data protection officers involved in research governance. The post-holder will also liaise with staff engaged in research within HSE Centre. **External:** The post-holder may liaise with the Department of Health, national research funding agencies (i.e the Health Research Board, Science Foundation Ireland, and EU funding programmes); with Higher Education Institutions and representative groups, Statutory Agencies, Professional Bodies private sector, philanthropy, the State Claims Agency, and others as appropriate.The post holder may engage with other HSE Centre functions as appropriate.  |
| **Purpose of the Post**  | The post holder will be a key member of National R&D and will contribute to achieve the objectives of the office. The purpose of the post is two-fold: firstly to lead the development of policies, standard operating procedures, guidelines etc as well as a mechanism to monitor compliance in the area of data protection in healthcare research within the HSE in collaboration with all relevant stakeholders; and secondly to provide support, service and advice to staff within HSE Corporate functions as well as staff in the Regional Research Offices.  |
| **Principal Duties and Responsibilities** | **The main duties of the role will include:** **Development of national HSE policies, procedures, protocols and guidance in the area of Data Protection in health research, including:*** To lead on development of national policies, procedures, protocols and Guidelines (PPPGs), advice and support material for data protection in research for research officers and for researchers.
* To represent National R&D at relevant forums and provide leadership as appropriate and actively contribute to relevant groups to progress key pieces of work in a collaborative manner.
* Foster a data protection culture in research within the HSE and help to implement essential elements of the GDPR, such as the principles of data processing, data subjects’ rights, data protection by design and by default, records of processing activities, security of processing, and notification and communication of data breaches.
* Lead on the implementation of Data Protection legislation in research within the HSE: Helping implement key GDPR principles, including data subjects' rights and security measures.
* Develop the PEPA (Planning, Enabling, Performance and Assurance) function of National HSE National R&D with regards to Data protection in research compliance in the HSE regions.

**Provide an advisory and support service to HSE R&D, HSE centre staff and the HSE Regional Research Directorates, including:*** Providing guidance on GDPR and Health Research Regulations.
* GDPR Compliance: Advising the research office in HSE centre and HSE regions on GDPR compliance and fostering a data protection culture within the organisation.
* Data Agreements: Drafting and negotiating data sharing and processing agreements, engaging with stakeholders in academia and the pharmaceutical sector.
* Data Protection Impact Assessments (DPIAs): Advising on the necessity and methodology of DPIAs, including whether to conduct them in-house and assessing compliance with GDPR for HSE Centre.
* Record Maintenance: Keeping records of processing operations to aid compliance monitoring and advising on decisions made.
* Incident Consultation: Offering consultation following data breaches or incidents.
* Advise the controller/processor regarding DPIAs within HSE Centre: i.e whether or not to carry out a data protection impact assessment, methodology to follow when carrying out a DPIA, whether to carry out the DPIA in-house, what safeguards (including technical and organisational measures) to apply to mitigate any risks to the rights and interests of the data subjects, whether or not the DPIA has been correctly carried out and whether its conclusions (whether or not to go ahead with the processing and what safeguards to apply) are in compliance with the GDPR.
* Maintain the record of processing operations under the responsibility of the controller as one of the tools enabling compliance monitoring, informing and advising the controller or the processor.
* Offer consultation once a data breach or other incident has occurred.

**Management*** Ensure the efficient administration of area of responsibility.
* Execution of effective project management to ensure that deadlines are met.
* Ensure regular two-way communication happens with line management and senior management, attending meetings are required, and reporting on project and operational progress and developments against the operational plan.
* Execute assignments in a timely manner in accordance with agreed plans, budgets and deadlines, ensuring that required supports are available to enable successful delivery.
* Contribute to service plans for own area and implement service plan objectives within own area.
* Ensure all records (e.g. general and financial) are up-to-date and readily available.
* Make appropriate use of technology to advance the quality and efficiency of service provision.
* Undertake special assignments as directed, including assisting leadership with strategy development.
* Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on own area.
* Ensuring that highly effective communication mechanisms and processes are in place to manage, motivate and influence key stakeholder cooperation to achieve intended outcomes.
* Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them, making sure team knows how to action them.
* Gather information from a variety of sources to ensure decisions are in line local and national agreements.
* Represent the HSE on committees and groups as required.
* Co-ordinate and lead stakeholder meetings and working groups.
* Promote co-operation and working in harmony with other teams and disciplines.
* Leading out / managing the preparation of briefing documents and presentations.
* Providing analysis and regular timely reports on function activities and performance as required.

**Human Resources / Supervision of Staff*** Supervise and enable other team members to carry out their responsibilities.
* Review the completion of assignments of other staff in accordance with the operational plan and expected quality standards.
* Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships.
* Work effectively across functions to ensure that key service objectives are met.

**Change Management*** Support and promote service changes and reconfigurations through participation on identified projects.
* Proactively identify inequities / inefficiencies in service administration and implement solutions to improve service delivery, in line with legislation and benchmarking against best practice structures.
* Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes.

**Standards, Regulations, Policies, Procedures & Legislation*** Advise, promote and participate in the implementation of best practice.
* Contribute to the development of policies and procedures in areas of relevance.
* Keep up to date on relevant policies, procedures, guidelines and practices, and advise colleagues and stakeholders of the information required to ensure effective delivery of services.
* Effectively discharge the day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures.
* Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
* Keep up to date on relevant regulations and legislation and advise colleagues and stakeholders of the information required to ensure effective delivery of services.
* Assess and analyse compliance with National and EU legislative obligations, and national policies and procedures.
* Pursue continuous professional development in order to develop management expertise and professional knowledge, researching and maintaining current knowledge of national and international trends in the project areas.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders
* Adequately identifies, assesses, manages and monitors risk within their 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.
* 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:** * Hold a major academic award at minimum Level 8 (or higher) on the National Framework of Qualifications maintained by Quality & Qualifications Ireland or equivalent in Data Protection or Law.
* Have significant experience reviewing Data Protection Impact Assessments (DPIA’s) and providing support to health research related activities, including the design and development of Data Protection Research Agreements and Contractual Agreements for research funding, as relevant to this role.
* Experience in advising on matters relating to Data Protection Legislation and Health Research Regulations, as relevant to this role.
* Experience in the development of policies, standard operating procedures and guidelines to include experience in monitoring compliance, as relevant to this role.
* Experience in managing and working collaboratively cross functionally with multiple senior internal and external stakeholders.
* 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. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role |
| **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 relevant legislation and regulations as they apply to research, in particular Data Protection Legislation, including Health Research Regulations 2018 and the EU Clinical Trials Act.
* Knowledge and experience of providing Data Protection support as applied to health research related activities including; design and development of contractual agreements for research funding,
* Knowledge and understanding of risk as it applies to research, e.g. confidentiality and data protection, indemnity, governance, regulatory compliance, etc.
* Knowledge and experience of implementing and managing complex change or quality improvement projects, as relevant to the role
* Knowledge and experience of managing and working collaboratively cross functionally with multiple senior stakeholders.
* Knowledge and understanding of the role of the State Claims Agency.
* Knowledge of the health service including a good knowledge of HSE reform.
* Excellent MS Office skills to include, Word, Excel and PowerPoint.
* Knowledge and experience of using an email system effectively, e.g. Outlook
* Knowledge and experience of developing and implementing standards, policies, procedures and guidance, as relevant to this role
* Excellent IT skills to include, including experience of using Excel functions to aid working with multiple data sources, conditional programming, merging datasets etc.
* Knowledge and experience in Data Protection requirements and compliance

**Managing & Delivery Results (Operational Excellence)**Demonstrates:* A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships.
* The ability to work on a self-directed basis
* Evidence of effective planning and organisational skills including an awareness of resource management and the importance of value for money
* The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment
* A capacity to operate successfully in a challenging environment while adhering to various standards.
* Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion
* Adequately identifies, manages and reports on risk within area of responsibility

**Critical Analysis, Problem Solving & Decision Making**Demonstrates:* The ability to evaluate complex information from a variety of sources and make effective decisions
* Considers the impact of decisions before taking action
* Anticipates problems and recognises when to involve other parties (at the appropriate time and level)
* Makes timely decisions and stands by those decisions as required
* Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams
* A capacity to develop new proposals and put forward solutions to address problems in a timely manner.
* A knowledge and application of evidence based decision making
* Effective problem solving in complex work environments

**Leadership, Direction and Teamworking Skills**Demonstrates: * Effective leadership in a challenging and busy environment including a track record of innovation / improvements.
* Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes.
* Ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources.
* Evidence of being a positive agent of change and performance improvement
* Flexibility and adaptability to meet the requirements of the role
* Ability to work with multi-disciplinary team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives
* An ability to influence and negotiate effectively in furthering the objectives of the role.

**Communication & Interpersonal Skills** Demonstrates: * Excellent interpersonal and communications skills to facilitate work with a wide range of stakeholders
* The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience
* Excellent presentation skills.
* Excellent written communication skills including the ability to produce professional reports.
* Strong negotiation / influencing skills

**Leading a Quality Service**Demonstrates:* An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected
* An ability to cope with competing demands without a diminution in performance
* Places strong emphasis on achieving high standards of excellence
* A client user and customer focus in the delivery of services
* A core belief in and passion for the sustainable delivery of high quality customer focused services
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| **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 VIII, Data Protection Compliance Officer

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and part-time (0.86WTE). 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: (as at 01/08/2025)€82,258 - €82,997 - €86,243 - €89,502 - €92,736 - €95,983 - €99,213New 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 **30** 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)