

**Digital Delivery Director (Assistant National Director)**

**Technology & Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Digital Delivery Director*Grade Code 0508* |
| **Campaign Reference** | NRS14914 |
| **Closing Date** | Monday 21st July 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 agreed with the successful candidate at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available.Technology & Transformation currently have a number of offices throughout Ireland and it is expected, that the successful candidate will work from one of these locations:* Dublin
* Kells
* Sligo
* Manorhamilton
* Cork
* Kilkenny
* Galway
* Limerick
* Tullamore
* Drogheda
* Kerry
* Ardee

The Line Manager is open to engagement as regards the expected level of on-site attendance at the agreed base, in the context of the requirements of this role and the HSE’s Blended Working Policy.The successful candidate will be required to attend meetings in other nationwide locations as appropriate to carry out the functions of the post.A panel may be formed as a result of this campaign for **Digital Delivery Director (Assistant National Director) Technology and Transformation** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Joyce ShawChief of Staff & Head of Business OperationsJoyce.shaw@hse.ie |
| **Details of Service** | [Digital for Care 2030](https://www.ehealthireland.ie/technology-and-transformation-functions/digital-for-care-2030/digital-for-care-2030-overview/) is the Framework under which all digital health solutions for the HSE are co-ordinated, streamlined and implemented.  It provides a strategic and innovative plan to advance key Slaintecáre programmes and deliver integrated care that is fully aligned with the Health Regions structure. These programmes are critical in setting the future policy direction under Digital for Care, for considering opportunities offered by current and emerging technologies, and are fundamental in the delivery of digital health transformation in Ireland.**Context and Operating Model** A Digital Health Framework for Ireland 2024-2030 and the associated HSE Digital Health Strategic Implementation Roadmap 2024-2030 are nationally mandated and present a uniform policy framework which will be led by the Chief Technology and Transformation Officer (CTTO) with colleagues across the HSE and in the Department of Health. The Digital for Care implementation will be key to driving whole system reform and central to navigating Ireland’s rapidly evolving digital health landscape.* Technology related design solutions and associated contracting of services will be nationally led with one uniform policy. Subsequent decision(s) by the HSE Board will be progressed through the CTTO reporting to the CEO depending on the initiative and delivered at Health Region level by the Regional Director Technology & Transformation and associated team.
* Dedicated teams at national level will lead on key national programmes of work.
* Regionally based Technology and Transformation Teams will deliver solutions within the Health Region, working with a wide range of stakeholders both internal and external to the HSE bringing a wealth of experience and local knowledge.

The Digital Delivery Director will:* Work with the CTTO, and Regional Executive Officer and their teams to ensure there is alignment and consistency across all Health Regions and implementation of key national priorities in line with Digital for Care: A Digital Health Framework for Ireland 2024-2030 and other agreed Transformation Programmes.
* Lead a portfolio of technology and transformation teams ensuring digital solutions are implemented successfully working in collaboration with other service leaders to ensure they meet local service needs promoting innovation, engagement and local ownership.
* Manage the Technology and Transformation portfolio within the new operating context of Integrated Healthcare Areas. This will be core to ensuring the health and social care system can meet future service needs in a way that is sustainable, population focused, informed by national direction and aligned to the local and regional requirements.
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| **Reporting Relationship** | Reports to the Chief Information Officer  |
| **Key Working Relationships** | The post holder will engage effectively with all key stakeholders involved in transformation with a particular focus on technological and digital innovations as a key driver of change across health and social care services and in particular with: * T&T SMT colleagues
* CIO who reports to the CTTO
* Colleagues in voluntary organisations / Section 38s / 39s in ensuring integrated approaches and digital solutions
* Patients and service users
* Regional Directors of Technology and Transformation and their teams
* Change and Innovation Hub colleagues
* Clinical / Health & Social Care leaders, innovators and clinical / business digital leads involved in front line services and the delivery of Networks of Care
* Chief Academic Officers, academic, education and research partners
* Quality and Patient Safety Teams
* Relevant Government departments promoting public service innovation and enterprise development including DPER and others
* Industry partners involved in technological advancements and innovations
* Other eexternal stakeholders and service providers in the development and delivery of key functions related to the transformation, technology and innovation role.
* Community enterprise and relevant multi-sectoral agencies as relevant to the role
* International experts on Digital Healthcare Transformation
* Department of Health /DCEDIY

Have an agreed working relationship nationally with:* Chief Clinical Information Officer and Nursing Information Officer
* IT Directors in large voluntary organisations including Section 38s and 39s within their respective Health Regions.
* REO’s and their management teams specifically regionally based E-Health Directors
* Clinical / Service digital leaders and innovators
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| **Purpose of the Post**  | The purpose of this role is to lead and implement the delivery of Digital for Care Ireland for their portfolio of responsibilities, ensuring that the benefits are achieved nationally working with the CTTO management team and the regional teams through the Regional Directors of Technology & Transformation and their team.The post holder will be a member of the Technology and Transformation SMT fostering transformational change and innovation and providing high-level expertise and knowledge of technology solutions, information and transformation.  They will contribute within their strategic leadership role to the overall vision nationally.**Key Deliverables** * Ensure the delivery of the national programmes in line with the Plan for Digital for Care: A Digital Health Framework for Ireland 2024-2030 (adopted by HSE Board) and the HSE Digital Health Strategic Implementation Roadmap 2024-2030.
* Implement Transformation and Technology initiatives in line with the above framework / roadmap, with regular reporting on progress, ensuring commitment from service management and clinical staff across the Health Service in order to deliver the intended benefits and improvements in health and social care services.
* Develop regional strategic and operational plans for Technology and Transformation based on national strategic priorities.
* Inform national strategic direction and associated prioritisation
* Take leadership role nationally on transformation and innovation activities working across the Health Service.
* Lead the development of digital solutions to drive the implementation of the Integrated Service Delivery Models including Networks of Care.
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| **Principal Duties and Responsibilities** | **Leadership of Transformation and Change** * Ensure that technology and transformation programmes a national level are directly linked to delivering on the agreed strategic agenda, public value and improved outcomes and user experiences for patients, service users and communities.
* Lead the implementation of Digital for Care: A Digital Health Framework for Ireland 2024-2030 for their portfolio of work and associated Digital Health Strategic Implementation Roadmap 2024-2030, supporting Health service priorities for enhancing integrated care delivery and a population health approach.
* Be a system change leader in line with the agreed organisational policy on change (People’s Needs Defining Change) demonstrating a clear commitment to open and inclusive public and service user engagement in the development of technological transformations.
* Ensure that technology solutions are aligned to national policies and frameworks to meet service and clinical needs across the full continuum of care encompassing hospital, community-based and public health services including those provided by partner organisations.
* Ensure the Technology and Transformation function informs and influences integrated planning and the design and commissioning of services that are future focused, based on evidence, and sustainable.
* Lead the development of digital solutions to drive the implementation of the Integrated Service Delivery Model
* Work with nationally and locally based Clinical Digital Leads and other Digital Innovators to progress the integrated delivery of Digital for Care.
* Contribute to the prioritisation process for nationally agreed Transformation Programmes

.**Innovation and Service Improvements** * Support CTTO, National and Regional Teams to drive and support innovation and service improvements at regional level and scan the evolving technology landscape to identify opportunities for innovation and enterprise development.
* Lead the process of supporting services to create new viable options for service delivery and efficiency including testing and continuous improvement focused on developments that add value in line with Health Region reforms and which promote a patient/service user-centric approach.
* Drive approaches to maximise resource utilisation in line with public accountability requirements by monitoring innovative advancements in service delivery including clinical and health and social care practices, surgical, medical and medicine developments.
* Lever technological and automation solutions to bring about improved service efficiencies and ensure services are at the cutting edge of innovative practices.
* Drive successful adoption of agreed technology and transformation / innovation programmes and emerging technologies through leadership, sponsorship and implementation of agreed deliverables aligned to national priorities.
* Support and embed innovation practice cultures across the Health Region working with colleagues in change and service improvement to support staff to be inspired, empowered and enabled to innovate.
* Build and sustain strong partnerships for innovation internally and externally with a particular focus on opportunities through multi-sectoral engagement including academic /education and industry collaborators at Health Region level.
* Research and maintain current knowledge of national and international trends in the adoption and application of technology in health services.
* Scale up innovation across services to optimise efficiency working collaboratively and supporting multi-service and multi-sectoral engagement.

**Engagement and Communications*** Develop an effective working relationship with the Regional Directors of Technology & Transformation (including colleagues in voluntary organisations/local authorities) to ensure implementation of *Digital for Care: A* *Digital Health Framework for Ireland 2024-2030*; ensuring that they work jointly with the CTTO.
* Engage effectively with all key stakeholders early and often in the development and delivery of agreed transformation programmes to address interdependencies with other change programmes.
* Optimise the opportunities created through innovation to engage clinicians and health and social care teams to deliver relevant and future orientated developments in line with agreed Networks of Care.
* Foster networks and partnerships to positively influence change and service improvements in the interests of communities and services through levering the benefits of digital innovation
* Promote and maintain a service user focused approach by ensuring respectful and purposeful consultation and engagement is core to developments.

**Operational Excellence** * Agree an annual implementation plan with the CIO and CTTO as part of the service planning process aligned to the *Digital Health Framework for Ireland 2024-2030*.
* Work with and support the CTTO and SMT colleagues to ensure that benefits are achieved from technology and transformation programmes as part of a portfolio management approach working towards national and regional solutions.
* Ensure strong programme management methodologies to enable successful delivery of agreed transformation projects on time, within budget, ensuring widespread engagement and benefits for patients, service users and staff.
* Develop and operate effective governance frameworks over all technology and transformation activity for their portfolio ensuring public value and effective management of technology projects and activities.
* Ensure engagement across national and regional stakeholders so that effective decisions can be made for technology investments including project prioritisation, infrastructure management, procurement and resource management.
* Inform and participate in National performance management and ensure that technological advancements are considered as part of this process including the provision of progress updates on key deliverables.
* Identify and mitigate risk associated with transformation programmes, ensure compliance with relevant legislation and standards, and implement strategies to mitigate against identified risks.
* Create and maintain contingency plans to address potential disruptions or failures in technology systems for their portfolio.
* Support teams and services to define and measure the impact of transformation and innovation programmes.
* Ensure processes are in place to support national and regional performance reporting aligned to priority Sláintecare transformation and technological programmes of work.
* Ensure escalation processes are in place to address critical issues that emerge with regard to technological transformation programmes.

**Financial Management*** Ensure their delivery of programmes within budget and including monitoring monthly expenditure on an on-going basis in consultation with the Finance colleagues.
* Take corrective action where appropriate to control over-expenditure.
* Ensure adherence to the Health Services Executive’s National Financial Regulations.

**Data Security*** Ensure the national standards-based architecture for ICT is adopted across the relevant programmes of responsibility to include appropriate security and access measures, consistent approaches to enterprise information management, data quality, activity and outcome reporting.
* Ensure all services within their remit are in compliance with HSE cybersecurity policies and associated NCSC obligations to enhance the security of health services.
* Promote cybersecurity awareness and training among staff and contracted colleagues to safeguard health service operations increasing training uptake.
* Work with the technology and transformation cybersecurity team to manage and report security incidents, focusing on maintaining the integrity of health services.

**Data and Information Governance** * Ensure compliance with HSE Data Management Policies and Guidelines within the Health Region.
* Promote best practice in data governance, management and data quality promoting and developing integrated data management systems
* Support the deployment and take-up of healthcare analytics within the region with colleagues in Planning and Performance to maximise the benefits of digital technologies and return on investment by the HSE.

**Team and Staff Development** * Foster a culture of continuous improvement and professional development within the Technology and Transformation team and promote active collaboration with other services and teams.
* Lead and embrace change and adapt work practices accordingly, ensuring the team knows how to action changes.
* Develop staff and an ethos of team working to ensure adequate succession planning is in place.
* Monitor efficiency of services provided by the team, identify and implement changes to the administration of the service where inefficiencies arise.
* Act as spokesperson for the HSE as required.

**Standards, Policies & Legislation*** Maintain own knowledge of relevant HSE policies, procedures, guidelines and practices to perform the role effectively and to ensure current work standards are met by own team.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* Ensure compliance with all HSE policies and procedures.
* Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc.
* Pursue continuous professional development in Joorder to develop management expertise and professional knowledge.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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.

**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** | **Applicants must, at the latest date of application, demonstrate, all the criteria listed below as relevant to the role:*** Extensive experience leading and delivering large-scale complex technology programmes including service developments in a healthcare environment at a national level.
* Significant experience of managing and working collaboratively with multiple senior stakeholders, key partners including the Department of Health and 3rd Party Vendors to ensuring the impact and delivery of the programme is maximised
* Programme Manager experience in a multi stakeholder environment.
* A strong record of delivering change in complex multi stakeholder
* Experience leading and managing a team.
* Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative 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** | * Flexibility in relation to working hours to fulfil the requirements of the role.
* Need to have full Driving Licence with own transport to fulfil the requirements of the role as this post will involve travel.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** Demonstrate knowledge of Digital Health and its applications in HSE services.
* Demonstrate knowledge of quality and safety and clinical governance systems.
* Demonstrate evidence of service monitoring/evaluation.
* Demonstrate effective senior programme management skills.
* Demonstrate evidence and knowledge of research capability.
* Demonstrate the ability to function effectively in the role as detailed in the job specification.
* Knowledge of HSE Reform Policies and Programmes in particular HSE Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and Slaintcare

**Leadership and Delivery of Change*** Is an effective leader and a positive driver for organisation development and change; transforms the vision into a framework and structures for moving forward.
* Has the capacity to lead, organise and motivate staff to function effectively in times of rapid change.
* Strong results focus and ability to achieve results through collaborative working.
* A track record of innovation and delivery in a challenging environment.
* Demonstrates the ability to partner with other business leaders to identify opportunities for significant technology/process enhancements.
* Leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders.
* 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.
* Balances change with continuity – continually strives to improve service planning and delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity, and persistence even under increasingly complex and demanding conditions.

**Managing and Delivering Results – Operational Excellence*** Places strong emphasis on achieving high standards of excellence.
* Ability to develop / implement strategic action plans and programmes of work in a health and social care context.
* Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals.
* Perseveres and sees tasks through to completion.
* Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.
* Demonstrates flexibility, adaptability, and openness to working effectively in a changing environment.
* High level understanding of the day-to-day business challenges whilst not losing sight of long-term strategic goals.

**Working With and Through Others (Influencing to Achieve)*** Demonstrates the ability to maintain and form alliances with recognised experts and with decision makers.
* Demonstrates the ability to represent the organisation on issues impacting multiple organisations and the professional field.
* Operates effectively in a matrix working environment.
* Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
* Demonstrates a high level of interpersonal and communication skills including negotiation skills and the ability to build and maintain relationships.
* Demonstrates people management experience, developing and encouraging others to maximise their potential and with an ability to motivate and instil confidence in others.
* Represents the organisation on issues impacting multiple organisations and the professional field
* Has the ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to advocate for and negotiate positions which allow for the on-going improvement of services

**Critical Analysis and Decision Making*** Demonstrates knowledge and application of evidence-based decision-making practices and methodologies.
* The ability to operate as an effective strategic and tactical thinker
* Has 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.
* Ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances.
* Considers the wider implications of decisions on a range of stakeholders
* Recognises when to involve other parties at the appropriate time and level
* Ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances.

**Building Relationships/Communication** * Possesses highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders.
* Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management and external stakeholders.
* Capacity to achieve results through cross-sectoral working.
* 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 negotiated positions which allow for the on-going improvement of services and systems.
* Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.

**Personal Commitment and Motivation*** Is personally committed and motivated for the complex role of Assistant National Director.
* Demonstrates a commitment to further education and learning.
* Demonstrates a commitment to improving outcomes for patients by improving service planning and integration.
* A core belief in and passion for the sustainable delivery of high-quality service user focused services.
* Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
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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 description may be reviewed.This job description 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. |

** Digital Delivery Director (Assistant National Director)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy 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: (at 01/03/2025)

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| €119,983 | €125,053 | €130,216 | €135,478 | €140,830 | €146,287 |

New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied, for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer 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.  |
| **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-1)
2. [↑](#footnote-ref-2)