**Digital Delivery Director**

**National EHR Programme - Technology & Transformation**

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | Digital Delivery Director, National EHR Programme – Technology and Transformation  Grade Code: 0508 |
| **Campaign**  **Reference** | NRS14915 |
| **Closing Date** | Thursday 24th July 2025 at 3:00pm. |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at the contracting stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available.  The office of Technology & Transformation has offices throughout Ireland. It is expected that the successful candidate will work from one or more of these locations:   * Dr. Steevens’ Hospital, Dublin * HSE Offices Navan Road, Kells Co. Meath, A82 H3C7 * Feehily’s Business Centre, Duck Street, Sligo * Aras Slainte Chluainin, Manorhamilton, Leitrim * Áras Sláinte, Wilton Road, Cork * HSE Offices, Dublin Road, Lacken, Kilkenny * Merlin Park Hospital, Galway * 98 Henry Street, Limerick * Scott Building Midlands Regional Hospital, Arden Road, Tullamore, Offaly * Southgate Shopping Centre, Colpe Cross, Drogheda, Meath * University Hospital Kerry, Tralee, Kerry * Hale Street, Ardee, Louth   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.  It is expected that the post will necessitate a significant amount of travel.  A panel may be created as a result of this campaign for **Digital Delivery Director, National EHR Programme – Technology and Transformation** from which future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Fran Thompson  Chief Information Officer  Email: [cio@hse.ie](mailto:cio@hse.ie) |
| **Details of Service** | * Technology & Transformation is the Health Service Executive (HSE) office responsible for the delivery of technology and change programmes to support the delivery of healthcare across Ireland. * Technology & Transformation is charged with implementing Digital for Care 2024 - 2030, Ireland’s framework for the digital transformation of health services in Ireland. * This framework focuses on empowering patients, enhancing workforce capabilities, enabling connected care, driving data-driven services, fostering innovation within the digital health ecosystem, and establishing secure foundations. * Digital for Care 2024 – 2030 and the HSE Digital Health Strategic Implementation Roadmap recognise the implementation of a patient centred Electronic Health Record (EHR) as a key component in the development of digital health in Ireland. * The National EHR Programme was established in 2024. It will ultimately deliver a unified EHR across all publicly funded health and social care settings. * The vision of the National EHR Programme is to provide an electronic health record that empowers patients and care providers to achieve better health outcomes using a shared digital platform to enhance quality and safety and to improve their efficiency and agility. * The National EHR Programme will be delivered in a manner that is patient centred, clinically led, operationally delivered and digitally enabled. * The National EHR Programme will be the largest ever investment in digital health transformation in Ireland and will have a positive, transformational impact across all services and disciplines. * The Programme is currently preparing to commence the EHR vendor engagement process in the Summer of 2025, with a view to commencing the implementation process in 2027. * For more information, please see the following:   **Digital for Care: A Digital Health Framework for Ireland 2024-2030:**  <https://www.gov.ie/en/department-of-health/publications/digital-for-care-a-digital-health-framework-for-ireland-2024-2030/>  **Digital Health Strategic Implementation Roadmap**  <https://about.hse.ie/publications/digital-for-care/> |
| **Reporting Relationship(s)** | The post holder will report to the EHR Programme Director and be accountable to the EHR Chief Programme Officer and the Chief Technology and Transformation Officer (CTTO). |
| **Key Working Relationships** | The post holder will work with the Regional Executive Officers (REOs), the Regional Directors of Technology & Transformation and their teams to ensure there is alignment and consistency across all Regional Health Areas (RHAs) and that the implementation is in line with Digital for Care: A Digital Health Framework for Ireland 2024-2030 and other agreed transformation programmes.  The post holder will work closely with the EHR Design Authority. The Design Authority acts as a decision-making forum and escalation point for matters beyond the delegated authority of the Clinical, Technical and Operational Design Groups, which also includes when there is misalignment across multiple design groups. This authority will act as the guardian of the National EHR design, managing any future changes.  The post holder will work closely with the EHR Technical Design Group. The Technical Design Group provides the data, analytics and technical expertise to assure the EHR Design Authority that the National EHR design will meet the needs of healthcare professionals and patients, while aligning with programme objectives and standards.  The post holder will lead the EHR Programme Technology Transformation Workstream. This workstream is responsible for identifying, developing and implementing the technical changes to support the National EHR Programme and managing interdependencies with peers. This will cover a wide range of areas such as:   * Application Architecture * Data Architecture and Data Migration * Reporting and Analytics * Interoperability * Security * Performance * Service Provision * Medical Devices * Standards and Regulations   The post holder will also work closely with other key stakeholders in support of programme planning and execution, including the following:   * HSE Chief Information Security Officer (CISO) * HSE Data Protection Officer (DPO) * Clinical Informatics Roles on the EHR Programme (such as the CNMIO, HSCPIO and Informatics Pharmacist) * HSE Chief Information Officer (CIO) * Regional Executive Officers (REOs) * RHA Clinical Directors * Regional Directors of Technology and Transformation and their teams * Change and Innovation Hub colleagues * Chief Academic Officers, academic, education and research partners * Quality and Patient Safety teams * Colleagues including IT Directors in voluntary organisations / Section 38s / 39s * Chief Clinical Information Officer (CCIO) * Other Clinical and Operational Teams * Clinical Informatics Leads * Other Technology & Transformation Programme and Project Managers who are part of the overall T&T Programme * International experts on digital healthcare transformation   The post holder will develop and maintain positive working relationships and communications with other key stakeholders both internal and external to the HSE, including the Department of Health. |
| **Purpose of Post** | The EHR Digital Delivery Director role will lead the delivery of their portfolio of responsibilities, working to ensure that the benefits of the EHR Programme are realised nationally. Some key responsibilities include:   * Ensuring that the delivery of the EHR Programme is in line with Digital for Care: A Digital Health Framework for Ireland 2024-2030 and the HSE Digital Health Strategic Implementation Roadmap 2024-2030. * Implementing Technology and Transformation and EHR Programme initiatives in line with the above framework and roadmap, with regular reporting on progress. * Ensuring commitment from the relevant stakeholders on delivering the supporting technology required to deliver the intended benefits and improvements in health and social care services. * Developing regional and national strategic and operational plans for Technology and Transformation and the National EHR Programme. * Informing national strategic direction and prioritisation. * Leading the technology transformation activities required to support the EHR Programme. * Leading the development of digital solutions to drive the implementation of the Integrated Service Delivery Models including Networks of Care. * Overseeing the design and implementation of security, information governance and cybersecurity solutions to ensure that the EHR and associated systems are robustly protected, compliant with regulations and trusted as secure digital platforms for patient data.   The EHR Digital Delivery Director will provide expert technology related advice, guidance and support as required to the Chief Programme Officer and the CTTO management team through their role on the EHR Programme. They will work collaboratively with other key stakeholders to ensure the right people are involvement in the planning, development, delivery and evaluation of systems and services. |
| **Principal Duties and Responsibilities** | **Leadership of Transformation and Change**   * Provide visionary leadership with a focus on digital transformation, innovation, collaboration and the ongoing implementation of the National EHR Programme to drive better patient access, experience and outcomes. * Act as a champion and subject matter expert for digital health technology solutions. * Ensure that the Technology Transformation Workstream systematically prioritises improving the quality of services for patients, patient safety and joined-up service delivery. * 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 that any technology solutions chosen as part of the EHR Programme are future focused, based on evidence, and sustainable. * Oversee the development of key deliverables, some of which are as follows:   + National EHR Blueprint   + EHR Future State Application and Interoperability Architecture   + EHR Programme Data Strategy and Plan   + EHR Programme Interoperability Strategy and Plan   + EHR Reporting and Analytics Strategy and Plan   + Medical Device Strategy * Work collaboratively with the Infrastructure Programme to ensure alignment on EHR infrastructure requirements. * Ensure the alignment of all systems and technologies within the context of the broader Digital for Care Programme.   **Innovation and Service Improvement**   * Drive and support innovation and service improvements at local, regional and national levels. * Analyse the evolving technology landscape to identify opportunities for innovation. * Lead efforts to create new options for service delivery and the improvement of efficiency. * Promote a patient centric approach when considering new solutions. * Drive approaches to maximise resource utilisation in line with public accountability requirements. * Monitor innovative advancements in healthcare service delivery brought about by or supported by technology solutions. * Work to ensure that services are at the cutting edge of innovative practices. * Leverage technology and automation solutions to bring about improved service efficiencies. * Promote a culture of innovation across the RHAs and 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 and industry collaborations. * 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.   **Governance**   * Develop the necessary governance structures within the Technology Transformation Workstream to ensure full and appropriate engagement, input and feedback on technology related matters. * Report Technology Transformation Workstream progress to the EHR Programme Manager, Programme Management Office and other programme governance groups. * Identify where decisions are required and facilitate effective decision making at the appropriate levels. * Seek resources for the Technology Transformation Workstream as needed to support the programme of change required. * Oversee the definition of and compliance with standards and procedures in relation to deliverables, issue and risk management, change management and quality assurance. * Ensure that all efforts are in compliance with data protection legislation.   **Stakeholder Collaboration and Partnerships**   * Develop and maintain effective collaborative relationships and partnerships with a broad range of internal and external stakeholders. * Promote active collaboration with other service area project teams. * Engage effectively with all key stakeholders early and often in the development and delivery of plans and in addressing dependencies. * Demonstrate the capacity to lead and work well with others in the spirit of teamwork and cooperation. * Identify, develop and utilise appropriate forums to solicit input and provide feedback to support the evolution towards enhanced digital care.   **Operational Excellence**   * Develop and maintain the Technology Transformation workstream strategies and plans in collaboration with the Programme Manager and the PMO. * Work closely with the EHR and other vendors to design, deliver and operate the technology capabilities required to ultimately realise the scope of work agreed with the vendors. * Rigorously evaluate and continuously monitor engagements with vendors to ensure high performance and delivery in accordance with agreed scope and timelines. * Work to ensure that the realisation and measurement of the anticipated benefits, as per the National EHR Business Case, are facilitated by the work of the Technology Transformation Workstream. * Adhere to strong project and programme management practices to enable successful planning and reporting to enable the delivery of the agreed deliverables on time and within budget. * 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. * Identify and manage risks associated with the Technology Transformation Workstream, escalating where appropriate. * Identify and manage issues and ensure that escalation processes are in place to address in an optimal manner any that emerge. * Create and maintain effective business contingency plans, together with regional teams, to address potential disruptions or failures in technology systems. * Specify, procure and maintain effective failover and disaster recovery capabilities to ensure service maintenance in the event of system failure. * Support teams and services to define and measure the impact of change. * Work to ensure delivery within budget and regularly monitor expenditure and budgets on an on-going basis, in consultation with Finance colleagues. * Escalate and work to identify appropriate resolutions when anticipated expenditures are not in alignment with the budget. * Work to ensure adherence to the Health Services Executive’s National Financial Regulations. * Work with colleagues in Planning and Performance to maximise the benefits of digital technologies and return on investment by the HSE.   **Data, Cybersecurity and Information Governance**   * Ensure the national standards-based architecture for ICT is adopted across the National EHR Programme to include appropriate security and access measures, consistent approaches to enterprise information management, data quality, activity and outcome reporting. * Ensure all services within remit are in compliance with HSE cybersecurity policies and associated National Cyber Security Centre (NCSC) obligations to enhance the security of health services. * Promote cybersecurity awareness and training among staff and contracted colleagues to safeguard health service operations. * Work with the Technology and Transformation Cybersecurity Team to manage and report security incidents, focusing on maintaining the integrity of health services. * Work directly with the CISO as required to support the development and maintenance of effective security systems. * Ensure compliance with HSE data management policies and any other guidelines within the RHAs. * Promote best practices in data governance, management and data quality. * Promote the development of integrated data management systems. * Support the deployment and take-up of healthcare analytics within the RHAs.   **Change Management**   * Provide transformational technology change management expertise. * Work with local, regional and national leaders to define best practices. * Design change implementation plans in close partnership with representatives from each of the RHAs and Integrated Health Areas. * Process and effectively communicate highly complex, sensitive and contentious information where there are barriers and resistance to change in a highly pressurised environment and where negotiating skills are required. * Work to ensure that best technology related practices and standards are reflected in the National EHR Blueprint. * Ensure that the impacts of change are measured against carefully defined and actionable Key Performance Indicators (KPIs). * Identify what is working as expected and what is not and use this information to drive improvements.   **Other**   * 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. * 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   **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, clearly demonstrate, all of 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 in the delivery of large scale Electronic Health Record Implementation * 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** | * Access to appropriate transport to fulfil the requirements of the role. * Flexibility in relation to working hours to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge**  * Knowledge of the Irish Health Service Executive (HSE), including the clinical environment and accountability structures within HSE. * Knowledge of Digital for Care: A Digital Health Framework for Ireland 2024-2030 and the HSE Digital Health Strategic Implementation Roadmap. * A clear understanding of the key components of the Digital Health Framework including:   + **Patient as an Empowered Partner:** Enhancing patient access to health information and care options.   + **Workforce and Workplace:** Providing a digitally skilled workforce with the necessary tools.   + **Digitally Enabled and Connected Care:** Ensuring coordinated health data flow across systems.   + **Data-Driven Services:** Utilizing analytics for service demand evaluation and resource management.   + **Digital Health Ecosystem and Innovation:** Unlocking innovative solutions for improved patient and workforce experiences.   + **Secure Foundations and Digital Enablers:** Establishing governance and a secure infrastructure. * Knowledge of healthcare software systems, especially EHR systems and their component modules. * Knowledge of quality and patient safety considerations and clinical governance structures. * Knowledge of the challenges facing the healthcare sector in the present and those anticipated in the future.   **Information and Communications Technology**   * Passionate about the use of information technology as a tool to improve the quality of healthcare. * Strong understanding of clinical information technology and the potential impacts on patient safety and the quality of healthcare. * Previous experience of leading or being strongly involved in programmes involving technology enabled change. * Experience of national digital solutions and the impact of implementing these solutions on patient care and processes * Experience of information governance principles being applied within the healthcare environment. * The ability to analyse complex workflows and see how these can be improved through the deployment of technology. * Understanding of the potential impacts of digital tools on different groups of staff and an ability to assess and communicate their learning needs. * Strong interest and drive to contribute to an informatics based education and research agenda. * Ability to monitor and evaluate the effectiveness of technology solutions implemented as part of the National EHR Programme, ensuring they meet clinical and operational objectives.   **Leadership**   * Possesses the leadership skills, vision and passion to lead and manage wide scale change in a complex environment. * Develops a shared sense of commitment and participation among staff in the execution and management of technology transformation. * Demonstrates competence in looking at the longer term and broader issues concerning the provision of better health services for the population served and the ability to develop a clear view of how digital capability can contribute to this. * Drives change and has the capability to lead, organise and motivate staff to function effectively in times of rapid change. * Recognises that optimising at an organisational level may involve compromising individual objectives. * Works to identify and collaborate with the relevant stakeholders to establish policies, standards and guidelines, as required. * Engages in national and international discussions and collaborations on best practices.  **Managing and Delivering Results – Operational Excellence**  * Focused on building and maintaining a high performance environment. * Ability to develop and implement plans of work within the health and social care context. * Commit a high degree of energy to well directed activities. * Seek out opportunities that are beneficial to achieving organisation goals. * Perseveres and sees tasks through to completion. * Evaluates outputs using concrete measurable outcomes where possible. * Willing to take personal responsibility to initiate activities and drive objectives through to 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.   **Critical Analysis and Decision Making**   * Capable of analysing and evaluating, 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. * Able to challenge effectively while maintaining the highest levels of professional integrity in challenging circumstances. * Considers the wider implications of decisions on the relevant stakeholders. * Recognises when to involve other parties at the appropriate time and level. * Considerate of the range of options available, involving other parties at the appropriate time and level and making balanced and timely decision. * Confidence in own judgement with strong rationale behind decisions. * Demonstrates a strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis.  **Communication and Interpersonal Skills**  * Highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of internal and external partners and stakeholders. * Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management and external stakeholders. * Possesses the interpersonal skills to facilitate working effectively in multi-disciplinary teams, with healthcare workers and other key stakeholders to establish mutual understanding and commonality of purpose. * Ability to communicate ideas, positions, and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to successfully negotiate positions. * Committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. * Fosters good communication and collaboration practices within the wider work environment. * Committed to building a professional network to remain up to date with and influence internal and external politics.   **Personal Commitment and Motivation**   * Personally committed to and motivated about the objectives of Digital for Care 2024-2030 and the National EHR Programme. * Demonstrates a passion for improving outcomes for patients through the 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. * Demonstrates a strong commitment to continuing professional development. |
| **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 - National EHR Programme**

**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)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | €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-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)