

**Director of Nursing 1, Assistant, National Health Protection**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Director of Nursing 1, Assistant, National Health Protection(Grade Code: 2910)  |
| **Campaign Reference** | NRS14933 |
| **Closing Date** | Thursday 21st August 2025 @ 12:00PM  |
| **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 job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in National Health Protection Office (NHPO), based in Health Protection Surveillance Centre (HPSC), 25 -27 Middle Gardiner Street, Dublin 1A panel may be formed as a result of this campaign for **Director of Nursing 1, Assistant, National Health Protection (NHP)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Contact: Dr Toney Thomas, Director of Nursing, National Health Protection Email - donhp@hpsc.ieContact: Jackie Fitzgerald, Business Manager, HPSC Email –Jackie.Fitzgerald@hpsc.ie  |
| **Details of Service** | HSE’s **Public Health: Health Protection,** is created as part of the wider Public Health Reform Programme, was launched as a national service in 2022. The service is a hub and spoke model comprising of the National Health Protection Office (NHPO) Including HPSC and the National Immunisation Office (NIO) and six regional Health Protection Teams led by Consultant in Public Health Medicine in the regions.  The mission of HSE Public Health: Health Protection is “To Protect and Prevent**”:** to protect the people of Ireland from all-hazards and prevent harm from health threats, national and international. The HSE Public Health: Health Protection function is led by the Director National Health Protection (DNHP). The DNHP supports systems leadership and strategy development for the HSE’s Public Health: health protection function. The strategic health protection direction to HSE Public Health is led by DNHP working in collaboration with key partners (national and international), on prevention, early identification, preparedness, and response to threats from all health protection hazards.A tier of Consultants in Public Health Medicine (CPHM) working in the National Office, National Immunisation Office (NIO) and HPSC, provide leadership and expert guidance to any response to or preparation for extant or emergent health threats, working closely with Area Team based CPHMs with special interest in Health Protection (CPHMs si HP). Those CPHMs lead multidisciplinary health protection teams that provide a wide range of skills and expertise to the delivery of the health protection service. The Health Protection Surveillance Centre is Ireland’s national specialist agency for the surveillance of communicable disease and is led by the Consultant in Public Health Medicine, National Clinical Lead for Surveillance. The mission of the HPSC is to work with key stakeholders and support healthcare. providers to maximise the uptake of all national surveillance programmes. The HPSC provides strategic direction in support of a best practice based, equitable and standardised delivery of publicly and internationally funded surveillance programmes. The HPSC is responsible for managing agreed surveillance programmes including developing training and communication materials for health professionals. HPSC’s role includes to: * Carry out disease surveillance, epidemiological investigation and related research

 and training; * Provide national leadership and timely scientific advice to reduce the harm from

 infectious diseases; and * Identify those infectious disease hazards that threaten our country and to assist in

preparing, planning and responding to such threats. The Assistant Director Nursing (ADON) Health Protection is a key role in to providing clinical, operational and management governance. The position provides effective, efficient management support to the Director of Nursing Health Protection (DON-HP), Clinical Lead for Surveillance and the Director National Health Protection. The HSE Sláintecare reform programme and/or the wider Health Service re-organisation may impact on this role, and as structures change the job specification may be reviewed. With the implementation of HSE Sláintecare reform, the above is subject to change, in line with service reconfiguration.  |
| **Reporting Relationship** | The post holder will report to the Director of Nursing National Health Protection (NHPO); for clinical and operational matters to the National Clinical Lead for Surveillance or other officer designated by the Clinical Lead. The post holder is professionally accountable to the Director of Nursing, National Health Protection. |
| **Key Working Relationships** | The post holder will support the Director of Nursing National Health Protection in discharging operational, clinical, managerial and professional duties attached to the post. To fulfil the duties and responsibilities attached to the post, the post holder will work with:* Collaborate and member of the clinical microbiology, Outbreak Surveillance Communication Teams (OSCT), HPSC.
* National healthcare acquired infection / antimicrobial resistance Teams, NHPO
* National lead Health Security Preparedness, NHPO
* Research and guidance development unit (RGDU), NHPO
* Incident Management Teams (IMT) set up by NHPO
* National and Regional Public Health: Health Protection teams
* Internal HSE stakeholders e.g. AMRIC, National Environmental Health Service, National Ambulance Service (NAS)
* Range of external partners for e.g., Irish Prisons Service, FSAI, Uisce Éireann, Environmental Protection Agency (EPA)
* International partners e.g., ECDC, UKHSA, WHO
* Engage with service user groups as well as relevant professional community
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| **Purpose of the Post**  | The post holder will be a member of the Health Protection, National healthcare acquired infection / antimicrobial resistance (HCAI/AMR) Teams in the HPSC within the NHPO involved in the prevention, surveillance, investigation and control of antimicrobial resistance, training on prevention of health care associated infections and in the surveillance prevention and control of other public health risks as relevant including environmental hazards and other events. This will involve duties within the geographical area covered by NHPO. In addition, the post holder will have lead areas of responsibility which will be agreed by their line manager/ delegate based upon previous experience and interests. The post holder will also be responsible for developing and maintaining communication links with and support to Health Protection, Infection Prevention and Control (IPC) Nurses and other key multi-agency staff within the geographic area. The post holder is be expected to make a significant contribution to the HPSC actions within the HSE response to Irish national action plan on antimicrobial resistance (INAP 2), and future strategies on prevention and control of antimicrobial resistance. The post holder will support developing the capacity and capability of the health protection nursing teams to maximise their contribution to safe user-centred health protection, HCAI/AMR. The post holder will be accountable for the professional and operational governance for all staff under their authority and will be answerable for quality and safety matters within nursing. The ADON will promote and maintain the core values of care, compassion, trust and commitment for service users receiving care and for staff within the nursing health protection service. The ADON will support implementation of health protection national strategy, TB strategy, organisational objectives, and service frameworks.  The ADON will support and work collaboratively with the DON-HP to provide strong strategic, professional and clinical nursing leadership. The nature of the work determines that successful execution of duties that will involve the development of key relationships with members of National Health Protection Office, HCAI/AMR team, Public Health Area Health Protection Teams as well as developing internal and external relationships including the HSE Regional Health Areas, European Centers of Disease Surveillance (ECDC), international focal point of contacts in implementation of the WHO International Health Regulations (IHR).  |
| **Principal Duties and Responsibilities** | The post holder will support the CPHM National Clinical Lead for Surveillance, and other staff both within the HPSC and the National Health Protection Office in carrying out the functions aligned with the post holders’ level of experience and skill set. The duties will include: **Professional / Clinical HCAI/AMR** The post holder will; * Work as a core member of the HCAI/AMR multidisciplinary team in managing high quality HCAI/AMR Surveillance programmes and taking on leadership roles in areas as agreed with the Clinical Lead for Surveillance and consultant Microbiologist
* Participate in the development of the overall service plan and in the monitoring and review of activity against the plans
* Plan and guide activities to provide optimum care to service users in accordance with service policies and procedure
* Act as an accountable role model demonstrating professional leadership and best practice in infection prevention and control
* Act as a resource in providing specialist knowledge, consultancy and expertise in collaboration with medical, nursing and scientific staff at HPSC
* Assist in implementing clear procedures for clinical governance in surveillance

programmes * Provide clinical input to the analysis, interpretation and reporting on HCAI/AMR

Surveillance * Ensure information governance is maintained to appropriate national standards
* Contribute to the development of agreed communication protocols and communicate information effectively and efficiently to those who need to know
* Contribute to relevant annual HCAI/AMR reports to the National Director for Health Protection, Clinical Lead for Surveillance and such other reports as may be required from time to time on the activities and work outputs
* Maintain professional standards in relation to confidentiality, ethics and legislation
* Participate in research studies and publications as appropriate
* Responsible with other team members for the daily function of HCAI activities
* Participate in and contribute to any external/national HCAI surveillance projects that HPSC has agreed to contribute to
* Contribute to all-hazards health protection surveillance
* Undertake other relevant duties as may be determined from time to time by the Clinical Lead for Surveillance or other designated officer under the National Health Protection Office

**Health Security Preparedness (HSP)** The post holder will provide support to HSP programme by: * Participate as a member of the National high-consequence infectious diseases (HCID) Committee, contributing to the preparation of strategic plans for regional and national responses to critical situations and emergency planning
* Contribute to relevant working groups such as HCID Sub Committees including advice on first point of contact HP, waste management, cleaningand decontamination
* Participate on committees and working groups to develop collaborative working relationships with those involved in health threats preparedness planning
* Contribute to the development of relevant reports such as the in-action /after action review (IAR) of the HSE Health Protection Response to incidents: e.g., Measles, Pertussis, Mpox
* Contribute to the HSE Port Health Network ensuring intersectoral collaboration and a coordinated response to cross border health threats in Ireland
* Participate on relevant national groups and intersectoral committees
* Contribute to the development of relevant guidelines and procedures
* Contribute to relevant working groups of all hazard’s health protection surveillance and health security preparedness

**Leadership and accountability** The post holder will; * Provide a high level of professional and clinical leadership
* Participate and proactively contribute to team meetings of the HPSC and NHPO
* Support the development, monitoring, implementation and update of standards,

guidelines and protocols as relevant to the role * Demonstrate pro-active commitment to all communications with internal and external stakeholders
* Maintain appropriate and accurate records and reports regarding client care in accordance with local / national and professional standards
* Contribute to the development of the strategies of the Health Protection National Programme, in consultation with the relevant stakeholders
* Support the development of key objectives, identify, develop and monitor key

performance indicators (KPIs), which are congruent with the service plan * Maintain professional standards in relation to confidentiality, ethics and legislation

including GDPR * Ensure compliance with national standards and statutory requirements identified by the Nursing and Midwifery Board of Ireland (NMBI)
* Represent the National Director of Nursing Health Protection at relevant multidisciplinary meetings and forums when required
* Deputise for the National Director of Nursing Health Protection when required

 **Public Health Intelligence, Guidance and Advice** The post holder will; * Work with the National Health Protection Office providing HCAI/AMR, infection

prevention and control expertise and guidance * Develop expertise in new and emerging infections and assisting in the development of integrated care pathways and the management of these infections
* Provide IPC expertise to the Research and Guidance Development Unit
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility
* Contribute to the development of relevant guidance and protocols for emergency

planning and preparedness for example: Avian Influenza, cruise ships * 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

 **Education and Professional Development** The post holder will; * Provide innovative training opportunities and instil a culture of excellence, opportunity and learning to trainees of Public Health and other Healthcare professionals
* Contribute to clinical and technical training and teaching of trainees in Public Health: Health Protection, nurses and other healthcare workers in relation to IPC, HCAI/AMR Surveillance
* Participate in the identification, development and delivery of induction, education,

training and development programmes for nursing and non-nursing staff * Collaborate in the development of initiatives to optimise vaccination uptake: e.g. local Influenza plans, peer vaccination and educational programmes
* Support the strategic development and implementation of nurse education and training programmes
* Ensure that all nurses are effectively supported to maintain continuous professional and practice development in line with the strategic aims of the HSE/ Office of Nursing and Midwifery Services Director (ONMSD) i.e. Professional Development Planning (PDP) for Nurses and Midwives
* Be responsible for their own continuing professional development, keeping abreast of evidence based literature relating to nursing management, education and public health practice
* Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines
* Practice nursing according to:

o Professional Clinical Guidelines o National and Area Health Service Executive (HSE) guidelines. o Local policies, protocols and guidelines o Current legislation **Communications and stakeholder engagement** The post holder will; * Employ highly effective communication, negotiation and influencing skills to enable relationships to deliver objectives with external organisations and wider HSE stakeholders
* Support communication within the HSE, professional groups and the wider public regarding all matters relating to public health: health protection. This may include media engagement as required
* Build strong collaborative relationships with relevant stakeholders to progress the

national public health: health protection, HCAI/AMR agenda * Liaise with relevant internal and external stakeholders including the office of the

National Clinical Lead for Antimicrobial Resistance and Infection Prevention and Control * Contribute to the development of relevant Health promotion initiatives through health professional and general public education
* Establishing, maintaining and improving procedures for collaboration and cooperation between Primary Care, Secondary care and Private Healthcare organisations as appropriate

**Audit and Evaluation** The post holder will evaluate and manage the implementation of evidence-based practice policies and procedures by; * Contributing to the development of standards for the HCAI/AMR Surveillance service and an audit programme which will monitor, evaluate and improve the quality and effectiveness of the service
* Contributing to research activity to complement the HCAI/AMR evidence base, such as conducting systematic reviews and other research projects and reports
* Contributing to the design and conduct of clinical audit as part of a wider programme of governance and quality/service improvement activity across the service
* Consulting with Nursing Management and other disciplines, to audit service, implement and assess quality improvement programmes

**Quality Improvement, Quality Assurance** **and Safety**The post holder will; * Contribute to the effective development, monitoring and reporting of quality assurance systems and protocols as required
* Adhere to all HSE policies and procedures in accordance with requirements of the

Controls Assurance Process * Ensure appropriate identification, logging and escalation of risks in line with the NHPOs risk management policy
* Ensure appropriate action is taken to address risks and issues through discussion with the Clinical Lead for Surveillance and others
* Ensure adherence to all codes and guidelines relating to professional nursing practice and behaviour
* Ensure high standards for clinical governance, quality and safety
* Support a philosophy for nursing which reflects the core values of care, compassion, trust and commitment
* Ensure appropriate systems are in place for measuring quality of outcomes, effective use of resources such as KPIs / Quality Care Nursing and Midwifery Metrics
* Ensure a pathway for identification and control of risks in health protection nursing

services are in place to achieve effective, efficient and positive outcomes for patients and staff * Work with colleagues at national, regional and institutional level to ensure that Health Protection issues are built into quality improvement and quality assurance programmes
* Contribute to the development and implementation of the multi-disciplinary systems of audit and risk management
* Foster a culture of audit and action-based outcomes
* Ensure the implementation of all mandatory HSE policies within their area of

responsibility * Maintain effective collaborative working relationships and communications with

appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care **Human Resource Management** The post holder will; * Support the development of workforce strategies and planning, including succession planning.
* Support the line management structures in health protection nursing HPSC, NHPO, to ensure that staff are accountable, responsible and have authority to practice and manage within their scope of practice
* Support in monitoring and reporting on the nursing workforce and actively promote

annual workforce planning and recruitment of staff within the agreed resources * Drive and promote professional development planning (PDP) culture within the health protection nursing team
* Ensure the optimum and effective use of staff through efficient rostering, staff profiling and deployment
* Actively seek to ensure compliance and implementation of HR policies
* Deal with industrial relation issues relating to nursing in consultation with Human

Resources Department * Promote and maintain a safe environment for staff
* Support the development and implementation of risk management and health and safety strategies in consultation with appropriate personnel
* Work as part of management team in the development of strategies to address skill- mix efficiencies and rostering

**Finance** The post holder will; * Support the preparation of annual financial estimates of nursing and related manpower, including education and training needs
* Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation

**Other Duties** The post holder will; * Support, promote and actively participate in sustainable energy, water and waste

initiatives to create a more sustainable, low carbon and efficient health service contributing to implementation of HSE Climate Action Strategy 2023-2050 **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: - **1. Statutory Registration, Professional Qualifications, Experience, etc.** a) Eligible applicants will be those who on the closing date for the competition: (i) Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And** (ii) Have 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2)/Clinical Midwife Manager 2 level of which 2 years must have been in an area relevant to Health Protection e.g. Infection Prevention & Control, Infectious Diseases or other such relevant area.  **And**(iii) Have successfully completed a post registration programme of study as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher in a health care or management related area. **And** b) Candidate must possess the requisite clinical, leadership, managerial andadministrative knowledge and ability the proper discharge of the office. **2.** Annual registration (i) On appointment, Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And** (ii) Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **3. 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. **4. Character**  Each candidate for and any person holding the office must be of good character.  |
| **Post Specific Requirements** | * Demonstrate depth and breadth of nursing leadership experience at a management level
* Demonstrate depth and breadth of experience in the area of health protection, infectious diseases, infection prevention and control, all-hazards health protection or related area of public health

 * Demonstrate evidence of research, as relevant to the role
* Demonstrate continuing professional development, as relevant to the role
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| **Other requirements**  | * The opening hours of the service are liable to change, depending on service needs. Post-holders must be flexible in terms of working hours to facilitate this
* The service may be open 7 days per week. Post-holders will be required to work
* weekends, as required, to facilitate this.
* Post-holders may also be required to work overtime as required
* Post-holders may be required to attend the service outside of their normal rostered hours to deal with matters requiring urgent attention, as necessary
* Access to appropriate transport to fulfil the requirements of the role
* Expected to work a minimum number of days in a working week from the base location at Middle Gardiner Street, D1, according to the blended working policy
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| **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** | **High Level of Knowledge and Experience Relevant to the Role**  * The ability to function effectively in the role as detailed in the job specification
* Has an understanding of Sláintecare and the HSE’s Programme for Health Service Improvement
* Demonstrates expertise and knowledge of Health Protection, healthcare

associated infection, antimicrobial resistance and Infection Prevention and Control * Apply methodological problem solving skills, analytical evidence based decision- making
* Demonstrates initiative, innovation expertise in quality improvement and assurance practices and their application
* Relevant management experience and knowledge of financial/budget management
* Knowledge of professional developments in nursing and midwifery
* Knowledge of quality and safety and clinical governance systems
* Possesses an in depth knowledge of risk management and clinical audit
* Evidence of service monitoring/evaluation
* Effective project management skills
* Evidence and knowledge of research capability
* Proficiency in the use of computers including the use of Microsoft Word, Excel, Power point, etc

**Strategic and System Thinking** * Demonstrates the ability to adapt a corporate overview
* Sees the bigger picture of service delivery and appreciates the interconnectedness of issues
* Looks ahead and anticipates substantive issues
* Adopts an ethical, proactive, forward-planning approach to service delivery in consultation with relevant stakeholders

**The ability to establish policy, systems and structures** * Designs and implements structured policies and systems for the management of service delivery in consultation with key stakeholders and ensures clear role accountability for service levels, quality and decision making discretion

**The ability to lead on vision, values and process** * Articulates a compelling vision for the role and contribution of each team member to the service
* Builds and maintains relationships/work as part of a multi-disciplinary team
* Effectively plans and organises demonstrating awareness of resource management and value for money
* Creates an enthusiastic and committed work climate
* Practices leadership and management at a senior managerial level within clinical

practice, whilst improving quality of service * Takes the lead on standard setting and implementation
* Leads and manages change

**A developmental approach to staff** * Has a strong focus on developing the contribution of staff at all levels
* Is committed to and promotes team and personal development
* Promotes a continuous improvement culture / creates a positive climate for education and learning

**Communication and interpersonal skills** * Demonstrates a positive, energetic approach, requiring minimal direction, the ability to work under-pressure, deal with challenges and meet deadlines balanced with strong communication and interpersonal skills
* Presents compelling arguments by understanding and anticipating the agendas of others
* Uses information and facts to build an effective case; will involve and consult with key stakeholders tactfully and listen to their views
* Balances diplomacy, assertiveness, resilience and composure
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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 being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Director of Nursing1, Assistant, National Health Protection**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **permanent** and **whole time.** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post is: as at 01/08/2025**€71,408 €72,792 €74,125 €78,221 €79,511 €81,009 €82,410 €83,801 €88,123**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 **37.5** hours per week. Your normal weekly working hours are 37.5 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)