

**Medical Resource Unit Lead (Grade VII)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Medical Resource Unit Lead (Grade VII)**  *(Grade Code 0582)* |
| **Campaign Reference** | NRS14949 |
| **Closing Date** | Monday 01st September 2025 at 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** | Office of the National Director of Public Health, Dr Steevens’ Hospital, Dublin 8.  There is currently one permanent and whole-time vacancy available.  The post holder will be based in Dr Steevens’ Hospital.  A panel may be formed as a result of this campaign for **Medical Resource Unit Lead (Grade VII) within the Office of the National Director of Public Health, Dr Steevens’ Hospital** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | [PublicHealth.MRU@hse.ie](mailto:PublicHealth.MRU@hse.ie). |
| **Details of Service** | The HSE’s Public Health Service protects and promotes the health of the Irish population, contributes effectively to major service design and policy implementation, strives to address health inequalities, and ensures a population needs based approach to integrated healthcare delivery.  As part of the implementation of Sláintecare, the HSE has been reorganised into six operational Health Regions, each responsible for planning and delivering health and social care services within their geographical areas. These regions are further divided into Integrated Healthcare Areas, which are accountable for implementing national policy and enabling the integration of services at the point of delivery.  In this context, the HSE Centre is transitioning into a strategic national centre, with a renewed focus on supporting the Health Regions in the key functions of Planning, Enabling, Performance, and Assurance (PEPA). Its purpose is to ensure that Health Regions are empowered to deliver high-quality, integrated care to patients and service users.  A core responsibility of the HSE Centre will be to develop nationally consistent standards, guidelines, and models of care in close collaboration with the Health Regions. It will ensure that appropriate supports, resources, and guidance are available to enable effective regional delivery. While many services currently provided centrally will transition to regional delivery, the HSE Centre will play a critical role in ensuring alignment, oversight, and strategic support.  To succeed, this transformation requires strong leadership, effective collaboration, and robust change management—both nationally and within the Health Regions. The HSE Centre is central to this effort, providing the strategic framework and assurance necessary to drive the system-wide change envisioned in Sharing the Vision and Sláintecare.  The Public Health Medical Resource Unit will sit within the Office of the National Director of Public Health. The Unit will be responsible for the HR Administration of Specialist Registrars in Public Health Medicine on the higher specialist training scheme, and the newly establsihed Consultant in Public Health Medicine workforce.  The Medical Resource Unit would support the National Director of Public Health in:  Managing the Finance elements (pay and non-pay) associated with the Higher Specialist Training Scheme for Public Health Medicine and Consultants in Public Health Medicine, to ensure optimal and appropriate use of resources and value for money for the overall service;  Managing the HR elements associated with the Public Health Medical Workforce to include, ensuring compliance with HR policies and procedures, managing approval process for locum and/or replacement posts / new intake to the training scheme, supporting the on-boarding / induction of appointees, management of Continuing Medical Education funding scheme, Clinical Course and Exam Refund Scheme and Training Support funding Schemes and processing of claims, payroll / time returns; etc.  Managing all Public Health medical posts on the DIME System (Doctor’s Integrated Management E-System) to ensure accurate post-matching and reporting;  Engaging with the Medical Manpower Managers Group to ensure that best practice approaches and any innovations/changes in other areas of Consutlant Recruitment are applied consistently within Public Health;  To ensure best practice as per the Keane Report is applied to support successful recruitment, appointment and retention of Consultants in Public Health Medicine (https://www.hse.ie/eng/staff/leadership-education-development/met/consultantapplications/doc1/successful-consultant-recruitment-appointment-and-retention-report-and-guidance-document-pdf.pdf)  Supporting succession planning for any key leadership posts;  Supporting medical workforce planning for the specialty to ensure there are sufficient new entrants to the training scheme and specialty.  The reform programme outlined for Public Health Medicine and/or the wider health system may impact on this role, and as structures change, the job specification may be reviewed. |
| **Reporting Relationship** | The post holder will report to the General Manager of the National Office or Designated Manager |
| **Key Working Relationships** | Public Health Consultants  Public Health Specialist Registrars  Office of the National Director of Public Health  National Doctors Training Programme  RCPI  Specialist Training Programme Leads |
| **Purpose of the Post** | The Grade VII Medical Resource Unit Lead is a key post in the management structure of office of the NDPH with specific responsibilities for a number of key functions in the context of the management of Consultant in Public Health Medicine and Specialist Registrar in Public Health Medicine Training Programme across all areas of public health. |
| **Principal Duties and Responsibilities** | The position of Medical Resource Unit Lead will contribute to the strategic development of medical Resource services which include the following:  **Consultant in Public Health Medicine and Specialist Registrar in Public Health Medicine Training Programme Workforce Planning & Development**   * Lead on the implementation of HR practices across the medical resourcing function with a focus on process improvement. * Focus on medical resource planning, including processes for recruitment, selection and appointment of medical staff * Co-ordinate and manage the process for completion and submission of all applications regarding consultant in public health appointments to the Consultant Appointments Applications Committee. * Assist in the preparation of workforce plans for Consultant in Public Health Medicine and Specialist Registrar in Public Health staffing for the Health Service Executive in collaboration with key stakeholders as required. * Develop appropriate monitoring and control arrangements to ensure that the Health Service Executive’s statutory and contractual obligations are fulfilled in respect of medical staffing and records. * Implement, maintain & monitor recruitment, policies protocols and procedures that are economical, efficient and fit the requirements of the service and in line with budgetary resources. * Oversee the appropriate management of employment contracts for all Consultant In Public Health Medicine and Specialist Registrar in Public Health employees within public health. * Liaise with Public Health Business Managers, Clinical Director, Consultants and the Finance Manager to assist in the appropriate management of the Medical Resourcing cost centres. * Engage with the Medical Schools / Training Colleges and Faculties / National Doctors Training and Planning Unit as appropriate to support SPECIALIST REGISTRAR IN PUBLIC HEALTH s staff in their continued professional training and development to optimise service delivery. * Oversee rotas including on call rotas and the provision of locum cover where required. * Contribute to the strategic development of Public Health and in particular planning for the medical workforce to meet the strategic requirements of the services. * To work with the Medical Council to ensure compliance with certification and accreditation. * Provide such reports on medical workforce activity and performance as required.   **Medical Resourcing.**   * Become proficient in the use of SAP (HR/Financial), NER (National Employment Records) and DIME (Doctors Integrated Management E-System) systems as relevant to the role * Ensure the effective and smooth running of the Medical Resource Unit and service delivery. * Focus on process improvements for rostering and pay. * Develop and maintain links with all areas where Consultant In Public Health Medicine and Specialist Registrar in Public Health are deployed and with external agencies as appropriate. * Prepare in co-operation with Consultant Medical Staff and SPECIALIST REGISTRAR IN PUBLIC HEALTH S on their team, European Working Time Directive compliant rosters. * Consult with relevant personnel and follow up on the implementation and management of agreed EWTD compliant rosters on a pro-active basis to ensure maximum efficiency with the objective of complying with European Directives on NCHD working hours on a phased basis and report to the Business Manager, General Manager, National Director of Public Health as required. * Work with the Lead SPECIALIST REGISTRAR IN PUBLIC HEALTH to optimise the participation of SPECIALIST REGISTRAR IN PUBLIC HEALTH s in the management process. * In consultation with relevant personnel engage with the Medical Schools / Training Colleges and Faculties / National Doctors Training and Planning Unit as appropriate to support Consultant/SPECIALIST REGISTRAR IN PUBLIC HEALTH staff in their continued professional training and development to optimise service delivery * Oversee the induction programmes for Specialist Registrar in Public Health staff and delivery of these programmes as appropriate. * Advise on matters relating to Consultant In Public Health Medicine pay, and benefits in line with the relevant Consultant Contract in a professional, efficient and effective manner. * Ensure that pay and benefits to all Consultant In Public Health Medicine * and SPECIALIST REGISTRAR IN PUBLIC HEALTH s are in line with the provision of the relevant contract and are in accordance with Public Service Pay Policy. * Resolve any contractual queries in a timely manner. * Provide HR advice, guidance and support to Consultant in Public Health Medicine and SPECIALIST REGISTRAR IN PUBLIC HEALTH s in relation to their employment contract and terms and conditions of employment. staff. * Ensure that all Consultant In Public Health Medicine and SPECIALIST REGISTRAR IN PUBLIC HEALTH s have appropriate Registration with the Irish Medical Council * Ensure all Consultant In Public Health Medicine and SPECIALIST REGISTRAR IN PUBLIC HEALTH s have the appropriate Garda Vetting prior to taking up the post   **HR and Employee Relations**   * Ensure staff and personnel records are maintained to include relevant data for legal, HR and financial purposes. * Advise managers on processes for dealing with medical staff grievances, handling disciplinary matters or negotiating on conditions of employment appropriate to the work or as set out in HSE policies, and relevant contracts of employment and in collaboration with the National HR Lead for Public Health assist in the management and resolution of all such issues. * Manage conflict around changes required to deliver efficiencies and improvements, ensuring creative solutions for resolution. * Work in collaboration with the Occupational Health Department to support the management of sickness absence, return to work rehabilitation programmes etc. * Ensure accurate attention to detail in own work and work of team. * Supervise and ensure the well-being of staff within own remit * Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships, staff feedback and enabling open communication * Ensuring adherence to Managing Attendance Policy, Flexible Working Policy and other relevant HR Policies * Handle grievances and disciplinary matters as required * Ensure delivery of induction and on-the-job training for all staff in order to develop management expertise and professional knowledge * Deal with under performance in a timely and constructive manner   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service users are treated with dignity and respect. * Seek feedback from service users / customers to evaluate service and implement change.   **Service Delivery and Service Improvement**   * Promote and participate in the implementation and management of change. * Proactively identify inequities / inefficiencies in service administration and implement solutions to improve service delivery, in line with legislation and benchmarking against best practice structures. * Maintain a good understanding of internal and external factors that can affect service delivery including awareness of local and national issues that impact on own area of work. * Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes. * Encourage and support staff through change processes   **Human Resources / Supervision of Staff**   * Provide leadership to all staff within his/her area of responsibility. * Supervise and ensure the well-being of staff within own remit. * Manage the performance of staff, dealing with underperformance in a timely and constructive manner. * Support change management, optimisation of work practices, development of policies and procedures in conjunction with the General Manager and National Director of Public Health, National Speciality Director * Working as required with the General Manager to achieve the department’s goals and objectives and ensure implementation of HR best practice across the Medical Resource Unit. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate   **Self-Development**   * Participate in the Medical Manpower Forum as relevant * Keep up to date with current literature and recent research relevant to the post. * Attend seminars and be aware of any development in Medical Resource management and practice. * Attend training programmes as appropriate for the role. * Maintain own knowledge of relevant regulations, policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met. * **Standards, Policies, Procedures & Legislation** * Keep up to date with all requirements of the NDTP development Unit of the HSE HR nationally, ensure the national database ‘DIME’ of all consultant posts is kept updated and the ‘NER’ for SPECIALIST REGISTRAR IN PUBLIC HEALTH ’s and ensure overall management of the processes of CME, TSS and CCERs * Ensuring Health and Safety guidelines are adhered to, for example, Safety Statement, Fire Lectures attendances and all other mandatory training * 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 staff working in the area of responsibility * Maintain own knowledge of relevant regulations and legislation, for example, EWTD, Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts and other similar regulatory and legislative documents * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role * 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 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   ***The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867**  ***\* A list of ‘other statutory health agencies’ can be found:***<https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/>.  Eligible applicants will be those who on the closing date for the competition:   1. Have satisfactory experience in an office under the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 at a level not lower than that of Grade IV (or equivalent)   **And**  Have not less than two years’ satisfactory experience either in that office or in an office at a level not lower than that of Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004  **And**  (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, 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. |
| **Post Specific Requirements** | * Experience in a role which has involved dealing with recruitment and selection, employment legislation and HR policies and procedures, as relevant to this role. * Experience in assisting and supporting the delivery of work within a fast paced project environment to include experience in using SAP HR Modules and SAP Finance. * Experience in managing and delivering effective process improvement projects to include developing and implementing standards, policies, procedures and guidelines, as relevant to this role. * Experience managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role. |
| **Other requirements specific to the post** | The opening hours of the services in the Public Health service are liable to change, depending on service need. 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. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Knowledge and experience working with Clinicians on day to day HR matters * Knowledge and understanding of staff rostering * Knowledge and understanding of employment legislation and HR policies and procedures * Knowledge/experience in a project support and / or management support role * Excellent MS Office skills to include, Word, PowerPoint and Advanced Excel to include data analytics, creating pivot tables, sorting and filtering of large volumes of data * Knowledge of the health service and how it works * Knowledge/experience of HSE processes including FOI, National Financial Regulations etc as relevant to the role * Knowledge/experience of working with a variety of stakeholder groups     **Planning & Managing Resources**   * Excellent planning and organisational skills including using computer technology effectively. * The ability to manage deadlines and effectively handle multiple tasks. * The ability to manage within allocated resources and a capacity to respond to changes in a plan.   **Evaluating Information, Problem Solving & Decision Making**   * The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate. * Initiative in the resolution of complex issues. * The ability to recognise when it is appropriate to refer decisions to a higher level of management. * A capacity to develop new proposals and recommend decisions on a proactive basis. * Flexibility, problem solving and initiative skills including the ability to implement change.   **Team Working**   * The ability to work both independently and as part of a team * The capacity for management responsibility and initiative. * Motivation and an innovative approach to the job within a changing working environment.   **Commitment to a Quality Service**   * Awareness and appreciation of Service user * A commitment to promoting and maintaining high work standards * A commitment to providing a professional service to all stakeholders * Ability to work in a methodical manner while meeting the demands of a busy specialised area. * Experience in the use of numeracy skills and presenting information in a professional manner   **Communications & Interpersonal Skills**   * Effective communication and interpersonal skills including the ability to present information in a clear and concise manner. * Strong written communication skills. * The ability to build and maintain relationships with a variety of stakeholders. |
| **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. | |



**Medical Resource Unit Lead (Grade VII)**

**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 of 01/08/2025)  €60,013, €61,479, €63,192, €64,911, €66,636, €68,176, €69,745, €71,272, €72,788, **€75,397, €78,015 LSIs**  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 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)