

 **Programme Director – National Maternity Hospital at St Vincent’s University**

 **Hospital Programme**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Programme Director – National Maternity Hospital at St Vincent’s University Hospital Programme** *(National Director, Level 1) (Grade Code: 0068)* |
| **Campaign Reference** | NRS14950 |
| **Closing Date** | Thursday 21st August 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 job offer stage. |
| **Location of Post** | Health Service Executive, Strategic Health Infrastructure and Capital Delivery.There is currently one specified purpose whole-time vacancy available for the period of the Capital delivery of National Maternity Hospital at St Vincent’s University Hospital Programme. The duration of this post will be seven years.The offices of HSE’s Strategic Health Infrastructure and Capital Delivery Unit, Capital & Estates are currently located at Dr. Steevens Hospital, Dublin 8. The exact location of this post will be confirmed at job offer stage. The role is Dublin based. A panel may be formed as a result of this campaign for **Programme Director – National Maternity Hospital at St Vincent’s University Hospital Programme** from which current and future, specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries**  | **Name:** Brian O’Connell, National Director Strategic Health Infrastructure and Capital Delivery **Email:** healthinfrastructure@hse.ie  |
| **Details of Service** | **The National Maternity Hospital at St. Vincent’s University Hospital Programme:**The relocation of the National Maternity Hospital (NMH) from its current site at Holles Street to a new hospital co-located with St Vincent’s University Hospital (SVUH) on the Elm Park campus is a priority government healthcare capital project.The new NMH will provide 244 beds, an increase of 80 beds on the hospital currently located at Holles Street, with all beds in the new facility in single occupancy rooms. The new NMH will also have five operating theatres (increasing from the three functioning theatres at Holles Street) and will allow for direct access from the NMH theatres and a High Dependency Unit (HDU) to the existing SVUH theatres and Intensive Care Unit (ICU). The total gross floor area of the main development at NMH at SVUH is circa. 54,000m2. This represents a significant capital development and service development, once delivered. The Programme is integrated across three workstreams - Capital, Operational Readiness, and ICT. * The Capital Workstream Lead will be responsible for the delivery of the Capital Workstream. This is the delivery team that is responsible for all the activities related to the successful implementation and execution of the Capital programme of work, including Design, Construction Management, Equipping, Health Safety Security and Environment, Quality Assurance, Workstream interface and the Employer’s Representative.
* The Operational Readiness (OR) Workstream is the delivery team responsible for all Clinical, Operational, and Workforce readiness activities. This includes the design and delivery of the NMH at SVUH Operating Model across all clinical, operations, and corporate functions. The OR Workstream will ensure the workforce requirements for the new hospital are met and will provide clinical expertise related to the commissioning of all hospital services and transitioning to the new facility. This OR group will also oversee the overall change processes associated with the programme.
* The ICT Workstream is the delivery team responsible for the design and delivery of all ICT required for the new facility.

The Programme will be supported by a Programme Management Office (PMO). The PMO is responsible for ensuring the accuracy and consistency of information and reporting from workstream level and up to Government level. The PMO will implement and deliver the appropriate control framework to monitor, track, and report on all key control indicators across the full Capital, ICT, and Operational Readiness programme workstreams, ensuring the right information is presented to the relevant forum to enable effective and timely decision making.The Programme will be supported by a Programme Management Office (PMO). The PMO is responsible for ensuring the accuracy and consistency of information and reporting from workstream level and up to Government level. The PMO will implement and deliver the appropriate control framework to monitor, track, and report on all key control indicators across the full Capital, ICT, and Operational Readiness programme workstreams, ensuring the right information is presented to the relevant forum to enable effective and timely decision making.Further detail on the provisions of the programme’s supporting structures are available in Appendix 1. The form of contract for the Project for the Main Contractor is the Capital Works Management Framework PW-CF1 Public Works Contract for Building Works designed by the Employer together with some bespoke amendments. Specific components of the Project such as the Mechanical and Electrical services will be procured using Reserved Specialists as detailed within the standard PW-CF1 Public Works contracts.**HSE, Strategic Health Infrastructure and Capital Delivery:**The HSE is the Contracting Authority for the NMH at SVUH Programme.The HSE is responsible for the planning and delivery of health, social and personal services across the full range of care programmes in the Irish healthcare system. The HSE employs approximately 140,000 staff and has an annual operating budget of over €21bn.The HSE’s estate comprises some 4,000 buildings on 2,500 sites. The HSE’s annual capital budget is approximately €1Bn. The Healthcare estate is a key resource supporting the delivery of quality healthcare in Ireland. Effective management of the estate is central to the provision of a quality and safe environment for both users and staff. Ensuring value for money, in respect of developing and operating the health estate, is a key priority for the HSE.In January 2024, six HSE Health Regions were established (replacing the previous Hospital Groups and Community Healthcare Organisations), these working arrangements with service providers will be further strengthened with a view to ensuring a transparent, coherent approach, balancing estate priorities within and across the regions and at a national level. The Region Executive Officer (REO) for Dublin South East Regional Healthcare Area (RHA) in which the NMH at SVUH is in, will be a critical stakeholder.  |
| **Reporting Relationship** | The Programme Director will report to the Chair of the NMH at SVUH Programme Board which will be the National Director of Strategic Health Infrastructure and Capital Delivery. |
| **Key Working Relationships** | * National Directors within Strategic Health Infrastructure and Capital Delivery
* HSE Senior Leadership Team
* Strategic Health Infrastructure and Capital Delivery Colleagues across all 3 pillars
* Regional Executive Officers,
* Board Secretary’s Office,
* Regional Health Colleagues
* Acute Hospital Colleagues
* Department of Health, & other relevant government departments and agencies e.g. SEAI, HIQA, Mental Health Commission, Land Development Agency, ESRI etc.
* Climate Action & Sustainability Office
* ICT
* Press Office
* External bodies such as Revenue, OPW, PRA, LDA, Govt. Departments, etc
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| **Purpose of the Post**  | The Programme Director will be responsible for the delivery of the NMH at SVUH Programme. The post holder will be accountable for programme integration as well as escalated decision making on changes, risks, budgets, and project execution. They will be responsible for alignment of the programme with the strategic vision, guidance to the plan, and stakeholder management.The post holder will manage a team of direct reports and will indirectly provide leadership to the wider team within each workstream. These structures will evolve in the context of the programme lifecycle. |
| **Principal Duties and Responsibilities** | * Accountable for delivery of the programme and integration of the Operational Readiness, ICT, and Capital workstreams.
* Provide guidance to the workstreams in line with the strategic objectives of the NMH at SVUH Board, identifying areas for process improvement or optimisation to improve project outcomes.
* Make decisions on procurement, budgets, schedule, change/variations, and risks in line with the approved delegation of authority levels.
* Manage interfaces between the programme delivery team, ensuring alignment on governance, workstream integration, responsibilities, contractor management & financial accountability.
* Develop strong collaborative relationships with internal and external stakeholders, including the delivery team, contractors and beyond, with strong communications throughout.
* Provide representation on interests during any differences of opinion, arguments, or disputes that may arise with the Contractor, the Capital Workstream and any other Consultants employed on the programme for matters outside the remit of the Employer's Representative.
* Co-ordinate with the project delivery team, Capital, Operations, ICT and the NMH at SVUH Board to ensure the fulfilment of prerequisites for each Approval Gate of the Infrastructure Guidelines.
* Manage and Chair the Internal Change Management Process in collaboration with the Workstreams and project controls team.
* Monitor progress of the programme and identify risk factors that may cause delays.
* Compile and develop progress reports and deliver presentations to the Programme Board and other stakeholders, in line with PMO requirements.
* Ensure programme delivery teams comply with internal control policies and legal requirements.
* Identify methods to improve productivity, enhance efficiency and mitigate delays, including utilisation of digital tools to enhance delivery.
* Confirm, in writing to the HSE, as Contracting Authority, that all contractual obligations regarding handover have been met in accordance with contract requirements and documents.

**Strategy** * Advise the Chair of the NMH Board and the wider Board members of the strategy and plans and work closely with the Health Infrastructure and Capital Delivery teams.
* In collaboration with the Chair of the NMH Board set the overall vision and strategy for delivery of the NMH at SVUH Capital Programme.

**Governance & Assurance*** Ensure that a capable delivery model is established for NMH at SVUH project at the outset, configure the governance and controls to ensure effectiveness, formally reviewed at agreed intervals and adapted as necessary.
* Design and establish independent scrutiny and assurance arrangements for NMH at SVUH capital project to consider all project risks and also consider both commissioning, integration and entry into service operations requirements.
* Ensure that for all infrastructure delivery models arrangements are established to maintain sight of, manage and agree any material scope, schedule and cost trade-offs arising through design and construction development throughout the project’s lifecycle, informed by the benefits realisation impact.
* Ensure that all roles are clear, those that deliver projects have relevant practical delivery experience and authority, and there are pre-planned anticipatory capability review points at intervals aligned to the evolving needs of projects and the HSE as its related to infrastructure delivery.
* Validate, maintain and flex the HSE Capital and Estates governance structure over time, informed by demands and industry landscape.

**Procurement of Major Projects and Programmes*** Be responsible for the preparation and presentation of all recommendations to the project governing structures as part of the approvals processes for major projects and programmes including the launch of the public procurement processes and the award of public contracts for the delivery of HSE funded healthcare projects to deliver value for money.
* Identify, champion and leverage opportunities to implement continuous improvement to reduce cost, enhance sustainability and efficiency.
* Develop business plans, investment and procurement strategies which place the project in a strong position to maximize the value of its existing asset base and to secure additional investment in the healthcare estate for the provision of health and social care services.

**Stakeholders** * Act as the visible leader and spokesperson for healthcare infrastructure and capital projects both internally and externally.
* Demonstrate pro-active commitment to all communications with internal and external
* stakeholders and develop and maintain effective relationships and communication approaches with the approving authority, regulators, and other key stakeholders for the NMH at SVUH Capital Programme.

**Organisation, People and Culture** * Promote and develop an organisational capability to ensure integrated management across the programme lifecycle.
* Provide leadership on the culture and values of Programme Board and drive the vision of a high-performance leadership team across programme delivery.
* Create, lead, coach, develop and manage performance of leadership team.

**General*** Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Ensure that the Programme team operates its Estate in accordance with statutory requirements and relevant guidelines.
* Formulate and implement HSE policies, protocols and procedures for infrastructure delivery and programme management in accordance with the key focus areas outlined for the post.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application:**1. **Professional Qualifications, Experience, etc**

Candidates must possess at the closing date :1. (i) Hold a Level 8 (or higher) Quality & Qualifications Ireland major academic award in Architecture, Civil/Mechanical/Electrical/Engineering, Construction Management

orHave Chartered Membership of the relevant professional association:* Society of Chartered Surveyors in Ireland
* Royal Institution of Chartered Surveyors.
* Engineers Ireland
* Royal Institute of Architects of Ireland

and(ii) Have had at least 15 years’ satisfactory experience after attaining the qualification at (i) above, including significant experience at a senior level in the planning, management and delivery of large, highly complex infrastructure projects.and(iii) Possess a high standard of professional, technical training and experience including certification in Programme or Project Managementand1. (i) Have a significant track record and direct experience of successfully leading

 large scale and technically complex systems and construction  programmes/projects (healthcare is desirable) through all stages from  development, procurement, construction and commissioning to completion  and handover (up to €2bn or equivalent value) safely, to time, and within the allocated budget.(ii) Have experience of working with an Executive Team and Board,  Public sector and Private sector construction environments, possess a strong commercial, financial and budgeting acumen and of creating effective collaborative cultures internally and externally  including managing complex stakeholder groups with diverse  outlooks, opinions and requirements as relevant to this role1. Have experience of establishing and managing Portfolio, Programme and Project Management (PPM) governance and its link to organisational governance structures, reporting, budgeting, funding streams, risk management and benefits management, Systems Integration, Assurance and Whole Asset Lifecycle in major programmes.

and(C) Possess the requisite knowledge and ability (including a high standard of suitability and of administrative capacity) to enter on the discharge of the duties of the office.**Health**A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character. *Candidates with a qualification awarded outside of the Republic of Ireland are welcome to apply where their qualification is equivalent to those listed in (A) (i) above. Candidates must be able to evidence equivalence and NARIC is helpful in this regard. Where possible, a comparability statement for qualifications obtained outside of the Republic of Ireland can be downloaded via Quality and Qualifications Ireland’s (QQI) NARIC service: NARIC Ireland Foreign Qualifications - QSearch (qqi.ie)*  |
| **Post Specific Requirements** | n/a |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as there may be a requirement to travel to other sites for meetings.
* Flexibility in relation to working hours to fulfil the requirements of the role
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** A significant track record of achievement in leading and managing the delivery of complex infrastructure, managing Capital projects and Capital plans in the health services or an estate of equivalent scale and complexity;
* A significant track record of applying Portfolio/Programme and Project Management models and techniques to infrastructure delivery;
* Strong commercial, financial and budgeting acumen;
* An understanding of the critical components that make up the health services and their interdependencies that contribute to their successful delivery;
* Good working knowledge of legislation and technical guidance in the estates area including Building, Planning, Health & Safety and Fire Safety Regulations;
* A good understanding of modern methods of construction and digitisation;
* Good working knowledge of the Department of Public Expenditure & Reform’s Infrastructure Guidance, Capital Works Management Framework;
* A broad knowledge of the HSE and HSE reform;
* A good understanding of risk, information technology, financial management, governance and accountability;
* A broad knowledge of national health policy, including Sláintecare Report, Project Ireland 2040, National Development Plan 2021-2025.

**Leadership and Delivery of Change*** Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long term corporate objectives;
* Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward;
* The ability to look at the longer term and broader issues concerning the provision of better health services, better social gain for the population;
* An ability to develop a clear view of what is required in order to achieve medium and longer term objectives;
* Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions

**Working With and Through Others – Influencing to Achieve** * Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multiagency team in a complex and changing environment;
* Is persuasive and effectively sells the vision; commands attention and inspires confidence; Sets high standards for the team and puts their work and the work of the organisation into meaningful context;
* Have excellent influencing and negotiation skills.

**Managing and Delivering Results – Operational Excellence** * Places strong emphasis on achieving high standards of excellence;
* Adequately identifies, manages and reports on risk within area of responsibility;
* A proven ability to organise at a strategic and operational level the necessary people and other resources across a complex network of services so that objectives can be met within budget, to quality standards and within timescales;
* Ability to develop / implement strategic action plans and programmes;
* Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals;
* Perseveres and sees tasks through; National Director, Head of Strategic Health Infrastructure and Capital Delivery (HSE)
* Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion;
* Shows a strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change;
* Ability to ensure the achievement of medium and long term goals while also managing short term goals and priorities.

**Critical Analysis and Decision Making** * The ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems;
* The ability to operate as an effective strategic and tactical thinker;
* The ability to develop strategies/policies;
* Ability to provide significant input to operational and strategic decision making;
* Looks critically at issues to see how things can be done better;
* The ability to analyse and evaluate, in a rational objective, consistent and systematic manner, a range of complex information to identify the core issues and arguments that are most salient to the situation at hand;
* The ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances;
* Recognises when to involve other parties at the appropriate time and level;
* Makes timely decisions and stands by those decisions as required.

**Building & Maintaining Relationships / Communication** * Possesses highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders;
* Is capable of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service;
* Has a strong results focus and ability to achieve results through collaborative working;
* Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally;
* Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda;
* Is committed to building a professional network to remain up-to-date with and influence internal and external politics;
* Has the ability to support the development of an effective team;
* The ability to work effectively across several different service delivery units to incorporate diverse multi care group requirements into a comprehensive integrated plan;
* Excellent written communication skills.

**Personal Commitment and Motivation** * Is personally committed and motivated for the complex role of National Director, Head of Strategic Health Infrastructure and Capital Delivery;
* Demonstrably understands, identifies with and is committed to the core values of the HSE and places a high emphasis on achieving high standards of excellence;
* Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role;
* Demonstrates a commitment to further education and learning.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Programme Director – National Maternity Hospital at St Vincent’s University Hospital Programme**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is specified purpose and whole time for a duration of seven years.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 (as at 01/03/25) is:**€224,033**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.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/). |

**Appendix 1 – *NMH at SVUH Programme Organogram***



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)