

**Director of Nursing 1, Assistant, Nursing & Midwifery Planning & Development Officer**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Director of Nursing 1, Assistant, Nursing & Midwifery Planning & Development Officer**  *(Grade Code: 2910)* |
| **Campaign Reference** | NRS14951 |
| **Closing Date** | 12:00 PM Wednesday 3rd September 2025 |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in the Nursing & Midwifery Planning and Development Unit, Dublin South, Kildare and West Wicklow, HSE Offices, Mill Lane, Palmerstown, Dublin D20HY57.  A panel may be formed as a result of this campaign for **Director of Nursing 1, Assistant,** **Nursing & Midwifery Planning and Development Officer, NMPDU Dublin South, Kildare & West Wicklow** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Sheila Cahalane, Director, Nursing & Midwifery Planning & Development Unit (Dublin South, Kildare and West Wicklow)  .  **Email:** [sheila.cahalane1@hse.ie](mailto:sheila.cahalane1@hse.ie)  **Tel:** 087-3500695 |
| **Details of Service** | The Office of Nursing and Midwifery Services (ONMSD), Health Service Executive (HSE), is part of the HSE Centre, which has recently undergone structural reform as part of the Programme for Government Reform Priorities, Sláintecare Policy and HSE National Corporate and Service Plans. The HSE Centre will have responsibility and accountability for ensuring that nationally consistent standards, guidelines, policies, and models of care are developed in a way that is collaborative with Health Regions. This is important for ensuring that the population can have equitable access to quality-integrated services that support population health improvement and enhance prevention, regardless of location.  The HSE Centre will oversee the delivery of a small number of nationally delivered clinical and supporting services. In collaboration with the six Health Regions, the HSE Centre will define national service requirements and standards and will monitor and assure the performance of the health and social care delivery system as a whole.  The HSE Centre has four primary functions that include Planning, Enablement, Performance and Assurance (PEPA):  • Planning (national to enable regional)  • Enablement (shared services, capability growth and direction)  • Performance (sound accountability mechanisms for the performance of people and services both activity and outcome)  • Assurance (compliance and quality improvement).  The Office of Nursing and Midwifery Services (ONMSD), Health Service Executive (HSE), under the new structures is the corporate office supporting the HSE National Nursing and Midwifery Advisor role. Through the National Nursing and Midwifery Advisor, the Office is the professional link to the HSE CEO and Senior Leadership Team, national departments, and agencies such as the Department of Health Chief Nursing Office, Nursing and Midwifery Board of Ireland (NMBI), other regulators, and the Education Bodies.  The function of the Office is to provide strategic national guidance, advice and support to the HSE Centre to fulfil its repurposed function of Planning, Enablement, Performance Management and Assurance (PEPA). This includes influencing policy, strengthening workforce capability, developing & supporting implementation of nationally consistent standards/ guidelines, research, education, enabling transformation, facilitating innovation and change and championing reform / development that supports nurses, midwives, and their teams in the health regions to have an integrated approach to service delivery.  The Nursing and Midwifery Planning and Development Unit, Dublin South, Kildare and West Wicklow (NMPDU DSKWW) as part of the Office of Nursing and Midwifery Services Directorate (ONMSD) structure, supports excellence and building capacity in nursing and midwifery healthcare delivery to enhance patient care and service delivery across all services and client groups in Dublin South, Kildare and West Wicklow.  The NMPDU has the following functions:   * Strategic development of nursing and midwifery services * Supporting nursing and midwifery services in order to provide optimum patient centred care * The promotion of the standards of care to deliver appropriate quality services * Supporting professional development of nurses and midwives * Enhancing practice for nurses and midwives * Supporting workforce planning development initiatives * Building capacity and leadership within nursing and midwifery   The NMPDU has a geographical remit to support nursing and midwifery services to enhance healthcare delivery, support safe quality care and improve patient outcomes across acute and community services.  The post holder will be required to develop good working relationship with all key stakeholders locally and nationally in order to fulfil their remit. This is achieved through a variety of local and regional networks, initiatives and activities working with the Regional Director of Nursing and Midwifery, Directors of Nursing/Midwifery, Senior Nurses/Midwives and other Managers within and across services. The NMPDU DSKWW continues to support nursing and midwifery developments strategically within all services in line with the HSE policy including the National Health Service Plan, Sláintecare and the ONMSD Strategic Plan. All HSE nurses and midwives, including NMPD Officers are supported with professional and practice development in line with the service needs and organizational goals.  More information available at [www.hse.ie/eng/about/Who/ONMSD/NMPDU](http://www.hse.ie/eng/about/Who/ONMSD/NMPDU) |
| **Reporting Relationship** | The post of Nursing & Midwifery Planning and Development Officer (NMPD Officer) is accountable and professionally responsible to the Director of Nursing & Midwifery Planning and Development (Dublin South, Kildare and West Wicklow). |
| **Purpose of the Post** | The post holder will take responsibility for, as well as co-ordinate, activities in relation to the five key focus areas (goals) originating from the Strategy of the Office of the Nursing and Midwifery Services Director, at national level and the NMPDU at area/local level.  The post holder will support Nursing & Midwifery services to meet HSE corporate and regional goals across Acute, Primary Care, Older Person Services, Intellectual Disability & Mental Health  The post holder will work collaboratively with all staff in enhancing and supporting practice development; education and training, governance, quality and standards: capacity building; and leadership for nurses and midwives. |
| **Principal Duties and Responsibilities** | *Key Areas of Responsibility*   * Under the direction of the Director of NMPDU, the NMPD Officer will be required as appropriate to take local, area or national leads in respect of one or more of the following key focus areas:   ***Practice Development***   * Facilitate or lead on the development, enhancement and support of best practice for nurses and midwives. * Promote research and evidence based practice, and initiate and support staff in undertaking research projects relevant to their work. * Respond to national reports/standards and make recommendations to address deficiencies in care provision * Support integration and transformation of nursing services in response to service reform * Support all initiatives led out from the Office of the Nursing Services Director, including such initiatives as nurse and midwife medicinal product prescribing; development of venepuncture and IV cannulation skills; nurse x-ray prescribing and nurse/midwife facilitated discharge planning. * In line with area strategic objectives relating to development of nursing and midwifery practice, assist with the development and implementation of a practice development framework, with clear objectives, matched to designated resources, realistic timeframes and achievable outcomes through promotion of the concept and purposes of practice development. * Act as a resource and area/national link person as appropriate in relation to practice development in nursing and midwifery services providing professional support and advice on service developments with particular reference to nursing and midwifery issues to personnel at area/local service level. * Support the development and implementation of effective and efficient nursing and midwifery strategies at local level. * Support the identification of existing areas of good practice within services and liaise with nurse/midwife senior managers responsible for monitoring and quality assuring the nursing and midwifery delivery systems. * Identify existing and emerging practice areas, which require the development of specialist and advanced practice knowledge and skills. * Liaise with the ONMSD and NMBI on Specialist and Advanced Nursing and Midwifery posts across the administrative area, and on all matters pertaining to these posts.   ***Education and Training***   * In line with area and national strategic objectives, link with all key stakeholders to identify agreed priority areas for continuing education through focused needs assessment. * Evaluate education/programme effectiveness and impact on service. * In collaboration with the Director of the Centre of Nurse and Midwifery Education, co-ordinate professional development programmes for nursing and midwifery that supports service objectives and the ongoing development of competencies for nurses and midwives. * Work collaboratively with the Third Level Institutions to support an integrated structure for the delivery of education, research and innovation. * Support services to access finance from funding agencies such as the Health Research Board to support education and training at a local and area level, support the implementation of the recommendations of the Report of the Post-registration Nursing and Midwifery Education Review Group (2008). * Participate as required in the development of NMBI Competency Assurance scheme and support implementation of the scheme when it is initiated.   ***Governance, Quality and Standards***   * Support the Office of the Nursing Services Director and the Area Director of NMPD in working towards nationally consistent policies, scopes of practice, decision making and standards across the professions. * Support services at a local and area level as appropriate to meet the HIQA standard requirements. * Support nursing and midwifery to implement the recommendations arising from the Report of the Commission on Patient Safety and Quality Assurance (2008). * Support the implementation of the HSE Quality and Risk Framework that underpins quality on an ongoing basis. * Support implementation of national and ONMSD PPPGs and support services in the adaption and/or development and implementation of PPPGs. * Support integration across Acute Hospital and community settings as part of the reforming health service. * Contribute to consultation on national policy, publications, guidelines as required on behalf of the NMPD. * Provision of safe quality care. * Support the metrics lead within the NMPD as required in promoting and embedding the implementation of Nursing and Midwifery Quality Care-Metrics. * Liaise with the NMPD Metrics lead to identify services that require support in addressing actions plans arising from metrics measurement. * Promote the Quality improvement agenda by supporting the gathering, quality assuring and synthesising of appropriate nursing and midwifery data and sharing the information available as appropriate. * Support implementation of national strategies.   ***Capacity Building***   * Identify and support the potential and development of Clinical Nurse/Midwife Specialist, Advanced Nurse/Midwife Practitioner and other roles that support the transformation goals. * Support role advancement such as medicinal prescribing, X-Ray prescribing, Venepuncture and Intravenous cannulation. * Support the work of the Taskforce which is being led out by the Chief Nursing Office in the DoH as required. * Support the implementation of HSE Workforce Planning and workforce optimisation initiatives. * Anticipate the need to alter workforce plans in light of changing circumstances e.g. political, financial, and supply and demand. Support capacity building in strengthening the abilities of nurses and midwives to perform effectively within multidisciplinary teams. * Co-ordinate Nursing and Midwifery workforce planning initiatives as appropriate across the services.   ***Leadership***   * Provide expert advice on nursing and midwifery issues at local and area levels. * Lead and support the nursing and midwifery profession through the changes associated with the HSE National Service Plan 2020 and organisational goals. * Support the development of leadership across all areas of nursing and midwifery.   ***Project Management***   * Oversee the development and progression of projects in terms of timeframes, objectives, outcomes, key milestones etc. This will include the completion of progress reports as required. * Contribute to and/or take a national lead on HSE priorities as determined by the ONMSD. * In conjunction with the relevant NMPDU staff, undertake evaluations in respect of projects completed in accordance with the programme plans. * Advise the NMPDU Director regularly in relation to progress on projects at various stages.   ***Communication***   * Consult with Directors of Nursing/Midwifery, Health Managers and other key stakeholders re role development for nursing and midwifery. * Liaise with the Centres of Nurse and Midwifery Education (CNME) to ensure work of the education centre and NMPD are aligned * Develop effective relationships with key stakeholders across all disciplines and members of the NMPD. * Facilitate meetings and workshops as appropriate within the HSE, ensuring that all key stakeholders are consulted and briefed on the developments being undertaken in the projects. * Ensure that all written and electronically stored information is accessible to authorised personnel and is stored in accordance with the Freedom of Information Act.   ***Personal Development***   * Keep abreast of local, national and international developments related to nursing and midwifery * Meet the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) requirements for the standards of Professional Practice * Manage own time efficiently * Participate in supervision with line manager * Participate in the Personal Development Planning process * Acknowledge their own limitations and discuss/identify own training and development needs with their line manager * 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. * 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** | **Candidates must have at the latest date of application: -**   1. **Statutory Registration, Professional Qualifications, Experience etc.** 2. Eligible applicants will be those who on the closing date for the competition; 3. 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 & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann)   **And**   1. Have a minimum of 7 years (full-time or an aggregate of 7 years full time) post registration clinical nursing/midwifery experience with a minimum of 5 years’ experience in nursing/midwifery Management   **And**   1. 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 standard in **a health care or management related area**.   **And**   1. Demonstrate continuing continuous professional development   **And**  b) Candidates must possess the requisite leadership, managerial and administrative knowledge and ability for the proper discharge of the office.   1. **Annual Registration** 2. 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**   1. 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.  **Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) by way of the Patient Safety Assurance Certificate (PSAC).** |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience as relevant to the role in the following areas:   * Project management * Quality audit/assurance systems * Policy development and the ability to translate policy into action |
| **Other requirements specific to the post** | 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** | **The post holder must :**  **Professional/Clinical knowledge**   * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision * Demonstrate relevant knowledge, expertise and experience on current nursing issues in Ireland and overseas which impact on nursing practice * Current developments in expanding the roles of nurses and midwives * Demonstrate knowledge of the process in relation to CNS/CMS and ANP/AMP development * Demonstrate knowledge of change management processes in the leadership and support of large groups of staff * Articulate the principles of continuing education and practice development and their relationship to nursing practice * Demonstrate knowledge of the Health Service Reform Programme * Demonstrate knowledge and/or experience in conducting Research/Audit * Demonstrate an understanding the role of ONMSD and NMPD * Demonstrate evidence of policy development and the ability to translate policy into action * Demonstrate knowledge and experience of quality audit/assurance systems * Demonstrate effective project management skills * Demonstrate evidence and knowledge of research capability   **Planning and Organising Resources**   * Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money * Demonstrate ability to manage deadlines and effectively handle multiple tasks. Have the ability to chair meetings   **Building and Maintaining Relationships: Leadership, Staff Management & Team Skills**   * Demonstrate leadership skills and ability to influence others * Demonstrate the ability to provide professional support and advice on service developments to Directors of Nursing and Midwifery and relevant service managers * Support the Director of the Centre of Nurse and Midwifery Education to co-ordinate professional development programmes for nursing and midwifery * Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment * Support the development and implementation of effective nursing and midwifery strategies with your service areas * Demonstrate ability to work effectively with staff from a range of disciplines and grades   **Evaluating Information and Judging Situations**   * Demonstrate the ability to evaluate information and solve problems   **Commitment to Providing Quality Service**   * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care * Demonstrate an ability to monitor and evaluate service performance and levels of care   **Communication and Interpersonal Skills**   * Demonstrate effective communications and interpersonal skills including: the ability to present complex information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback. * Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc. |
| **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.  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. | |



**Director of Nursing 1, Assistant, Nursing & Midwifery Planning and Development Officer**

**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 (as of 01/08/2025) for this post is:    €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 working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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 for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€69,676 as at 01.10.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)