

**Risk Management Lead**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Risk Management Lead (Grade VIII)  *(Grade Code: 0655)* |
| **Campaign Reference** | NRS14981 |
| **Closing Date** | ***Monday 22nd September 2025 at 12:00 Noon*** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in Oak House Millennium Park Naas, Co Kildare W91 KDC2  The Asst. Chief Financial Officer is open to engagement as regards the expected level of on-site attendance at Oak House, Millennium Park, Naas, Co Kildare in the context of the requirements of this role and the HSE’s Blended Working Policy.  A panel may be formed as a result of this campaign for **Risk Management Lead, National Finance and Procurement Division** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Name: Ms Mairead Dolan, Asst. Chief Financial Officer (ACFO) – Finance Specialists  **Email:** [mairead.dolan@hse.ie](mailto:mairead.dolan@hse.ie)  **Tel:** 087 7972000 |
| **Details of Service** | The HSE and its funded agencies provide a large range of essential health and social services for the population of Ireland. At some point between birth and end of life everyone will depend on the health service for their care. These critical services need to be provided in an effective and safe way and therefore as a health service, we are continuously endeavouring to improve the quality of these services.  During 2020 and 2021 a number of serious events occurred, including Covid-19 and a significant cyber-attack. These have had a significant impact on the health service and on those accessing these services. Covid-19 and the cyber-attack are examples of serious threats facing the delivery of health care but are not the only ones.  In a rapidly changing world, how we anticipate these threats and put in place meaningful plans to either reduce the likelihood of them happening or their impact if they do happen, is central to recent changes made to the way the HSE has organised itself at national level.  Through these changes the HSE strengthened its approach to managing risk and has:   * Established an Enterprise Risk Management (ERM) Programme. * Appointed a Chief Risk Officer (CRO) and central risk team.   As part of this development a Corporate Risk Support Team (CRST) with senior representatives from each Senior Leadership Team (SLT) member’s teams was established in May 2020. The CRST supports the SLT in managing the formal risk management process within their teams and at corporate level. |
| **Reporting Relationship** | The post holder will report to the Asst. Chief Financial Officer (ACFO) – Finance Specialists or other nominated manager. |
| **Key Working Relationships** | Key working relationships will include the Chief Financial Officer (CFO), ACFO – FS, Senior Finance Team, Chief Risk Officer and team, Corporate Risk Support Team (CRST), Risk Leads across other National divisions, the Enterprise Risk Management Programme and the National Director of Procurement. |
| **Purpose of the Post** | As a member of the risk team, the purpose of this role is to support the Chief Financial Officer as a Senior Leadership Team (SLT) member, ACFO – FS as Risk Lead in NFPD, SLT, ND Procurement and the wider ERM Programme to enable an integrated and whole organisation approach to risk and to deliver on their organisational responsibilities in relation to risk. Support the ACFO FS in a variety of tasks to support the team’s goals. |
| **Principal Duties and Responsibilities** | **Key responsibilities and duties**   * Support the CFO, ACFO FS, ND Procurement, CRO, and the SLT on all elements of Risk Management.   **Enterprise Risk Management Programme**   * Contribute to and support the on-going development of the risk management function within the CFO’s area of responsibility, including ensuring the appropriate structures, governance, culture and practices are embedded into the function and associated processes such as planning, performance, incident management, audit and business continuity. * Support the implementation of the priorities and wider work plan of the HSE’s ERM Programme and the HSE’s Integrated Risk Management Policy. * Ensuring that the Corporate and CFOs risk management objectives are met within the agreed timeframes. * Provide Risk Management expertise and support for the ACFO FS, CFO, ND Procurement and SFT as the NFPDs senior management team. * Support and assist with the development and delivery of any future HSE’s Risk Register technical solution for the recording and reporting of risk. * Monitor the implementation of risk policies and procedures to minimise or manage risk. * Collaborate with other divisions and functions to ensure a system-wide and co-ordinated approach to the development and implementation of the Enterprise Risk Management Programme.   **Anticipating and responding to risk**   * Support horizon scanning to detect early signs of threats and opportunities to the ACFO FS area of work, including the identification and assessment of risks within the NFPD function. * Continuous assessment of the CFO’s risk register and sub registers to enable the identification of current and emerging risks that present a threat or opportunity to the achievement of business objectives. * Work in collaboration with the CFO, the ACFO FS and subject experts of the risks to formulate controls and action plans to help minimise, mange, and mitigate risks. * Assist with the development of protocols and processes to mitigate risk.   **Risk monitoring, reporting and assurance (Governance)**   * Ensure the efficient administration of the CFO’s Risk Register in line with their Senior Leadership Team risk reporting process(es). * Ensure the efficient administration of CFO’s Corporate risks for which they are the owner, in line with the monthly and quarterly Corporate Risk reporting processes. * Coordinate the development, implementation and monitoring of appropriate processes in relation to the management and monitoring of risk including the notification of risk to the CFO; and notification/ escalation of risk from CFO to the CRO. * Ensure that SLT, Board Committee and HSE Board advice on corporate Risks are considered during the risk reassessment process and decisions recorded. * Support implementation of quality assurance processes for SLT and sub SLT level risk registers.   **Education, training and development**   * As part of the ERM Programme, build Risk Management capacity and capability within the functions led by the SLT member through the:   + Identification of risk management educational needs within the NFPD division.   + Delivery of Risk Management and Risk Register training.   + Monitoring and recording of ERM training as applicable. * To contribute to other training and induction programmes to ensure awareness of the risk management programme. * Support and assist the ACFO FS in the development and deployment of risk management resources and tools for use by Service Managers in their area of responsibility e.g., Frameworks, Policy, guidance, audit tools. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Supervision of Staff**   * Supervise and enable other team members to carry out their responsibilities. * Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships. * Manage the performance of staff, dealing with underperformance in a timely and constructive manner. * Identify and facilitate educational development needs of the team and design plans to meet these development needs. * Conduct regular staff meetings to keep staff informed and to hear views. * Comply fully with all aspects of the Health and Safety Policy employee liability requirements.   **General**   * Understand the operational requirements of the NFPDs area of responsibility and their interdependencies with other functions, with a particular focus on areas of potential or identified risk. * Participate in risk management related initiatives / committees as required. * Develop collaborative working relationships with key internal and external stakeholders including: SLT members, CRST members, the SLT member’s Senior Team and their risk personnel and wider stakeholders. * Demonstrate that all relevant policies, procedures and standards are implemented within own area of responsibility. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create more sustainable, low carbon and efficient health service. * Support the ACFO FS in relation to general administrative responsibilities in relation to the risk function including but not limited to timekeeping records and returns, Freedom of Information (FOI) requests, Parliamentary Questions (PQs), Representations and media queries. * 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. * Ensure adherence to the National Financial regulations and ensure that records are maintained appropriately in relation to the risk function. * Support the ACFO FS in all audit related activities to include regulatory, clinical and compliance audits. * Support the ACFO FS in all reviews and process improvement initiatives as required. * Promote and participate in the implementation of change across the NFPD. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   * Significant experience at a senior level working in the area of Risk Management within a civil or public service environment or comparable and relevant business environment of equivalent complexity. * Experience in leading and delivering a training programme(s), as relevant to the role. * Experience in team management and development as relevant to the role * Experience in professional writing, which includes any or all of the following: creating reports for senior management, condensing major reports, preparing responses to parliamentary questions, media queries, FOI responses as relevant to the role. * Experience in relationship management and working collaboratively with multiple internal and external stakeholders, as relevant to the role. * Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper 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. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role. * A flexible approach to working hours is required in order to ensure deadlines are met. |
| **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 in all aspects of the risk management process (anticipating, identification, assessment, treatment, monitoring and reporting as relevant to the role) including risk registers. * Experience in implementing of service wide change involving the implementation of standardised systems and processes across service teams. * Proficient user of MS Office suite and email. * A commitment to developing own knowledge and expertise in Risk Management. * Knowledge of the HSE, the broader health service structure, health service reform as set out in Sláintecare and the current key challenges and developments in the Health Service   **Managing & Delivering Results (Operational Excellence)**   * A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. * Strong evidence of excellent planning and implementation of programmes of work. * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation. * The ability to use resources effectively, challenging processes to improve efficiencies where appropriate. * The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion.   **Critical Analysis, Problem Solving & Decision Making**   * Excellent analytical, problem solving and decision-making skills. * The ability to quickly grasp and understand complex issues and the impact on service delivery. * The ability to confidently explain the rationale behind a decision when faced with opposition. * Ability to make sound decisions with a well-reasoned rationale and to stand by these. * Initiative in the resolution of complex issues. * Adaptable and willing to take on a variety of tasks to support the team's goals.   **Building and Maintaining Relationships / Interpersonal Skills**   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working. * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment. * The ability to lead the team by example, coaching and supporting individuals as required. * Flexibility, adaptability, and openness to working effectively in a changing environment.   **Communications & Interpersonal Skills**   * Effective verbal communication skills, delivering complex information clearly, concisely, and confidently. * Excellent written communication skills including strong report writing and presentation skills. * Excellent communication and interpersonal skills in order to deal effectively with a wide range 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 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. | |



**Grade VIII Risk Management Lead**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **permanent** and **whole-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: as at 01/08/25  €82,258 - €82,997 - €86,243 - €89,502- €92,736- €95,983 - €99,213  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 of January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26-week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers, and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site-Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

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

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)