

**Organisational Development (OD) Practitioner (Grade VIII)**

**Job Specification and Terms and Conditions**

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| **Job Title, Grade Code** | Organisational Development (OD) Practitioner (Grade VIII)  *(Grade Code: 0655)* |
| **Campaign Reference** | NRS14992 |
| **Closing Date** | **Thursday 28th August 2025 at 3:00pm** |
| **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 Leadership and Capability, National Human Resources  Leadership and Capability Offices are located in Dublin, Kilkenny, Cork, Galway, Ballyshannon, Ardee and Tullamore.  The Assistant National Director, Leadership and Capability is open to engagement as regards the expected level of on-site attendance at one of the above locations in the context of the requirements of this role and the HSE’s Blended Working Policy. This is subject to reaching agreement on a minimum level of availability at the Leadership and Capability Office, 4th Floor, 20-23 Merchants Quay, Dublin 8 and/or for relevant meetings in Dublin.  As the Organisation Development (OD) Practitioner will be directly involved in supporting staff across the six Health Regions and National services through applied interventions the successful candidate will also be required to work across different health service locations which meet service requirements.  A panel may be formed as a result of this campaign for **Grade VIII Organisational Development Practitioner** within **HR- Leadership and Capability, National Human Resources** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Paul Gahan, Assistant National Director, HR - Leadership and Capability  **Email:** [paul.gahan@hse.ie](mailto:paul.gahan@hse.ie)  **Tel No:** 087 099 4200 |
| **Details of Service** | National HR provides strategic support, direction, advice and interventions to all areas of the health service, recognising that all staff throughout the system are the key to the delivery of excellent people capability.  Implementing the Health Services People Strategy 2025 - 2027 is an organisational priority and supports the development of current and future health and social care leaders. Our shared purpose is to deliver safer better healthcare and collectively support the significant reform and change agenda in Ireland.  National HR is committed to build capacity for change and address the people and culture priorities that impact on the organisation.  Being competent and maximising the organisational capacity to work in a complex environment is a key requirement over the next ten years as the health system will continue to navigate and address key drivers for change including the following:  Policy and reform agenda – the recommendations of the Public Service 2030 Transformation Strategy and the HSE Corporate Plan 2025 – 2027 all set out a challenging agenda to address care, culture and governance, which are the foundations of an effective and resilient health system. Sláintecare in particular will continue to challenge how health services deliver care and the fundamental assumptions informing current ways of working and organisational modes.  **Standards and regulation** – driving quality, service improvements and accountability.  **Applying evidence and knowledge** – demonstrating better ways of delivering outcomes.  **Levering e-health and technology** – using technology enabled solutions.  **Increased demands** – including demographic and epidemiological changes.  **Resource pressures** – finite capacity to meet demands and service developments.  **Multi-generational workforce** – meeting the needs of our diverse workforce, competition for talent, attracting, recruiting and retaining high calibre people.  **Increase in social movement** – citizens mobilised, digitally connected to global influences, investing in and becoming co-producers of health and social gain.  The function of Leadership and Capability is to help enhance the performance of integrated services at organisational, team and individual levels.  Leadership and Capability works closely with Health Regions and Service colleagues to develop and prioritise learning and development to ensure we have the capability and capacity to confidently deliver person-centred care, problem solve and innovate. This approach is reflected in Sláintecare which requires increasing organisational capacity, enhancing leadership accountability and building a sustainable, resilient workforce that is supported and enabled to deliver the Sláintecare vision. |
| **Reporting Relationship** | The post holder will report to the General Manager, Leadership and Capability or other nominated manager and ultimately be responsible to the Assistant National Director for HR – Leadership and Capability. |
| **Key Working Relationships** | The post holder will work closely with the General Manager, Leadership and Capability and the Assistant National Director, HR – Leadership and Capability, along with other members of the wider Leadership and Capability team and Workplace Health and Wellbeing. They will work with stakeholders across the whole system and will have on-going engagements with service leads and staff throughout the HSE across the Health Regions and other national services. |
| **Purpose of the Post** | Under the direction of the General Manager for Leadership and Capability, the post holder will be responsible for driving, managing and supporting the implementation of agreed national programmes, interventions, projects and initiatives in collaboration with local health services across the Health Regions. They will strengthen and improve culture change capacity within and across the health services with a focus on improving Organisational Health. The post holder will provide specialist expert knowledge, to include psychosocial risk management approaches and develop and deliver supports around improving Organisational Health. |
| **Principal Duties and Responsibilities** | * Design, facilitate and deliver a range of Leadership and Capability programmes and bespoke interventions across the Health Regions to meet service needs and to support leaders, managers and teams. * Provide specialist expert knowledge and supports including psychosocial risk management approaches specific to mitigating interpersonal and cultural issues, to include assessment, consultation and the provision of best practice programmes and interventions to healthcare managers and teams. * Lead, develop and deliver quality Organisational Health supports to healthcare managers and teams to foster positive work relationships and work cultures across the organisation. This will include the design, development and implementation of training and education programmes which improve Organisational Health. * Demonstrate expertise, appreciation and understanding of healthcare psychosocial work factors through research and practice. * Foster positive working relationships across multi-disciplinary teams across the Health Regions, ensuring clear pathways and efficient access to Organisational Health and other Leadership and Capability supports. * Build support for organisational development initiatives by positively influencing managers to achieve high levels of performance and impact at scale. * Progress and implement the organisation development cycle as a core methodology in contracting OD services and provide guidance on advanced facilitation and engagement processes. * Manage OD referrals and associated caseload in line with agreed service priorities. * Report and provide updates on monthly and other activity including service planning, design, evaluation and delivery of Organisational Health and OD supports, along with other matters as required. * Enhance the capacity of teams, leaders and services across the Health Regions to lead, support, and sustain culture change through evidence-based organisational development strategies and stakeholder engagement. * Build organisation knowledge, skills and expertise in key areas of team development, change management, culture change and organisational health including; agile ways of working, new leadership approaches, behaviour-based change, informal systems and networks, peer to peer, designed informality, social movements, etc. * Work collaboratively with Leadership and Capability colleagues and project teams in the Health Regions and other service areas. * Deliver one to one and team coaching to staff and teams across the Organisation. * Identify and co-ordinate events, meetings, training and other initiatives to build system capacity for culture change and development. * Facilitate initiatives associated with service development and projects identified as having the potential to positively impact organisational development and culture. * Provide consultancy and change agency role as required. * Lead and support the implementation of Leadership and Capability strategies and operational plans. * Mentoring and supporting colleagues to be organisational development leaders. * Provide strategic input, advice and recommendations to the General Manager, Assistant National Director and others as required on initiatives, areas and projects. * Provide support and/or cover as required for team members and managers within Leadership and Capability. * Advise and deliver on appropriate strategies and processes across the Health Service. * Develop, participate, review and evaluate Leadership and Capability programmes, projects and initiatives to ensure their effectiveness and reflect current best practice. * Lead the development of written and digital communications, presentations and materials in relation to the assigned area of work. * Adequately identify, assess, manage and monitor risk within area of responsibility. * Provide leadership to the wider Leadership and Capability team promoting strong collaboration and continuous professional development. * Manage budgets as assigned, ensuring that resources are used efficiently and that value for money is achieved. * Manage resources within area of remit effectively in line with Financial Regulations, HR and HSE Policies. * Manage and support any procurement processes for Leadership and Capability as required. * Support the implementation of People Strategy 2025 - 2027 priorities as assigned. * Keep up to date with developments in the area and share information with colleagues to ensure that all strategies, policies, programmes, initiatives and related materials are kept current. * Draft and provide guidance on relevant policies and procedures to staff. * Work as part of the wider Leadership and Capability team to identify areas for improvement, ensuring a standardised approach and the avoidance of duplication to maximise efficiency and effectiveness. * Keep the General Manager and Assistant National Director appraised of emerging issues.   **Human Resources / Supervision of Staff**   * Manage staff as assigned within the Leadership and Capability function. * Assist in the induction and training of new staff members as required. * Manage the performance of staff, dealing with underperformance in a timely and constructive manner. * Ensure an even distribution of workload amongst the team, taking into account absence due to annual leave etc. * Supervise and ensure the wellbeing of staff within own remit. * Create and promote a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships. * Promote cooperation and working in harmony with other teams and disciplines. * Conduct regular staff meetings to keep staff informed and to hear views. * Solve problems and ensure decisions are in line with local and national agreements. * Identify and agree training and development needs of team and design plan to meet needs.   **Service Delivery and Service Improvement**   * Ensure accurate attention to detail in own work and work of team. * Maintain a good understanding of internal and external factors that can affect service delivery including awareness of local and national issues that impact on own area. * Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes. * Encourage and support staff through change processes. * Monitor efficiency of service provided by team, identify and implement changes to the administration of the service where inefficiencies arise.   **Standards, policies, procedures and legislation**   * Demonstrate pro-active commitment to all communications with internal and external * stakeholders. * Act as spokesperson for the Organisation as required. * Pursue continuous professional development in order to develop expertise and * professional knowledge. * Engage in the HSE performance achievement process in conjunction with your Line * Manager and staff as appropriate. * Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team. * Maintain own knowledge of relevant regulations and legislation e.g., HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts etc. * 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:**   * Hold a third level qualification at Level 8 (or higher) on the National Framework of Qualifications maintained by Quality & Qualifications Ireland (QQI) or equivalent in a relevant area such as HR or Organisational Development or human/health-related social sciences. * Experience in planning, managing and implementing change including the delivery of large-scale programmes, projects and service improvement initiatives at both strategic and operational levels, as relevant to this role. * Significant experience in managing and leading on team development and coaching initiatives at both strategic and operational levels, as relevant to this role. * A proven track-record of leading and delivering on complex interventions and multidisciplinary support programmes across healthcare teams. * A strong track record of delivering results through cross-sectoral/ divisional working. * 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. |
| **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 and Experience**  Demonstrates:   * Knowledge of current best practice and thinking in relation to organisational development, culture change, staff engagement, change management, organisation development and project management approaches in complex adaptive systems. * Knowledge of Organisational Health, including best practice and current thinking on staff wellbeing, psychosocial work factors in complex, adaptive healthcare systems. * An understanding of the critical components that make up and influence the health services and the interdependencies that contribute to their successful delivery. * Experience of designing effective change strategies that reflect the complicity of health and social care services. * Experience of designing and facilitating large group interventions. * Knowledge and understanding of management in a changing environment, together with a clear view of the changes required to achieve immediate and long-term corporate objectives. * A good understanding of relevant regulations and legislation e.g. Employment legislation, Health and Safety, Financial Regulations, Data Protection, Freedom of Information Acts etc. * An understanding of the relevant strategies, reports, programmes and projects applicable to the role. * Strong working knowledge of MS Office with a focus on Excel, Word, Teams, Outlook and Power-point.   **Managing & Delivering Results (Operational Excellence)**  Demonstrates:   * Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results. * 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. * The ability to work on a self-directed basis. * Evidence of effective project planning and organisational skills including an awareness of resource management and the importance of value for money. * Strong evidence of excellent financial planning and expenditure management. * The ability to seek and seize opportunities that are beneficial to achieving organisation goals and strives to improve service delivery. * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment. * A capacity to operate successfully in a challenging environment while adhering to various standards. * Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion. * Adequately identifies, manages and reports on risk within area of responsibility.   **Leadership and Managing Change**  Demonstrates:   * Leadership skills and the capacity to inspire teams to the confident delivery of excellent services. * The capacity for management responsibility and demonstration of initiative. * An ability to effectively lead teams, groups or projects to successful outcomes. * Ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders to deliver organisational priorities. * Ability to be a positive driver for change. * Initiative in proactively identifying inefficiencies and implementing solutions. * The capacity to encourage others to embrace the change agenda. * Flexibility and adaptability to meet the requirements of the role. * The ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources. * Strategic awareness and thinking.   **Working with and through Others - Influencing to achieve**  Demonstrates;   * A track record of collaborative and inter professional working. * Excellent skills in relationship building and influencing. * An ability to influence and negotiate effectively to achieve objectives. * Insight into organisational ‘politics’ and power structures to lever change or achieve objectives. * Ability to influence, reframe and negotiate, working with teams / services to openly address conflict, find common interests, explore solutions and seek resolutions. * A real interest in and commitment to developing others. * The ability to work independently as well as work with a wider (multidisciplinary/multi-agency) team in a complex and changing environment.   **Critical Analysis, Problem Solving and Decision Making**  Demonstrates:   * The ability to evaluate complex information from a variety of sources and make effective decisions. * Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources. * Considers the impact of decisions before taking action. * Anticipates problems and recognises when to involve other parties (at the appropriate time and level). * Makes timely decisions and stands by those decisions as required. * The ability to consider the range of options available, involve other parties at the appropriate time and level, to make balanced and timely decisions. * Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams. * A knowledge and application of evidence based decision making. * A capacity to develop new proposals and put forward solutions to address problems in a timely manner. * Effective problem solving in complex work environments.   **Communication and Interpersonal Skills**  Demonstrates:   * Excellent interpersonal and communications skills to facilitate work with a wide range of stakeholders. * The ability to interact in a professional manner with staff and other key stakeholders. * The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience. * Excellent presentation skills. * Excellent written communication skills including the ability to produce professional reports. * Excellent people skills and the ability to achieve “buy-in” from major stakeholders. * Strong negotiation/influencing skills.   **Personal Commitment and Motivation**   * A vision in relation to what work changes are required to achieve immediate and long-term organisational objectives. * Be driven by a value system compatible with the aims and ethos of the HSE. * Demonstrates a core belief in and passion for the sustainable delivery of high quality customer/user centred focused services. * Be capable of coping with competing demands without a diminution in performance. * Is personally committed and motivated for the complex role of Grade VIII, Engagement and Culture. |
| **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. | |

**Grade VIII Organisational Development (OD) Practitioner**

**HR – Leadership and Capability.**

**National Human Resources**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is (as at 01/08/2025)  €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 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 and 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 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, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)