

**Construction Manager and Deputy Capital Workstream Lead**

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

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Construction Manager and Deputy Capital Workstream LeadNational Maternity Hospital at St Vincent’s University Hospital Programme *(Grade Code: 0508)* |
| **Campaign Reference** | NRS14998 |
| **Closing Date** | 3:00pm on Thursday 18th September 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Health Service Executive, Strategic Health Infrastructure and Capital Delivery.There is currently one permanent whole time vacancy available. The offices of HSE’s Strategic Health Infrastructure and Capital Delivery Unit, are currently located at Dr. Steevens Hospital, Dublin 8. The exact location of this post will be confirmed at job offer stage. The role is Dublin based. As this is a programme delivery post, the successful candidates may be reassigned to the next major capital development within Strategic Health Infrastructure and Capital Delivery. This will be discussed with the successful candidate and managed in line with relevant HSE policies. A panel may be formed as a result of this campaign for **Construction Manager and Deputy Capital Workstream Lead, National Maternity Hospital at St Vincent’s University Hospital Programme, Strategic Health Infrastructure and Capital Delivery** from which current and future, permanent and specified purpose vacancies of full-time or part-time duration may be filled. |
| **Informal Enquiries**  | **Name:** Brian O’Connell, National Director Strategic Health Infrastructure and Capital Delivery **Tel:** 01 635 2232**Email:** healthinfrastructure@hse.ie  |
| **Details of Service** | **The National Maternity Hospital at St. Vincent’s University Hospital Programme:**The relocation of the National Maternity Hospital (NMH) from its current site at Holles Street to a new hospital co-located with St Vincent’s University Hospital (SVUH) on the Elm Park campus is a priority government healthcare capital project.The new NMH will provide 244 beds, an increase of 80 beds on the hospital currently located at Holles Street, with all beds in the new facility in single occupancy rooms. The new NMH will also have five operating theatres (increasing from the three functioning theatres at Holles Street) and will allow for direct access from the NMH theatres and a High Dependency Unit (HDU) to the existing SVUH theatres and Intensive Care Unit (ICU). The total gross floor area of the main development at NMH at SVUH is circa. 54,000m2. This represents a significant capital development and service development, once delivered. The Programme is integrated across three workstreams - Capital, Operational Readiness, and ICT. * The Capital Workstream Lead will be responsible for the delivery of the Capital Workstream. This is the delivery team that is responsible for all the activities related to the successful implementation and execution of the Capital programme of work, including Design, Construction Management, Equipping, Health Safety Security and Environment, Quality Assurance, Workstream interface and the Employer’s Representative.
* The Operational Readiness (OR) Workstream is the delivery team responsible for all Clinical, Operational, and Workforce readiness activities. This includes the design and delivery of the NMH at SVUH Operating Model across all clinical, operations, and corporate functions. The OR Workstream will ensure the workforce requirements for the new hospital are met and will provide clinical expertise related to the commissioning of all hospital services and transitioning to the new facility. This OR group will also oversee the overall change processes associated with the programme.
* The ICT Workstream is the delivery team responsible for the design and delivery of all ICT required for the new facility.

The Programme will be supported by a Programme Management Office (PMO). The PMO is responsible for ensuring the accuracy and consistency of information and reporting from workstream level and up to Government level. The PMO will implement and deliver the appropriate control framework to monitor, track, and report on all key control indicators across the full Capital, ICT, and Operational Readiness programme workstreams, ensuring the right information is presented to the relevant forum to enable effective and timely decision making.Further detail on the provisions of the programme’s supporting structures will be disclosed at job offer stage.The form of contract for the Project for the Main Contractor is the Capital Works Management Framework PW-CF1 Public Works Contract for Building Works designed by the Employer together with some bespoke amendments. Specific components of the Project such as the Mechanical and Electrical services have been procured using Reserved Specialists as detailed within the standard PW-CF1 Public Works contracts.**HSE, Strategic Health Infrastructure and Capital Delivery:**The HSE is the Contracting Authority for the NMH at SVUH Programme.The HSE is responsible for the planning and delivery of health, social and personal services across the full range of care programmes in the Irish healthcare system. The HSE employs approximately 140,000 staff and has an annual operating budget of over €21bn.The HSE’s estate comprises some 4,000 buildings on 2,500 sites. The HSE’s current annual capital budget is approximately €1.33Bn. The Healthcare estate is a key resource supporting the delivery of quality healthcare in Ireland. Effective management of the estate is central to the provision of a quality and safe environment for both users and staff. Ensuring value for money, in respect of developing and operating the health estate, is a key priority for the HSE.In January 2024, six HSE Health Regions were established (replacing the previous Hospital Groups and Community Healthcare Organisations), these working arrangements with service providers will be further strengthened with a view to ensuring a transparent, coherent approach, balancing estate priorities within and across the regions and at a national level. The Region Executive Officer (REO) for Dublin South East Regional Healthcare Area (RHA) in which the NMH at SVUH is in, will be a critical stakeholder.  |
| **Reporting Relationship** | The Construction Manager and Deputy Capital Workstream Leadwill report to the Capital Workstream Lead National Maternity Hospital at St Vincent’s University Hospital Programme. |
| **Key Working Relationships** | * National Directors within Strategic Health Infrastructure and Capital Delivery
* HSE Senior Leadership Team
* Strategic Health Infrastructure and Capital Delivery Colleagues across all 3 pillars
* Regional Executive Officers,
* Board Secretary’s Office,
* Regional Health Colleagues
* Acute Hospital Colleagues
* Department of Health & other relevant government departments and agencies e.g. SEAI, HIQA, Mental Health Commission, Land Development Agency, ESRI etc.
* Climate Action & Sustainability Office
* ICT
* Press Office
* External bodies such as Revenue, OPW, PRA, LDA, Govt. Departments, etc
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| **Purpose of the Post**  | The Construction Manager and Deputy Capital Workstream Lead will be responsible for delivery of services such as professional technical and project management services in accordance with the responsibilities and duties of the post and as agreed.The Construction Project Manager will deputise and support the Capital Workstream Lead in leading the delivery of the New National Maternity Hospital Capital Workstream and will act as the key liaison between the Capital Workstream delivery team, the Main Works Contractor, and the NMH at SVUH Programme Board. |
| **Principal Duties and Responsibilities** | * Managing the necessary and appropriate consultation processes, meetings and other activities necessary to satisfactory completion of the project.
* Acting as senior administrative officer for the management of the project and helping to resolve quickly such issues as may be for resolution and agreement.
* Liaison with equipping team to ensure programme and installation requirements are in alignment.
* Developing proposals with selected design teams and contractors.
* Obtaining approval to proposals as necessary in accordance with protocols and regulations in a timely manner.
* Ensuring that the brief is known and understood, in appropriate detail, by all those who are likely to work in the new facility.
* Developing action plans for the timely and efficient completion of contracts. Having close liaison with the design team, site supervisory staff, etc. on the one hand and hospital personnel on the other.
* Supervising staff and contractors in the implementation of agreed programmes.
* Working with service management to ensure that the equipping/commissioning/handover teams are established in good time, adequately briefed and trained, and effectively supported in carrying out its work.
* Liaison and coordination with site inspectorate team.
* Managing and controlling agreed project timescales and budgets for construction and equipping and budgets to agreed quality standards.
* Anticipating risks and issues, especially those arising from phasing, variations, commissioning and vacating, and ensuring that where necessary these are either resolved directly or brought to the notice of the Programme Board, for decisions on avoidable claims for delays, extras etc.
* Support in the management of the Capital Workstream, encompassing Design, Construction Management, Equipping, Health Safety Security and Environment, Quality Assurance, Workstream interface and the Employer’s Representative
* Support the implementation of the Capital workstream, alongside the management of on-site construction works.
* Ensure continuity of acute hospital services and mitigate against potential service disruptions throughout the construction phase.
* Understand the critical success factors across all stages of the project lifecycle, and effectively manage across the following areas:
	+ Site management
	+ Project leadership & PMO requirements
	+ Planning
	+ Design management and leadership
	+ Risk and Change management
	+ Equipping
	+ Programme and construction logistics
	+ Employer’s Representative
	+ Quality management including mock-ups / prototypes and inspections
	+ Completion and handover

**General*** Act as spokesperson for the HSE on all matters relating to the NMH at SVUH Programme, as required.
* Liaise and interface with third parties, professional bodies, local authorities, government departments, and others in relation to the Programme, as required.
* Demonstrate a proactive commitment to all communications with internal and external stakeholders.
* Provide knowledge transfer to the wider HSE Strategic Health Infrastructure and Capital Delivery staff to support the building of skills, capabilities and competencies which will be applicable to future projects within the organisation.
* Ensure compliance with statutory and regulatory requirements across a spectrum of areas including Health & Safety; Energy; Environment; Infection control; Planning; and Building Standards.

**Risk Management, Quality, Health & Safety*** Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards 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.

**Education & Training*** Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Administrative** / **Management*** 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:**1. **Professional Qualifications, Experience, etc**

Candidates must posses at the closing date:(A) (i) Hold a Level 8 (or higher) Quality & Qualifications Ireland major academic  award in Architecture, Engineering, Construction Management or Surveying orHave Chartered Membership of the relevant professional association\*:* Society of Chartered Surveyors in Ireland
* Royal Institution of Chartered Surveyors.
* Engineers Ireland
* Royal Institute of Architects of Ireland

and(ii) Have had at least eight years’ satisfactory experience in architecture or engineering or surveying work, including adequate experience in the construction or maintenance of buildings or in the installation or maintenance of the mechanical, electrical and heating services of such buildings.and(iii) Possess a high standard of technical training and experienceand(B) (i) Have a significant track record and direct experience of successfully  delivering large scale and technically complex construction  programmes/projects (healthcare is desirable) 1. Have experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role.

and(C) Possess the requisite knowledge and ability (including a high standard of suitability and of administrative capacity) to enter on the discharge of the duties of the office.*Candidates with a qualification awarded outside of the Republic of Ireland are welcome to apply where their qualification is equivalent to those listed in (A) (i) above. Candidates must be able to evidence equivalence and NARIC is helpful in this regard. Where possible, a comparability statement for qualifications obtained outside of the Republic of Ireland can be downloaded via Quality and Qualifications Ireland’s (QQI) NARIC service: NARIC Ireland Foreign Qualifications - QSearch (qqi.ie)***\* Note 1 - Membership of the relevant professional association:****Society of Chartered Surveyors in Ireland / Royal Institution of Chartered Surveyors**Candidates should have full, professional membership i.e. be a chartered member of the Society of Chartered Surveyors in Ireland and or Royal Institute Chartered Surveyors (**Quantity Surveying, Property Surveying or Project Management Division**) **Engineers Ireland – Acceptable Membership**Candidates must be a member of Engineers Ireland and have secured the Professional Title of Chartered Engineer in a Construction related field.**Royal Institute of Architects of Ireland**Applicants should be named on the Register for Architects maintained by the RIAI pursuant to Part 3 of the Building Control Act 2007 or be eligible for admission to the Register without further assessment.1. **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. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * A significant track record of achievement in managing large complex Capital projects in the health services or construction projects of equivalent scale and complexity.
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as there may be a requirement to travel to other sites for meetings.
* Flexibility in relation to working hours to fulfil the requirements of the role
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| **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**Demonstrates:* A high level of knowledge and experience of the construction of buildings and building services and an understanding of the maintenance requirements.
* Knowledge and understanding of the Health Information and Quality Authority (HIQA) Standards, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, Standards for Residential Care and Primary Care etc., as they apply to the role.
* Knowledge and understanding of the healthcare environment, particularly of residential buildings, hospitals and other health facilities.
* Good working knowledge of legislation and technical guidance in the estates area including Building, Planning, Health & Safety and Fire Safety Regulations.
* Knowledge of relevant internationally accepted standards in relation to the design and maintenance of health care buildings.
* Knowledge of option appraisal procedures, brief writing and building user consultation, cost estimation and control, hospital design, healthcare and project management and of the procurement process appropriate to public sector capital projects.
* Good working knowledge of legislation and technical guidance in the estates area including Building, Planning, Health & Safety and Fire Safety Regulations.
* A good understanding of modern methods of construction and digitisation and the implementation of appropriate digital tooling to manage the successful delivery of large scale programmes of works.
* Good working knowledge of the Department of Public Expenditure & Reform’s Infrastructure Guidelines and the Capital Works Management Framework. This must include a strong working knowledge of the various forms of public works construction contracts, in particular the PW-CF1 Building Works Designed by the Employer.
* Experience managing Tier 1 Contractors (main works and reserved specialists).
* Experience in delivering large scale capital programmes within a high-claims environment.
* Experience working on projects on a brownfield site with complex site interfaces with the built environment, including building services, and key stakeholder management.
* A broad knowledge of the HSE and HSE reform.
* Strong and demonstrable leadership and management skills, including project management, procurement, contract management, risk management, financial management, interface management and change management.
* Experience of delivering infrastructure programmes utilising modern digital tooling.

**Leadership and Delivery of Change**Demonstrates the ability to:* Remain fully informed in a dynamic and challenging environment, while retaining a clear view of what changes are required in order to achieve immediate and long-term programme objectives.
* Is an effective leader and a positive driver for change; transforming the vision into a framework and structures for moving forward.
* Balance change with continuity – continually striving to improve programme delivery, to create a work environment that encourages creative thinking and maintain focus, intensity and persistence even under complex and demanding conditions.

**Working With and Through Others – Influencing to Achieve**Demonstrates the ability to:* Work independently, as well as work with a wider multidisciplinary / multi-agency team, in a complex and changing environment.
* Be persuasive and effectively sell a vision; commanding attention and inspiring confidence.
* Set high standards for a team and put their work into meaningful context.
* Deliver high level influencing and negotiation skills.

**Managing and Delivering Results – Operational Excellence**Demonstrates the ability to:* Place strong emphasis on achieving high standards of excellence.
* Adequately identify, manage and report on risk within area of responsibility.
* Organise, at strategic and operational levels, the necessary people and other resources across a complex programme so that objectives can be met within budget, to quality standards, and within timescales.
* Develop and implement strategic action plans and programmes.
* Persevere and sees tasks through.
* Champion measurement on delivery of results through key performance indicators and a willingness to take personal responsibility to initiate activities and drive objectives through to a conclusion.
* Demonstrate a strong degree of self-sufficiency, being capable of recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change.
* Ensure the achievement of a programme’s medium and long term goals while also managing short term goals and priorities.

**Critical Analysis and Decision Making**Demonstrates the ability to:* Rapidly assimilate and analyse complex information and consider the impact of decisions before taking action and anticipate problems.
* Operate as an effective strategic and tactical thinker.
* Develop strategies/policies.
* Provide significant input to operational and strategic decision making.
* Look critically at issues to see how things can be improved or optimised.
* Challenge effectively and maintain the highest levels of professional integrity in challenging circumstances.
* Recognise when to involve/escalate to other parties at the appropriate time and level.
* Make timely decisions and stand by those decisions, as required.

**Building & Maintaining Relationships / Communication** Candidates must possess:* Highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders.
* The capability to promote organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service.
* A strong results focus and ability to achieve results through collaborative working.
* The ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
* A commitment to building a professional network to remain up-to-date with and influence internal and external politics.
* The ability to support the development of an effective team.
* Excellent written communication skills

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



**Construction Manager and Deputy Capital Workstream Lead**

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

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is 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. |
| **Salary Scale** | The Salary scale for the post (as at 01/08/25) is: €121,183 - €126,304 - €131,518 - €136,833 - €142,238 - €147,750New 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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are 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)