

**Assistant National Director, Genetic & Genomic Medicine, Rare Diseases and Laboratory Reform**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Assistant National Director, Genetic & Genomic Medicine, Rare Diseases and Laboratory Reform*(Grade Code: 0508)* |
| **Campaign Reference** | NRS15030 |
| **Closing Date** | Tuesday, 23rd September 2025 at 3:00PM |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s 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 the Chief Clinical Officer Function, Dargan Building, Heuston South Quarter, Military Road, Kilmainham, Dublin 8. A panel may be formed as a result of this campaign for **Assistant National Director, Genetic & Genomic Medicine, Rare Diseases and Laboratory Reform, National Genetic and Genomics Office (NGGO), within the Office of the Chief Clinical Officer** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Deirdre McNamara, Director, Office of the Chief Clinical Officer, HSE, Dr. Steevens Hospital Email: strategicprogrammes.CCO@hse.ie  |
| **Details of Service** | **National Genetics and Genomics Office (NGGO)**The National Genetics and Genomics Office (NGGO) operates under the governance of the HSE’s Chief Clinical Officer and will report directly to the Assistant National Director of National Genetic & Genomic Medicine, National Rare Diseases Office and Laboratory Reform. The NGGO reports on progress implementing the National Strategy for Accelerating Genetic and Genomic Medicine in Ireland[[1]](#footnote-2) (Genomics Strategy) to an Implementation Steering Group. A Five-Year Plan (2025-2029) has been developed under the following key areas of focus:* Coordinating a national approach to genetics and genomics
* Ensuring patient and public involvement and partnerships
* Building the genetics and genomics workforce for the future
* Enhancing genetics and genomics clinical services
* Strengthening infrastructure to drive advances in genetics and genomics.

The NGGO works closely with the National Rare Diseases Office, Laboratory Services Reform Programme, the National Cancer Control Programme, the National Women & Infants Health Programme, and with clinical specialty leads. The NGGO participates in international and national groups including 1+ MG, the national mirror group, Genomic Data Infrastructure Ireland and Genome of Ireland projects. The NGGO also collaborates closely with the Department of Health’s Research Policy and Innovation Unit.**National Rare Disease Office (NRDO)**The National Rare Diseases Office (NRDO) operates under the governance of the HSE’s CCO and will report directly to the Assistant National Director of National Genetic & Genomic Medicine, National Rare Diseases Office and Laboratory Reform. The NRDO serves as the primary contact for rare disease initiatives, reporting on the implementation of the National Rare Disease Plan for Ireland (2014-2018)[[2]](#footnote-3) and the HSE Model of Care for Rare Diseases (2019)[[3]](#footnote-4) to relevant stakeholders. The NRDO is currently progressing the development of a new National Rare Disease Strategy 2025 – 2030 which is due to be realised this year. The activities of the NRDO are structured around key focus areas which include; * Providing evidence-based information through the National Rare Disease Information Line, a free service dedicated to supporting individuals affected by rare conditions
* Leading the implementation of strategic recommendations to enhance healthcare systems and services for rare diseases
* Hosting and curating Orphanet Ireland, a vital resource for information on rare diseases and orphan drugs
* Coordinating the integration of national centres of expertise and European Reference Networks into Ireland's healthcare system
* Developing integrated care pathways to ensure seamless service delivery for individuals with rare conditions
* Advancing national education initiatives and tools to increase understanding and management of rare diseases among healthcare professionals
* Engaging in EU-funded grants and collaborative research initiatives, such as the EU4Health Programme, EC ERN Joint Action for ERN Integration, OD4RD Orphanet Grant, and RD Partnership, to further the field of rare diseases.

The NRDO collaborates closely with other HSE programmes and clinical specialty leads as outlined above, to foster a more integrated and supportive healthcare environment for rare disease patients.**Laboratory Services Reform Programme** The Laboratory Services Reform Programme operates under the governance of the HSE’s CCO will report directly to the Assistant National Director of National Genetic & Genomic Medicine, National Rare Diseases Office and Laboratory Reform. The programme reports on the advancement of the comprehensive reform initiative for laboratory services to relevant stakeholders. The programme incorporates the HSE's National Clinical Pathology Programme. A strategic Outline Plan for Laboratory Services (2026-2035)[[4]](#footnote-5) has been developed, focusing on several critical areas:* rapidly growing demand for services
* maximising benefits of scientific and technological developments
* responding to HSE organisational change
* recruitment and retention of people with essential skills
* service integration
* infrastructure
* maintaining quality systems
* ensuring preparedness for public health emergencies.

The HSE laboratory services addressed by the plan encompass all HSE laboratory services. This includes the Clinical Laboratory Services (diagnostic laboratories and clinical reference laboratories) and the Health Protection Laboratory Services (Official Food and Water Microbiology laboratories and the Public Analyst Laboratories). The programme also encompasses wider aspects of the laboratory based clinical disciplines of Clinical Biochemistry, Haematology, Histology, Immunology, Microbiology and Transfusion. The programme works closely with the NGGO and laboratory services play an important role in relation to rare diseases. The office of the Chief Information Officer is a key partner for the programme because of importance of implementation of a national laboratory information system (MedLIS) and of digital pathology for the transformation of laboratory services. The programme is also leading for the HSE on plans to transfer the National Virus Reference Laboratory at University College Dublin to the HSE. The programme participates in collaborative efforts with various national and international stakeholders and aligns with the broader strategic objectives set by the HSE and Department of Health. |
| **Reporting Relationship** | The Assistant National Director of National Genetic & Genomic Medicine, National Rare Diseases Office and Laboratory Reform will report to the Chief Clinical Officer (CCO) or other designated HSE Executive Management Team member. |
| **Key Working Relationships**  | The post holder will work closely with the following stakeholders, among others:* The NGGO team
* The Implementation Steering Group for Genetics and Genomics
* The National Rare Disease Office team
* Laboratory Services Reform Programme team
* The Implementation Steering Group for Laboratory Strategic Plan
* The Patient and Public Involvement Working Group
* The Department of Health
* The Office of the CCO
* The Clinical Design and Innovation Office
* The National Cancer Control Programme
* The National Women and Infants Health Programme
* National Clinical Programmes
* Regional Health Areas
* Other colleagues across the various departments of the HSE
* Medical schools, institutes training Medical Scientists, other relevant training institutions, Universities and professional bodies
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| **Purpose of the Post**  | The Assistant National Director of Genetic & Genomic Medicine, Rare Diseases and Laboratory Reform will provide direct management & oversight to the NGGO, NRDO and Laboratory Services Reform Programme. The Assistant National Director will be responsible for overseeing the delivery and implementation of key national strategies, improvement initiatives and associated programmes as referenced in the ‘Details of Service’ section of this job specification. This position encompasses leadership and accountability for managerial, operational and administrative responsibilities in the NGGO, NRDO and Laboratory Services Reform Programme with particular emphasis on service development, including: * Supporting the continued transition of genetics and genomics into mainstream healthcare by building on existing services, collaborative networks and expertise to enhance service delivery in a manner that is efficient, equitable and in accordance with Sláintecare and needs of the HSE Health Regions.
* Working to strengthen infrastructure and drive advances in genetics and genomics, including the establishment of a National Centre of Excellence in Genomic Testing and Bioinformatics with a view to building greater capacity and supporting a culture of high performance.
* Identifying interdependencies between genetics and genomics services, relevant national clinical programmes, universities, research, work streams, integrated care pathways and facilitate agreement on how best these are managed.
* Supporting the NRDO with the launch of the new National Rare Disease Strategy 2025 – 2030 once developed and providing oversight as the Office progresses to strategy implementation.
* Supporting engagement with research initiatives and opportunities both at a local and international level as they arise to further inform the development and implementation of national strategies / priority areas of focus for the NGGO, NRDO and Laboratory Services Reform Programme.
* Supporting the Laboratory Services Reform Programme with the implementation of the Programme’s Outline Plan for Laboratory Services (2026-2035).
* Supporting the development of the key laboratory based disciplines (Clinical Biochemistry, Haematology, Histology, Immunology, Microbiology ad Transfusion) within the HSE.
* Collaboration with the office of the CIO on implementation of MedLIS and digital pathology systems.
* Ensuring the NGGO, NRDO and Laboratory Services Reform Programme are represented at a local, regional, national and international level to further progress the implementation of strategy recommendations

**Note**: the NGGO, NRDO and Laboratory Services Reform Programme will continue to operate under their established governance structures and will report directly to the Assistant National Director of Genetic & Genomic Medicine, Rare Diseases and Laboratory Reform. |
| **Principal Duties and Responsibilities** | The position of Assistant National Director of Genetic & Genomic Medicine, Rare Diseases and Laboratory Reform encompasses leadership and accountability for managerial, operational and administrative responsibilities for the NGGO, NRDO and Laboratory Services Reform Programme. The Assistant National Director will collaborate closely with each of the Lead(s) within the NGGO (i.e. inclusive of Clinical, Laboratory and Bioinformatics Directors), NRDO and Laboratory Services Reform Programme to deliver on the following duties and responsibilities;  **Leadership and Accountability*** Oversee the development and implementation of the National Strategies listed above for the NGGO, NRDO and Laboratory Services Reform Programme.
* Oversee all aspects of finance for the NGGO, NRDO and Laboratory Services Reform Programme.
* Provide oversight on the key HR functions of the NGGO, NRDO and Laboratory Services Reform Programme.
* Oversee and provide guidance to the NGGO, NRDO and Laboratory Services Reform Programme teams and ensure efficient management of the operational and business functions in these Offices.

**Planning & Operations** * Monitoring of strategic key areas of focus and operations for the NGGO, NRDO and Laboratory Services Reform Programme, specifically relating to the development and implementation of National Strategies and research associated with these Offices and programmes.
* Work with the HSE management teams to ensure alignment with HSE strategic priorities and other Directorate and organisational priorities.
* Oversee the development, planning and performance monitoring for the corporate plan, service plan and annual report for the NGGO, NRDO and Laboratory Services Reform Programme in liaison with the management team.

**Finance*** Oversee financial systems and processes to ensure that the NGGO, NRDO and Laboratory Services Reform Programme’s finances are managed efficiently and effectively.
* Oversee budgetary control measures and undertake monthly review of budget and expenditure with the NGGO, NRDO and Laboratory Services Reform Programme in teams.
* Provide oversight and assurance on compliance with the National Financial Regulations and HSE Procurement process as relevant to the role.
* Oversee Service Level Agreements (SLAs) and other arrangements for the NGGO, NRDO and Laboratory Services Reform Programme, liaising with the management team and key stakeholders as required.

**Performance Management*** Support with performance management processes for the NGGO, NRDO and Laboratory Services Reform Programme, should escalation be required, ensuring alignment with national requirements for performance and accountability.
* Oversee the development of Key Performance Indicators (KPIs) in line with implementation plan commitments for the NGGO, NRDO and Laboratory Services Reform Programme as required.
* Address non-attainment of KPI targets with the management team and key stakeholders as relevant to the role.
* Review risks that require escalation from the NGGO, NRDO and Laboratory Services Reform Programme.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Quality and Safety*** Ensure a high-quality service that ensures best practice standards in genomic medicine, rare disease and laboratory services through the delivery of the National Strategies and initiatives associated with the NGGO, NRDO and Laboratory Services Reform Programme.
* Ensure that best practice standards are in operation in the NGGO, NRDO and Laboratory Services Reform Programme teams.
* Ensure the NGGO, NRDO and Laboratory Services Reform Programme teams are engaging with appropriate regulatory bodies to ensure compliance with current standards.

**Service Development*** Support and provide direct management to the NGGO, NRDO and Laboratory Services Reform Programme teams to progress the development and implementation of National Strategies and plans as outlined in the ‘Details of Service’ section of this job description in accordance with Sláintecare and the HSE Health Region’s requirements.
* Collaborate closely with leaders within genetics and genomics, rare diseases and laboratory services to strengthen infrastructure to drive advances in these respective services and fields, including enhancing the existing laboratory infrastructure, the establishment of a National Centre of Excellence in Genomic Testing and Bioinformatics and the development of a National Test Directory.
* Support the NGGO, NRDO and Laboratory Services Reform Programme teams to identify interdependencies between genetics and genomics, rare diseases, laboratory services, relevant national clinical programmes, universities, research, work streams, integrated care pathways etc and facilitate agreement on how these are best managed.

**Working With and Through Others (influencing to achieve)*** Work with the Regional Executive Officers (REOs) and their teams to ensure nationally available equitable access to genetics and genomics, rare diseases and laboratory services.
* Work closely with other National Offices to achieve key genetic and genomic medicine, rare diseases and laboratory services objectives.
* Ensure that the NGGO, NRDO, and Laboratory Services Reform Programme teams actively and appropriately communicate key messages related to their respective programs with both internal and external stakeholders.

**Clinical and Corporate Governance*** Ensure the NGGO, NRDO, and Laboratory Services Reform Programme have clear Clinical and Corporate Governance structures and processes in place.

**Standards, Regulations, Policies, Procedures & Legislation*** Be aware of and comply with the HSE Policies, Procedures, Protocols and Guidelines (PPPGs).
* Provide oversight to the development of policies and procedures for the national functions as required.
* Assess and analyse compliance with National and EU legislative obligations, and national policies and procedures.
* Maintain own knowledge of relevant regulations and legislation e.g. HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI /DP Acts etc.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role.

**Confidentiality*** In the course of the employment, you will have access to some types of confidential information. Such information is strictly confidential and must be kept in a secure manner.

***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:*** Extensive strategic leadership experience with a proven track record of implementing service improvement strategies, and successful reform initiatives to include experience in performance measurement for planning and tracking of initiatives, as relevant to this role.
* Significant experience in the management and delivery of multiple concurrent programmes / projects of work including the use of effective monitoring and control systems and budgetary management as relevant to this role.
* A strong track record in delivering change initiatives in a complex environment involving multiple stakeholders.
* Experience of managing a high performing team to ensure it meets the required quality standards and delivers its objectives within the required timelines
* Experience of managing and working collaboratively with multiple internal and external stakeholders and proven ability to collaborate and work effectively with external service delivery partners within well-structured governance relationships, as relevant to this 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. |
| **Post Specific Requirements** | n/a |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role
* Flexibility in relation to working hours to ensure deadlines are met
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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:* Significant experience and/or knowledge and understanding of the National Strategies which have been established by the NGGO, NRDO and the Laboratory Services Reform Programme
* Experience of working at senior level with multidisciplinary teams (clinical, laboratory, management and administrative level)
* and working with teams to ensure adherence with PPPGs, relevant standards, policies and legislation
* Experience in budgetary management
* Experience in supporting performance management processes and the development of key performance indicators
* Experience in corporate governance and risk management
* In-depth knowledge of the Health Service, including the HSE reform programmes e.g. Corporate Plan, Sláintecare.
* Demonstrated experience leading large, multi-stakeholder programmes and implementing best-practice programme management methodologies.
* Prior experience progressing systemic change/innovation
* Clear understanding of challenges facing the service and performance improvement strategies required to address these.
* Project Management experience and strategic planning skills.

**Leadership and Delivery of Change**Demonstrates:* The capability to lead, organise and motivate staff to overcome obstacles and achieve identified objectives, in challenging environments
* A proven track record of innovation and delivery in a challenging environment.
* A proven ability to lead a team of skilled and motivated individuals to achieve strategic objectives
* A proven effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward
* Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long term corporate objectives
* Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.

**Managing and Delivering Results (Operational Excellence)**Demonstrates:* A proven ability to organise (at a strategic and operational level) the necessary people and other resources across a complex network of services so that objectives can be met within budget, to quality standards and within timescales
* Adequately identifies, manages and reports on risk within area of responsibility
* Shows a strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change
* A proven ability to deal with multiple demands and competing priorities to tight deadlines
* The ability to appropriately manage operational and strategic priorities and challenges
* Places strong emphasis on achieving high standards of excellence
* Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals
* Perseveres and sees tasks through
* Champions measurement of results delivery and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

**Building & Maintaining Relationships / Communication**Demonstrates:* A high level of interpersonal and communication skills, including the ability to understand and communicate complex ideas, concepts and issues clearly thereby building and enhancing relationships with a range of internal and external partners and stakeholders
* The ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to advocate for and negotiate positions which allow for the on-going improvement of services and systems
* Excellent interpersonal skills with the ability to network, build relationships, engage with, and influence stakeholders both internally and externally
* Be flexible, team-oriented and a relationship-builder
* Is capable of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service
* Productive engagement with patient and advocacy groups

 **Critical Analysis and Decision Making**Demonstrates:* Ability to operate as an effective strategic and tactical thinker
* The ability to absorb new information quickly, understand complex concepts and relationships
* Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills
* Ability to analyse and evaluate, in a rational objective, consistent and systematic manner, a range of complex information to identify the core issues and arguments that are most salient to the situation at hand
* Knowledge and application of evidence based decision-making practices and methodologies
* Ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances
* Recognises when to involve other parties at the appropriate time and level
* Makes timely decisions and stands by those decisions as required.

**Personal Commitment and Motivation*** Is personally committed and motivated for the complex role of Assistant National Director
* Demonstrably understands, identifies with and is committed to the core values of the HSE and places a high emphasis on achieving high standards of excellence
* Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role
* Demonstrates a commitment to further education and learning
* Is confident of own judgement and ability to influence others and is capable of coping with competing demands without a diminution in performance
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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 programmes 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. |



 **Assistant National Director, Genetic and Genomic Medicine,**

 **Rare Diseases and Laboratory Services Reform**

 **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 (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. |
| **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[[5]](#footnote-6), 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[[6]](#footnote-7).
* 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. HSE (2022). ‘National Strategy for Accelerating Genetic and Genomic Medicine in Ireland’. Available at: <https://www.hse.ie/eng/about/who/strategic-programmes-office-overview/national-strategy-for-accelerating-genetic-and-genomic-medicine-in-ireland/national-strategy-for-accelerating-genetic-and-genomic-medicine-in-ireland.pdf> [↑](#footnote-ref-2)
2. Department of Health (2014). ‘National Rare Disease Plan for Ireland’. Available at: <https://assets.gov.ie/static/documents/national-rare-disease-plan-for-ireland-2014-2018.pdf> [↑](#footnote-ref-3)
3. The National Clinical Programme for Rare Diseases (2019). ‘Model of Care for Rare Diseases’. Available at: <https://www.hse.ie/eng/services/list/5/rarediseases/rare-disease-publications/model-of-care-for-rare-diseases.pdf> [↑](#footnote-ref-4)
4. Laboratory Services Reform Programme (2025). ‘HSE Outline Strategic Plan for Laboratory Services (2026 – 2035)’. Available at: <https://www.hse.ie/eng/about/who/cspd/lsr/resources/hse-outline-strategic-plan-for-laboratory-services.pdf> [↑](#footnote-ref-5)
5. A template SSSS and guidelines are available on the National Health and Safety Function, available at: <https://healthservice.hse.ie/staff/health-and-safety/national-health-and-safety-function-nhsf-about-us/> [↑](#footnote-ref-6)
6. See link on health and safety web-pages to latest Incident Management Policy: <https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/> [↑](#footnote-ref-7)