

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens

Baile Átha Cliath 8, D08 W2A8

HR/ER Department, Business Operations,
Technology and Transformation

HSE, Dr. Steeven’s Hospital,

Dublin 8, D08 W2A8

**Grade VIII – Senior Managers**

**Health Identity Management Services (HIDS)**

**Chief Data and Analytics Office (CDAO)**

**Technology and Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Grade VIII Senior Managers – Health Identity Management Services (HIDS) Business**Grade Code: 0655 |
| **Remuneration** | The salary scale for the post is: Grade VIII

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| €81,444 | €82,175 | €85,389 | €88,616 | €91,818 | €95,033 | €98,231 |
| **(01.03.2025)** **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. |

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| **Campaign Reference** | T&T/13/25 |
| **Closing Date** | 12 Noon 05th May, 2025 |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The office of the CDAO is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability to attend meetings in other nationwide locations as appropriate to carry out the functions of the post.Technology & Transformation currently have a number of offices throughout Ireland and it is expected that the successful candidate will work from one of these locations.* Dr. Steevens’ Hospital, Dublin

*Ospidéal Dr Steevens’, Baile Átha Cliath** Bective Street, Kells, Meath

*Sráid Bheigthí, Ceanannas, Co na Mí** Feehily’s Business Centre, Duck Street, Sligo

*Ionad Gnó Uí Fhithcheallaigh, Sráid na Lachan, Sligeach** Aras Slainte Chluainin, Manorhamilton, Leitrim

*Aras Slainte Chluainín, Manorhamilton, Leitrim** Áras Sláinte, Wilton Road, Cork

*Áras Sláinte, Bóthar Wilton, Corcaigh** Dublin Road, Lacken, Kilkenny

*Bóthar Bhaile Átha Cliath, Cill Chainnigh** Merlin Park Hospital, Galway

*Ospidéal Pháirc Mheirlinne, Gaillimh** 98 Henry Street, Limerick

*98 Sráid Anraí, Luimneach** Scott Building Midlands Regional Hospital, Arden Road, Tullamore, Offaly

*Ospidéal Réigiúnach Lár na Tíre, Tulach Mhor, Uíbh Fhailí** Southgate Shopping Centre, Colpe Cross, Drogheda, Meath

*Ionad Siopadoireachta Southgate, Crois Cholpa, Droichead Átha, Co. na Mí** University Hospital Kerry, Tralee, Kerry

*Ospidéal Ollscoile Ciarraí, Trá Lí, Ciarraí** Hale Street, Ardee, Louth

*Shráid Héil, Bhaile Átha Fhirdhia, Có Lú*A panel may be created for the post from which permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries**  | Campaign Manager: Emily IgoeTelephone: 0871800235Email: Emily.igoe@hse.ie |
| **Details of Service** | Technology & Transformation is the HSE office responsible for the delivery of technology to support healthcare across Ireland. Technology & Transformation embraces all voice, video and data communications technologies and provides one central management point for all purchases of hardware, software, telecommunications, ICT developments and advisory services. Technology & Transformation is also responsible for implementing the Digital for Care Framework, ensuring that technology supports healthcare efficiently and effectively throughout the whole system. The core of Digital for Care is to bring improved population wellbeing, health service efficiencies and economic opportunity through the use of technology enabled healthcare provision.[Digital for Care 2030](https://www.ehealthireland.ie/technology-and-transformation-functions/digital-for-care-2030/digital-for-care-2030-overview/) is the Framework under which all digital health solutions for the HSE are co-ordinated, streamlined and implemented.  It provides a strategic and innovative plan to advance key Slaintecáre programmes and deliver integrated care that is fully aligned with the Health Regions structure. These programmes are critical in setting the future policy direction under Digital for Care, for considering opportunities offered by current and emerging technologies, and are fundamental in the delivery of digital health transformation in Ireland.**Health Identity Management Services (HIDS)** operates as a national programme within the HSE and is responsible for developing, implementing, and maintaining robust identity management solutions to enhance patient safety, data integrity, and healthcare interoperability. Under the *Health Identifiers Act 2014*, the programme is responsible for the implementation, maintenance, and governance of the Individual Health Identifier (IHI) as a unique identifier for all individuals receiving healthcare in Ireland. HIDS also oversees the assignment and management of Health Service Provider Identifiers (HSPIs) for healthcare professionals, organisations, and services, ensuring a comprehensive identity management framework across the health sector. HIDS plays a critical role in the integration of IHIs and HSPIs into national patient systems, ensuring accurate, secure, and interoperable identity management across the healthcare ecosystem. As a key enabler of the “Digital for Care” strategy, HIDS strengthens patient safety, data integrity, and system interoperability by providing a unified and reliable identification framework. This supports enhanced care coordination, minimises duplication of records, and optimises the efficiency of digital health services (e.g. HSE App).Through the strategic alignment of health identifiers with national and EU digital health initiatives, HIDS aims to facilitate real-time data accuracy, streamlined workflows, and improved healthcare outcomes, underpinning the transition to a fully integrated, patient-centred digital health ecosystem.The HIDS Operations Business Team was established in January 2020 and, in partnership with the HIDS Technical Team, has successfully:* Established the National Index of Individual Health Identifiers (IHIs), ensuring a unique, secure, and verifiable identity for individuals across healthcare services.
* Designed the business operating model for the ongoing maintenance of the IHI Index, incorporating Trusted Sources to ensure data accuracy and integrity.
* Developed the technology system required to support the operational model, enabling seamless integration with healthcare providers and systems.
* Designed the Consumer Engagement pathway to facilitate Consumer System integration with the IHI, ensuring efficient and standardised data exchange.
* Implemented governance and data quality frameworks to uphold the accuracy, completeness, and security of the IHI Index.
* Established processes for identity resolution and exception handling, ensuring that records without a direct IHI match are reviewed and corrected in a timely manner.
* Supported legislative and compliance alignment, ensuring adherence to the Health Identifiers Act 2014 and broader data protection regulations.

Within HIDS there are four workstreams:1. IHI Operations
2. IHI Consumer Engagement
3. IHI Consumer Support
4. HIDS Business Enablement

The purpose of this campaign is to create a panel to fill roles across the following disciplines:1. **Senior Manager - IHI Operations**
2. **Senior Manager - IHI Consumer Engagement**
3. **Senior Manager - IHI Consumer Support**

Candidates will be assessed based on their expertise and suitability for **one of the advertised roles.** Applicants should **indicate their preferred role(s)/specialist area(s)** at the time of application.  |
| **Reporting Relationship** | The post holder will report to *the General Manager – Business Operations and Strategy, Health Identity Management Services* The post holder(s) will work closely with other key stakeholders in developing their work streams and projects. The post holder(s) will develop and maintain positive working relationships with key stakeholders both internal and external to the HSE.   |
| **Key Working Relationships** | The post holder(s) will work closely with other key stakeholders in developing their work streams and projects. The post holder(s) will develop and maintain positive working relationships with key stakeholders both internal and external to the HSE.  They will also work closely with internal and external stakeholders. They will have a strong working relationship with HIDS Technical Team and governance partners developing collaborative arrangements in order to fulfil the responsibilities of the role. |
| **Purpose of the Post**  | These three Senior Manager roles will be key members of the HIDS Senior Management Team (SMT), driving the National IHI and wider Identity Management Programme in line with the Digital for Care strategy. Successful candidates will collaborate closely with colleagues across HIDS Business, Governance, and Technical functions, as well as the wider CDAO department, ensuring a coordinated approach to identity accuracy, security, and integration within Ireland’s healthcare identity infrastructure. These leadership roles will play a pivotal part in the modernisation of digital health records, system interoperability, and governance frameworks, directly supporting the vision of a digitally connected, patient-centred healthcare system that enables safe and seamless data exchange across health services. |
| **Principal Duties and Responsibilities** | The principal duties of the Senior Managers will include, but are not limited to:**A. Senior Manager - IHI Operations** * Develop and maintain best practice processes, controls and procedures to ensure the safe, efficient and effective operation of the National IHI Index and HSPI Directory by ensuring data accuracy, security and compliance with national regulations.
* Coordinate with work streams, and business units to ensure that IHI adoption projects can be delivered in a cohesive and planned manner in line with legislative requirements.
* Have responsibility for managing and developing a team of Data Analytic Managers, Data Analysts and Data Quality Administrators, ensuring that allocation of tasks is in line with skill set and job specifications.
* Coordinate with Trusted Sources to maintain the IHI Index.
* Make improvements to processes, procedures, workflow and organisational structures.
* Develop, implement and maintain standard operating procedures, key performance indicators and service level agreements for IHI operations.
* Provide subject matter expertise to various working groups, as required.Design, implement and monitor controls, checks and audits in respect of IHI operations. Oversee identity resolution processes and correct mismatches by conducting ongoing data quality monitoring and governance enforcement.
* Support national and cross-border digital healthcare initiatives through seamless IHI integration

**B. Senior Manager - Consumer Engagement*** Lead in the delivery of IHI adoption, driving integration across healthcare provider systems.
* Build awareness, foster partnership and implement best practices in health identity management to ensure consistent, high-quality project delivery
* Oversee and manage Consumer Engagement Project Managers, ensuring effective coordination, alignment with strategic objectives, and successful project execution.
* Work collaboratively with key stakeholders to define project requirements, governance structures, and project scope, ensuring alignment with national healthcare priorities.
* Develop and deliver outreach, training, and awareness programmes to increase healthcare sector engagement with the IHI.
* Refine policies to support effective and secure identity management and ensure alignment with national and EU digital healthcare frameworks.
* Provide subject matter expertise to various working groups, as required.
* Measure improvements and demonstrate success when leading out on projects
* Develop, implement and maintain standard operating procedures, key performance indicators and service level agreements as required for Consumer Engagement.
* Report on project adoption progress and status to relevant stakeholders.

**C. Senior Manager - Consumer Support*** Lead the development of a CRM solution that enhances frontline assistance and service efficiency for consumers of the National IHI Index and HSPI Directory, ensuring seamless user support and query resolution.
* Manage and oversee Consumer Support Agents, ensuring they are equipped to handle queries effectively, troubleshoot issues, and provide timely resolutions.
* Support system interoperability, troubleshoot integration issues, and collaborate with technical teams to enhance system functionality.
* Assist and coordinate exception handling and dispute resolution for identity management.
* Addressing identity-related queries from healthcare providers, system users, and the public.
* Conduct real-time data analysis to resolve IHI mismatches and improve data quality. Measure improvements and demonstrate success.
* Foster a culture of continuous improvement and innovation in relation to support for consumers
* Develop and deliver outreach, training, and advocacy programmes as required.
* Refine policies to support effective and secure identity management and ensure alignment with national and EU digital healthcare frameworks.
* Provide subject matter expertise to various working groups, as required.
* Develop, implement and maintain standard operating procedures, key performance indicators and service level agreements for Consumer Support.
* Report on work stream progress and status to relevant stakeholders.

**Strategic*** To provide detail for Strategy & Planning, e.g. Expected Level of Service, New Service Development, National Service Plan, Capital Plan.
* To analyse project effectiveness using qualitative and quantitative tools using data analysis tools such as power BI and QlikView. To provide reporting on proposals and sanction by Portfolio, and provide monthly reporting on the alignment of portfolios against strategic plans.
* To contribute to Governance by ensuring proposed projects are aligned to shared objectives of the portfolio strategies.
* To ensure that all new proposals support the organisation's strategies and values.
* Regularly handling face to face resource, timing, quality and reporting conversations with senior management and peers to deliver on the accountability and reporting aspects of the role

**Administrative/Management*** To communicate with stakeholders in an efficient and timely manner.
* To set up and maintain proposal/project library information.
* To prepare presentations, meeting and workshop materials as required.
* Strong project and process management skills, with the ability to handle multiple stakeholders as well as a wide range of tasks.
* Act as spokesperson for the Health Identity Management as required
* Demonstrate pro-active commitment to all communications with internal and external stakeholders

**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 reporting staff as appropriate.
* Support and promote employee development and ongoing training in your area of responsibility.

**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** | **Applicants must demonstrate all of the criteria listed below, as relevant to the role, and with respect to their chosen work stream business area.****You should indicate at the time of application the post(s) you are applying for, based on criteria listed below:**1. **Senior Manager – IHI Business Operations**
* Demonstrate significant experience in managing the day-to-day operations of processing data in various formats, including registers/record indexes as well as a strong understanding of databases, algorithms, workflow tools and data-driven processes.
* Demonstrate expertise and experience working with and between technical and business operations on complex data processes.
1. **Senior Manager – Consumer Engagement**
* Demonstrate significant experience in leading out on national consumer projects in the area of health with both business and technical expertise.
* Demonstrate a strong understanding of business need and the ability to work at senior level with multiple national consumers, ensuring alignment with strategic objectives.
1. **Senior Manager – Consumer Support**
* Demonstrate significant experience in developing, implementing, and managing a CRM system, optimising consumer support processes, enhancing service efficiency.
* Demonstrate a strong ability to engage and collaborate at senior levels with multiple national stakeholders, ensuring alignment with strategic objectives and consumer needs.

**And*** Demonstrate extensive experience in delivering eHealth technical projects in Ireland, preferably for the HSE (experience with eHealth technical projects for the wider HSE family/allied agencies in Ireland will also be considered).
* Demonstrate strong Programme Management skills proving a clear understanding of application of PMO methodologies with experience working in a project implementation environment delivering a complex service and ideally within the area of health or social care environment.

Have the requisite knowledge and ability for the proper discharge of the duties of the role.**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.**Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as this post will involve travel
* Flexibility, as some out-of-hours working may be required
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| **Skills, competencies and/or knowledge** | **A high level of knowledge and experience relevant to the role****A. Senior Manager - IHI Operations** * Demonstrate significant knowledge and experience in managing the day-to-day operations of processing data in various formats, including registers/record indexes as well as an understanding of databases, algorithms, workflow tools and processes.
* Demonstrate high level knowledge and experience working with/ between technical and business operations on complex data processes.

**B. Senior Manager - Consumer Engagement** * Demonstrable experience of project management at national level including knowledge of best practice in relation to project management.
* Demonstrates analytical ability and capacity to manage a number of concurrent projects
* Demonstrates ability to work with multiple stakeholders at strategic national level

**C. Senior Manager – Consumer Support*** Demonstrable experience providing customer/consumer support at national level with both business and technical skills
* Demonstrates analytical ability and capacity to manage a number of concurrent projects
* Demonstrates ability to work with multiple stakeholders at strategic national level

**Leadership, Direction and Teamworking Skills*****Demonstrate:**** Effective leadership in a challenging and busy environment including a track record of innovation / improvements.
* The ability to lead, organise and motivate staff to function effectively in times of change.
* Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.
* Ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources.
* A capacity to balance change with continuity – continuously strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions.
* Evidence of being a positive agent of change and performance improvement.
* The ability to work with multi-disciplinary/multi-sectoral team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives.
* Flexibility and adaptability to meet the requirements of the role.
* An understanding of the relevant legislation, strategies and reports applicable to the role in Health Identifiers including HSE, Department of Health, and European frameworks
* Experience in leading and managing a high-performing team, fostering a culture of efficiency, innovation, and continuous improvement in a consumer focused environment.
* Capacity to work across sectors / services to achieve results through collaborative / team working.
* Experience in stakeholder engagement and cross-sector collaboration to align technical, business, and policy goals.
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**Planning and Organising*****Demonstrate**** the ability to prioritise, organise and schedule a variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards.
* Strong planning and organising skills including awareness of resource management, the importance of value for money and a commitment to achieving quality results.
* leadership, excellent interpersonal written and oral communication skills: the ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience.
* The ability to work as part of a team with a mixed programme of work, and to move with ease between concurrent projects, also facilitate high performance, developing and achieving clear and realistic objectives.
* The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to integrate ideas into a common vision.
* Flexibility and willingness to adapt, positively contributing to the implementation of change
* Ability to work on own initiative.
* Customer-focused approach to delivering services to internal customers.

**Critical Analysis, Problem Solving and Decision Making*****Demonstrate**** Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources.
* Ability to quickly evaluate complex information from a variety of sources and make effective decisions.
* Ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions.
* The ability to think strategically, with strong analytical and judgement skills.
* Ability to collate and summarise evidence from a wide range of sources.
* A knowledge and application of evidence-based decision making.
* Effective problem solving in complex work environments.
* Proven experience in managing a high-volume data processing environment utilising well-developed analytical skills including the ability to analyse and interpret complex information from numerous sources.
* Strong data management experience, including governance, quality assurance, and handling complex datasets.

**Managing and Delivering Results*****Demonstrate**** Ability to identify, manage and report on risk within area of responsibility
* The ability to plan and organise own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met
* Ability to sets realistic goals and time-scales, taking account of potential problems and competing priorities
* Ability to assign time and energy to the most important task at any given time
* And maintains an awareness of value for money
* Ability to manage multiple projects in a data-driven environment with strong delivery skills.

**Communication and Interpersonal Skills*****Demonstrate**** Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups.
* The ability to present information clearly, concisely and confidently when speaking and in writing, tailoring to meet the needs of the audience.
* Excellent writing skills, including the ability to produce professional reports.
* Ability to facilitate two-way communication up and down the hierarchy.

**Personal Commitment and Motivation*****Demonstrate**** That they are self-motivated and shows a desire to continuously perform at a high level.
* That they are driven by a value system compatible with the aims and ethos of the HSE.
* a patient / service user centred approach in the provision of services
* Their capability of coping with competing demands without a diminution in performance.
* Ability to maintain composure when dealing with crises and keep a sense of perspective and balance in challenging circumstances.
* A core belief in and passion for the sustainable delivery of high-quality customer focused services.
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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. |

**Grade VIII – Senior Managers**

**Health Identity Management Services (HIDS)**

**Chief Data and Analytics Office (CDAO)**

**Technology and Transformation Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies (3) available are permanent and whole time. The posts are 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. |
| **Working Week** | The standard working week applying to the post is 35 hours per week. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

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

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