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

**Chief Architecture Officer**

**Príomhoifigeach Ailtireachta, Bainisteoir Ginearálta**

**Technology & Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Chief Architecture Officer, General Manager  Príomhoifigeach Ailtireachta, Bainisteoir Ginearálta  *(Grade Code: 0041)* |
| **Remuneration** | The Salary scale for the post is  €84,898, €87,042, €90,438, €93,859, €97,253, €100,656, €105,604 LSIs (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. |
| **Campaign Reference** | T&T/39/25 |
| **Closing Date** | **Wednesday 6th August 2025** |
| **Proposed Interview Date (s)** | **TBC** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | Technology & Transformation |
| **Location of Post** | The line manager 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.  ***Technology & Transformation 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   *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 Lead : Nicola Mohan  Email: [recruitment.TechnologyAndTransformation@hse.ie](mailto:recruitment.TechnologyAndTransformation@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 Sláintecare 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. |
| **Reporting Relationship** | To the Head of Digital Transformation Office (Assistant National Director) |
| **Purpose of the Post** | The purpose of the Chief Architect Officer post is to lead the development and execution of the transition and target state digital architecture for the HSE’s Digital for Care strategy in Ireland.  This role involves creating a cohesive architectural vision and strategy that supports integrated, patient-centred design and user experience services across diverse healthcare settings. The Chief Architect Officer is responsible for developing the architecture & service design practice in the HSE by agreeing, standardising and evangelising architectural practices across the HSE, ensuring consistency and efficiency in architectural work. Additionally, this role supports the HSE in prioritising digital initiatives, balancing innovation with practical service delivery needs. |
| **Principal Duties and Responsibilities** | **Administrative / Management**   * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **Strategy and Execution**   * Lead the development and execution of the transition and target state architecture for the HSE’s Digital for Care strategy in Ireland, encompassing both digital and non-digital elements to ensure seamless integration and improved patient care. * Create a cohesive architectural vision and strategy that supports integrated, patient-centred design and user experience services across diverse healthcare settings. * Standardise architectural practices across HSE, ensuring consistency and efficiency in architectural work. This includes defining standard processes for different types of architectural activities, specifying deliverables, and selecting appropriate tools. * Ensure the right skills and expertise are available to support architectural initiatives alongside establishing processes for managing demand and prioritising architectural work. * Support the HSE in prioritising digital initiatives, balancing innovation with practical service delivery needs. * Formulate, translate, advocate, support, and execute the digital transformation strategy to achieve the HSE’s targeted outcomes in healthcare delivery and technology adoption & innovation. * Provide viable options and visibility into execution issues specific to the Digital for Care strategy. * Establish and manage clear governance structures and processes to ensure that architectural decisions are made effectively and consistently. This includes defining roles, responsibilities, decision-making authority, and stakeholder engagement processes. * Ensure alignment with national healthcare policies and regulations to support the broader goals of the healthcare system in Ireland. * Guide & support across healthcare initiatives, addressing challenges that require broad architectural thinking. * Coordinate the solution design and development for key strategic initiatives in Digital for Care considering their interactions and evolution over time with the key responsibility of ensuring interoperability between systems. Will consult with relevant stakeholders as needed throughout the design and development process. * Balance team dynamics, HSE priorities, regulatory constraints, and technical considerations to deliver solutions that deliver Digital for Care. * Collaborate with clinical, operational and digital stakeholders to make informed decisions on technology choices, selecting appropriate languages, frameworks, and tools that comply with healthcare regulations ensuring interoperability and integration across all systems, including A2I and IIS. * Coordinate the delivery of digital architect solutions that align with clinical workflows, patient data exchange, and decision support systems, ensuring technology solutions effectively support healthcare operations. * Ability to adapt to rapidly changing technologies and business requirements, continuously expanding knowledge and skills. * Utilise understanding of industry solution trends to innovate and provide innovative ideas within the investment lifecycle. Stay current with the latest healthcare technologies and trends while delivering working solutions early and often. * Developing and maintaining a comprehensive architecture & Service design roadmap aligned with business strategy, encompassing medical device integration, TIE, remote diagnostics, EHDS compliance, and AI capabilities where relevant. This includes defining standards, principles, and guidelines for technology adoption and integration. * Identifying and evaluating emerging technologies relevant to medical device integration, remote diagnostics, and data exchange within the EHDS framework. This includes exploring and recommending AI solutions where they demonstrably improve efficiency, accuracy, or patient outcomes. * Defining and implementing a strategy for seamless interoperability between various medical devices, systems, and platforms, adhering to relevant standards (e.g., HL7, FHIR). This includes overseeing the integration of new devices and systems into the existing infrastructure. * Ensuring adherence to data exchange standards (e.g., IHE, DICOM) for secure and efficient data transfer between medical devices and other systems. This includes working with TIE initiatives to facilitate data sharing across healthcare organisations.   **Architecture Leadership**   * Lead the architecture practice and engagement model, guiding a cross-functional team of architects and service designers (business, information, solution, technical, and other skillsets) to integrate different architectural domains and deliver the Digital for Care strategy. * Develop and maintain the architecture function across the organization, with a focus on enabling future-state business capabilities that drive the targeted outcomes of the Digital for Care initiative. * Define and operate an engagement model for architects across the HSE, ensuring alignment with the Digital for Care strategy. * Lead and mentor a team of architects and technical professionals.   **Innovation and Technology Adoption**   * Promote continuous learning and adaptation to new technologies and methodologies to stay ahead of industry trends and enhance the effectiveness of digital health solutions. * Identify and apply innovative and existing technologies to support the Digital for Care strategy, using rapid and agile approaches to evolve innovations. * Collaborate on the design and develop future-state healthcare delivery models that leverage emerging technologies, with a focus on improving patient outcomes and operational efficiency. * Develop and manage a Technology Adoption strategy specific to the Digital for Care initiative, researching and maintaining knowledge in emerging healthcare technologies. * Lead technology experiments to create new digital health products and services, integrating the best of these into steady-state operations for the HSE.   **Healthcare Ecosystem**   * Analyse and understand the healthcare ecosystem's drivers, identifying areas for digital transformation to guide strategic technology investments in the HSE * Guide the digital modernisation of critical healthcare infrastructure, focusing on accessibility, reliability, and secure service delivery. * Drive the integration of advanced technologies (e.g., cloud, AI, machine learning, data analytics) with HSE’s core healthcare operations to enable seamless data flow and insights. * Identify potential disruptive forces in digital health, including non-traditional approaches, collaborations and innovative start-ups, to anticipate and respond to changes in the healthcare landscape. * Foster collaborative relationships with key stakeholders in the global healthcare ecosystem, including government agencies, academic institutions, and international healthcare organisations, MNCS, SMEs, start-ups to drive innovation and create opportunities for the HSE * Represent the HSE at healthcare technology events, conferences, and industry forums, both nationally and internationally * Lead and participate in healthcare-focused research initiatives with academic and industry partners, ensuring the HSE remains at the forefront of digital health innovation * Develop strategies to integrate the HSE's digital health initiatives with the broader national eHealth ecosystem, promoting interoperability and data sharing across the healthcare sector   **Stakeholder Engagement and Communication**   * Work closely with the CTTO and other senior leaders to ensure the architecture aligns with the overall digital transformation goals of the HSE. * Act as a change leader, supporting teams through digital transitions and fostering an adaptable, future-ready culture. * Collaborate with peers to develop and present capability models and roadmaps that facilitate discussion and decision-making around the Digital for Care strategy. * Lead the development and execution of a communication and education plan for the architecture, focusing on its role in enabling the Digital for Care strategy. * Foster a culture of transparency and open communication across all levels of the organisation to build trust and ensure alignment with the Digital for Care strategy.   **Architecture Governance**   * Provide architectural oversight for key digital transformation projects across acute, community, and other healthcare settings. * Lead the development and implementation of a comprehensive architecture governance framework aligned with HSE's overall organizational governance * Oversee the evaluation and selection of architecture standards, ensuring optimal governance structures and compliance activities across the HSE * Participate in HSE governance and decision-making mechanisms to ensure deliverables meet governance standards * Lead and facilitate the creation of governance, assurance, and standards to guide architecture decision-making * Develop and execute a communication and education plan for the enterprise architecture, including its governance aspects, to ensure understanding and adoption across the organization * Implement risk management and mitigation strategies in governance to ensure the stability and security of digital health initiatives.   **Performance Measurement and Reporting**   * Define metrics to track the effectiveness of digital initiatives and regularly report progress to the CTTO and other senior leaders. * Ensure metrics are aligned with both short-term and long-term goals and include patient outcomes as a key performance indicator. * Assess digital system performance, ensuring solutions meet the needs of healthcare providers, patients, and support staff. * Identify and proactively manage risks associated with digital transformation, employing strategies to ensure continued service delivery. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Applicants must demonstrate all of the criteria listed below, as relevant to the role:**   * Significant and relevant experience in at least three disciplines, such as business, information, solution or technical architecture, application development, middleware, information analysis, database management, or operations in a multitier environment. * Significant experience in strategic and operations planning and/or business analysis, either in healthcare or digital transformation initiatives. * Extensive experience within either healthcare or healthcare-related senior architecture roles, with a focus on digital transformation projects. * Experience working in complex distributed multi-party environments * Experience working across heterogenous technology environments & technologies   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.  **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 68 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Post Specific Requirements** | * Master’s or bachelor’s degree in business, computer science, computer engineering, electrical engineering, system analysis, or a related field of study, or equivalent experience. * Professional Architect Accreditation: IASA CITA Distinguished, Open Group CA Distinguished, or other equivalent experience. |
| **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**  ***Demonstrate:***   * Deep understanding of healthcare technology trends and their potential application in the Irish healthcare system. * Comprehensive understanding of the modern architecture stack, from front-end development to systems integration, infrastructure and networking with a focus on healthcare domains * Preferable expertise in digital health technologies, including electronic health records, telemedicine, health information exchange, and patient engagement platforms. * Proven ability to design and implement large-scale digital transformation initiatives in complex and diverse healthcare settings, including acute and community services. * Proficiency with various infrastructure platforms, technologies, operating systems, databases and standards including HL7, FHIR, DICOM and API’s especially restAPI. * Strong knowledge of data protection and privacy regulations, particularly in the context of healthcare data management. * Excellent strategic thinking and ability to translate the Digital for Care vision into actionable architecture plans. * Outstanding communication and stakeholder management skills, with the ability to influence and persuade at all levels of the organization. * Strong analytical skills and the ability to make data-driven decisions. * An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Sláintecare * Knowledge of community health services and the wider health services structures and its relationship with external agencies. * Detailed knowledge of the issues, developments and current thinking on best practice in relation to healthcare delivery * Knowledge and understanding of legislation and key HSE policies and procedures as relevant to the role. * An understanding of budgetary expenditure and monitoring same. * An understanding of the service developments estimates and service planning process. * Knowledge and understanding of Human Resource policies and procedures. * An understanding of the performance appraisal system needed to manage staff * Knowledge of the HSE’s National Financial Regulations as relevant to the role. * Knowledge and understanding of delivering effective and efficient business management systems and services. * Knowledge and understanding of compiling data and producing detailed reports as relevant to the role. * Excellent written communication skills including the ability to produce professional reports. * Excellent MS Office skills to include, Word, Excel and PowerPoint. * Knowledge and experience of using an email system effectively e.g. Outlook. * Lead the development of the transition roadmap from the current state to the target state architecture for the Digital for Care strategy. * Ensure that all architecture decisions and designs support the goals of improving patient care, enhancing healthcare accessibility, and increasing operational efficiency within the Irish healthcare system. * Collaborate with clinical, operational, and IT stakeholders to ensure the architecture meets the needs of all user groups within the healthcare ecosystem. * Develop and implement governance frameworks to ensure that all digital initiatives align with the overall Digital for Care strategy and architecture principles. * Identify opportunities for innovation and emerging technologies that can accelerate the achievement of Digital for Care objectives. * Ensure the roadmap is aligned with patient care improvements and operational efficiencies to maximize the impact of digital health initiatives.   **Managing and Delivering Results (Operational Excellence)**  ***Demonstrate:***   * Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results. * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment * Evidence of effective project planning and organisational skills including an awareness of resource management and the importance of value for money. * Strong evidence of excellent financial planning and expenditure management * A capacity to operate successfully in a challenging operational environment while adhering to quality standards * The ability to seek and seize opportunities beneficial to achieving organisation goals and strives to improve service delivery * A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. * Strong evidence of excellent planning and implementation of programmes of work. * A capacity to negotiate and then ensure delivery on objectives * Strong focus on achieving high standards of excellence and measurement of performance * A proven commitment to delivering a safe and quality service   **Critical Analysis, Problem Solving and Decision Making**  ***Demonstrate:***   * The ability to rapidly assimilate and analyse complex information, considering the impact of decisions before taking action and anticipating challenges * Effective problem solving in complex work environments * Anticipates problems and recognises when to involve other parties (at the appropriate time and level). * Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources. * The ability to consider the range of options available, involve other parties at the appropriate time and level, to make balanced and timely decisions. * A knowledge and application of evidence-based decision making practices and methodologies. * Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams. * Reviews evidence on an ongoing basis to ensure that previous decisions continue to be evidence based   **Leadership and Direction/Influencing to Achieve**  ***Demonstrate:***   * Effective leadership in a challenging and busy environment including a proven track record of innovation / improvements. * Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes. * Ability to work with multi-disciplinary team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives. * Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion. * An ability to influence and negotiate effectively in furthering the objectives of the role. * Evidence of being a positive agent of change and performance improvement * A vision in relation to what changes are required to achieve immediate and long-term organisational objectives * A capacity to operate successfully in a challenging environment * Team building and management skills including the ability to work collaboratively with multi-disciplinary/ multi-sectorial team members.   **Building and Maintaining Relationships – Communication Skills**  ***Demonstrate:***   * Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups. * A proven track record of building and maintaining key internal and external relationships in achieving organisational goals. * The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience * Excellent presentation skills. * The ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation. * An ability to influence and negotiate effectively in furthering the objectives of the role. * Effective conflict management skills * The ability to interact in a professional manner with staff and other key stakeholders   **Personal Commitment and Motivation**  ***Demonstrate:***   * An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected * Places strong emphasis on achieving high standards of excellence * A core belief in and passion for the sustainable delivery of high-quality customer focused services. * An ability to cope with competing demands without a diminution in performance * Demonstrably identifies with and is committed to the core values and ethos of the HSE and places a high emphasis on achieving standards of excellence |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |

**Chief Architect Officer**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are 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. These posts may be assigned to any the Digital for Care programmes based on service requirements and this will be specified at ‘’job offer’’ 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 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.  The standard working week applying to the post is 35 hours. |
| **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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 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-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local **SSSS**. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)