

HR/ER Department, Business Operations,
Technology and Transformation

HSE, Dr. Steeven’s Hospital,

Dublin 8, D08 W2A8

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens

Baile Átha Cliath 8, D08 W2A8

**Grade VI SAP CoE - Business Analyst Order to Cash**

**SAP Centre of Excellence (CoE)**

**Technology & Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Grade VI SAP CoE SAP Business Analyst Order to Cash**(Grade Code: 0574) |
| **Remuneration**  | The Salary scale for the post is€57,325, €58,691, €60,359, €63,491, €65,363, €67,695, €70,034 LSIs (01.08.2025)**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/50/25 |
| **Closing Date** | **Thursday 4th September, 12 Noon** |
| **Proposed Interview Date (s)** | **TBC** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | SAP CoE, Technology & Transformation |
| **Location of Post** | SAP CoE, Technology & Transformation currently have a number of offices throughout Ireland. The specific location of this post will be agreed with the successful candidate at appointment stage. The Head of the SAP Centre of Excellence is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability for relevant SAP CoE / Technology & Transformation related meetings.The base for induction will be agreed prior to start date.  * 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** | Emily Igoe, 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 and Transformation is also responsible for turning operational delivery model within Technology & Transformation into a reality ensuring that technology supports healthcare efficiently and effectively throughout the whole system. The core of the operational delivery model 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.The SAP CoE (Centre of Excellence) is one of the delivery workstreams within the Technology and Transformation unit. SAP CoE provides critical SAP support for the HSE business community by developing, maintaining, and supporting SAP applications for HR, Payroll, Finance, Procurement and Consolidated Financial Intelligence, along with Business Warehouse, Business Intelligence/Reporting and Self-Service Applications.  Core activities within the SAP CoE include:* Analysing business requirements
* Production support
* Recommending SAP system and process solutions
* Configuration and maintenance of core SAP applications
* SAP application quality assurance and testing
* Infrastructure, technical and security support
* End-user support and SAP training
* Programme, project and portfolio management
* Providing SAP KPI's to the HSE SAP user community
* Governance oversight for third-party service providers and integrators
* Providing and Supporting business intelligence through reporting, analytics and data integration service

The SAP CoE adheres to commonly accepted industry standards such as ITIL, PRINCE2, and the Software Engineering Institute’s Capability-Maturity Model for IT delivery organisations. The SAP CoE is currently supporting two major transformation initiatives in the HSE – NiSRP (National Integrated Staff Records & Pay) Programme and IFMS (Integrated Finance Management System).* The NISRP change programme is implementing SAP HR/Payroll via self-service across the HSE and voluntary sector.
* IFMS is implementing SAP S/4 HANA as the HSE’s national finance and procurement system to support standardised best-practice business processes for all HSE health care delivery.

Further information on the SAP Centre of Excellence is available at<https://www.ehealthireland.ie/ehealth-functions/sap-centre-of-excellence/> |
| **Reporting Relationship** | The post holder will report to the SAP CoE SAP Manager for Order to Cash in the Finance and Procurement Business Delivery Team.He/she will work collaboratively with the existing HSE SAP CoE Team (Centre of Excellence), the IFMS project team and existing Finance/Procurement systems staff. **Key Working Relationships**The post holder will have key working relationships with colleagues in the HSE SAP Centre of Excellence Team, IFMS Project Team, Operations Excellence team and NiSRP programme team as well various customer based stakeholders across the business. |
| **Purpose of the Post**  | The Business Analyst Order to Cash is responsible for the planning, development, and maintenance of the S4HANA application for Order to Cash work streams.  Conforming to SAP CoE architecture and development standards and working with both SAP CoE analysts and third-party developers, the Senior Business Analyst Order to Cash coordinates requirements gathering, business advisory activities, business analysis, and system and process development liaison activities with regards to S4HANA, BW4HANA and BEST processes, including* + Contract and Order Management
	+ Billing, Invoicing and Refunds
	+ Accounts Receivable/Income Accounting
	+ Order to Cash relevant - Master Data
	+ Interface related design with existing applications
	+ Workflow setup and maintenance
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| **Principal Duties and Responsibilities** | **Principal Duties and Responsibilities*** Work with the Integration support team and the wider SAP CoE Team aligning to ITIL good practice and working in a way that achieves compliance to CMMI models (Capability Maturity Model) (level 3 and future Level 4)
* To support the expansion of the SAP CoE by working with the Senior Configuration Analyst and the wider Application Support Team and SAP CoE.
* As part of the Application Support Team support the monitoring, configuration, design and development of future needs of the business. (Support various projects post IFMS deployment).
* Manage Production incidents and ensure the resolution of interface system errors through proactive analysis and problem resolution and when necessary involving and escalating to technical partners including SAP CoE Technical Partners, 3rd Party Managed Service Providers, ICT and others as needed.
* Transform functional requirements into technical specifications, build, unit test, and deploy programs.
* Work with tech and infrastructure team to co-ordinate the coding, unit testing and deployment for the SAP development work for all functional modules and interfaces with other applications/ third party systems.
* Collaborate with functional teams to validate business requirements and develop technical specifications for internal system interfaces and provide necessary technical expertise in the resolution of development-related issues, focusing on root cause analysis, in order to implement corrective action plans.
* Responsible for the identification and resolution of gaps in the business processes. Provide support to security/authorization set-up, user documentation, data interface design, data migration and reconciliation.
* Continuously work to achieve and better targets as set out within the agreed SLA’s and KPI’s as defined by the management teams.
* Produce conceptual and logical solution designs when implementing new business solutions, including connectivity to all subsidiary SAP and non-SAP systems.
* Set application development and integration strategies, standards, guidelines, patterns, and conventions
* Ensure your own continuous development and knowledge build in the support of key Finance and Procurement Integration systems.
* Provide support to the Technical and Infrastructure Team in the Management and Control of SAP Application Lifecycle including application of SAP Support stacks and SAP Country Legal Changes (CLC).
* Understanding of Software Development Lifecycle.
* Supporting of the Emergency/Off Cycle application changes to SAP systems.
* Liaise with external SAP partners to ensure that proposed technical changes deliver business requirements and protect existing business solutions.
* Provide functional support to the SAP Change and Transport process (SAP CTS).

**Management of Operations, Support and Maintenance Services.** * Monitor and manages issues and establishes plans for continuous improvement and maintenance.
* Answering to support calls and assisting end-users in overcoming the urgent issues.
* Responsible for incidents management as relevant to your area, fulfilling of the service requests, bug fixing and enhancements delivery as part of maintenance and minor releases, supporting also system patches and upgrades from functional area perspective.
* Provide functional support in regards to transports, database management, system refreshes, client copies and system administration.
* Work with our third party managed service provider to resolve issues.
* Provide functional support in the delivery of SAP Support Packs and Patches.
* Provide functional support in relation to annual disaster recovery testing.
* Ensure that agreed Service Levels and Key Performance Indicators (KPI’s) are met.

**Administration*** Advice, promote and participate in the implementation of best practice.
* Participate in and lead project working groups.
* Prepare clear, concise, accurate reports backed up by sufficient reliable documentary evidence.
* Prepare clear, logical, sufficiently documented files for each assignment.
* Ensure all general and financial records are readily available.
* Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them.
* Make appropriate use of technology to advance the quality and efficiency of service provision.
* Deliver presentations to groups as required.
* Gather information from a variety of sources to ensure decisions are in line local and national agreements.

**Customer Service*** Promote and maintain a customer focused environment by ensuring service users are treated with dignity and respect.
* Promote co-operation and working in harmony with other teams and disciplines.
* Maintain relationships with key stakeholders to gather support for new initiatives and seek feedback to evaluate service.
* Provide day-to-day support to users and to lower-level developers, as well as drives improved user productivity through developing and implementing new business process and system solutions.

**Service delivery and service improvement*** Identify opportunities for improvement and implement.
* Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes.
* Encourage and support staff through change process.
* Ensure quick and efficient response to debugging, identifying root cause and resolving production defects.
* Ensure deliverables meet quality assurance expectations.
* Assist in supporting business user acceptance testing.
* Assist in the investigation and resolution of system or process related issues.
* Investigate and resolve incidents related to SAP PI/PO, CIG, Cloud Connector and other interface functionality, collaborate with external vendors to correct issues related to network connectivity, invalid data, security, and authentication.
* Propose integration solutions based on SAP best practices.

**Standards, regulations, policies, procedures & legislation*** Design and validate architecture for proposed system integration points to ensure the most efficient system design based on a combination of overall SAP best practices and the business requirements of specific company initiatives.
* Contribute to the development of policies and procedures for own area.
* Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team.
* Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc.
* Maintain a broad knowledge of policies and procedures of the organisation.
* Pursue continuous professional development in order to develop management expertise and professional knowledge.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** | ***This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867***\*A list of ‘other statutory health agencies’ can be found [[here](http://health.gov.ie/about-us/agencies-health-bodies/).](http://health.gov.ie/about-us/agencies-health-bodies/) [247584\_c223c6e7-2d32-4ace-923d-4b263ec7df07.xlsx](https://assets.gov.ie/247584/c223c6e7-2d32-4ace-923d-4b263ec7df07.xlsx) **Eligibility Criteria – Qualifications and/or experience** 1. **Professional Qualifications, Experience, etc.:**

(a) Eligible applicants will be those who on the closing date for the competition: 1. Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.

**Or**1. Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1 . Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

**Or**1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.

**Or**1. Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

 *Note1: Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility.* Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge 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 requirement** | **Applicants must, at the latest date of application, clearly demonstrate, one of the criteria listed below as relevant to the role:*** Demonstrate significant experience in a business intelligence, data analysis or reporting focused role with proven ability to extract, analyse and present data to support business requirements.

**Or*** Demonstrate significant experience and detailed knowledge of HR and Payroll data or related SAP modules.
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role**.**
* Flexibility in relation to working hours to fulfil the requirements of the role
* Applicants are encouraged to commit to becoming Prince2, MSP or PMI Certified within 2 years of appointment to the role (optional)
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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:** Experience of working in Order to Cash area and detailed knowledge of processes and operations
* Strong knowledge of SAP ERP with focus on Finance and Procurement Modules, and System’s Integration.
* Good analytical skills and an understanding of the data structures and their interdependencies in SAP ERP (Finance and Procurement Modules)
* An appreciation and understanding of Business Reporting to monitor Key Process Indicators as necessary
* A good level of proficiency in the use of applications within the MS Office Suite
* Post go live support experience (hands-on in design, configuration and maintenance) in SAP ERP
* Knowledge of business process methodologies and techniques.
* Experience of change initiatives in finance functions
* Knowledge of integration of O2C with other modules like FI/CO, P2P,etc

**Evaluating Information, Problem Solving & Decision Making***Demonstrates:** Excellent analytical, problem solving and decision making skills
* The ability to quickly grasp and understand complex issues and the impact on service delivery
* The ability to confidently explain the rationale behind decision when faced with opposition
* Ability to make sound decisions with a well-reasoned rationale and to stand by these
* Initiative in the resolution of complex issues

**Planning, Organising and Delivery of Results***Demonstrates:** The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines
* The ability to proactively identify areas for improvement and to develop practical solutions for their implementation
* The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes
* The ability to use resources effectively, challenging processes to improve efficiencies where appropriate

**Communications & Interpersonal Skills***Demonstrates:** Effective verbal communication skills, delivering complex information clearly, concisely and confidently
* Capacity to deliver complex information in understandable terms particularly for staff not familiar with finance
* Excellent written communication skills including strong report writing and presentation skills
* Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders

**Commitment to a Quality Service***Demonstrates:** Evidence of incorporating the needs of the service user into service delivery
* Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers
* Commitment to developing own knowledge and expertise
* Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility

**Building and Maintaining Relationships including Teamwork & Leadership Skills***Demonstrates:** The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working
* The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment
* The ability to lead the team by example, coaching and supporting individuals as required
* Flexibility, adaptability and openness to working effectively in a changing environment
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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 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. |

 **Grade VI SAP CoE - Business Analyst Order to Cash**

**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. 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**.  |

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)