

HR/ER Department,

Business Operations,  
Technology and Transformation

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens, Baile Átha Cliath 8, D08 W2A8

**Grade VIII Senior Project Manager**

**Community Connect Programme**

**Grád VIII Bainisteoir Tionscadail Sinsearach Clár Ceangail Pobail**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Grade VIII Senior Project Manager Community Connect Programme  Grád VIII Bainisteoir Tionscadail Sinsearach Clár Ceangail Pobail  *(Grade Code: 0655)* |
| **Remuneration** | The Salary scale for the post is: **Grade VIII**  The Salary scale for the post (as at 01/08/2025) is:  €82,258 - €82,997 - €86,243 - €89,502 - €92,736 - €95,983 - €99,213  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/53/25 |
| **Closing Date** | 12 Noon, Monday 15th September 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | 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.  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 and in line with the HSE’s Blended Working Policy.   * 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*  There are currently 3 permanent whole-time vacancies available. A panel may be formed as a result of this campaign for **Senior Project Manager, Community Connect Programme** from which current and future, 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 |
| **Details of Service** | The Health Service Executive (HSE) is responsible for the provision of all health and personal social care services in the Republic of Ireland. With an annual budget in 2024 of €24 billion and over 150,000 employed in the HSE and the Section 38 Agencies with which the HSE has Service Level Agreements (SLAs), the HSE is the largest employer in the State and the largest of any public sector organisation.  The HSE has created six new health regions within the single organisation. Each region is responsible for providing both hospital and community care for the people in that area. By bringing community health services and hospitals together this changes the way that services are delivered ensuring a more patient-centred approach to healthcare. The regions remain under the governance of the HSE Board and the HSE continues to be responsible for standards and guidelines.  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.  The concept for the national Specialist Care Services - Clinical Management System (SCS-CMS) project is driven by the recently published ‘Digital for Care – A Digital Health Framework for Ireland 2024-2030’ (the Framework).  The Framework allows for interim capability to be delivered for community services to provide digital functionality, given most of these services are continuing to operate using paper and spreadsheets. The project proposes to deliver a single national instance integrated ICT solution to all community care services including Primary Care Services, Disability Services, Mental Health Services, Older Persons Services and Population Health & Wellbeing Services across the six Regional Health Areas (RHAs).    A national project team is being established to lead on the development and implementation of SCS-CMS. This SCS-CMS National Project team will include clinical, operational, project management and technical expertise and will be required to work with an identified external provider to configure, develop and implement the SCS-CMS between 2025 and 2027. As such, a number of key roles are being sought to join the SCS-CMS Project Team. |
| **Reporting Relationship** | The Senior Project Manager will report to the relevant Programme Manager for the specific areas of responsibility allocated, along with oversight and management across the breadth of the Programme as required. |
| **Key Working Relationships** | The post holder will engage extensively with the established project team including specialists in a variety of fields internal and external to the team, along with providers external to the HSE.  These will include:   * Discipline, Operational and Senior Management leads across the 6 Health Regions * Access and Integration * Technology & Transformation * Digital Health Clinical Office * National Clinical and Integrated Care Programmes * Planning and Performance * National Communications * Staffing Representative Organisations * Programme Management colleagues across different services * Identified super-users during system configuration and roll-out * The system vendor implementation team |
| **Purpose of the Post** | The Senior Project Manager will be responsible for delivering various elements of the Programme phases and functions over the lifecycle of the SCS-CMS Programme. |
| **Principal Duties and Responsibilities** | The role includes the following duties and responsibilities:    **Project/Programme Management**   * Implement robust project management methodologies and processes to enable successful project performance and delivery * Engage with external stakeholders such as Department of Health and the Mental Health Commission as required * Chair relevant project teams as required and oversee the work of any sub-groups to the Project Team * Manage the progress and completion of SCS-CMS tasks and activities. * Ensure approval and acceptance of project deliverables to agreed quality standards. * Ensure the appropriate level of governance is in place, is maintained and is adhered to throughout the project lifecycle. * Manage all aspects of project delivery through the full lifecycle from initiation to closure, including identification and management of risks, assumptions, issues and dependencies. * Map and plan the management of dependencies and liaise with other Project Managers to ensure that dependencies are effectively managed. * Oversee change management activities within the programme, ensuring that impacts to people, processes and systems are identified, assessed and addressed through structured plans that support stakeholder engagement, communications, training, and sustainable adoption of programme outcomes.   **Project Reporting & Data Analysis**   * Track and report on project progress to the relevant regional or national groups as required on the progress and status of the assigned projects. This includes producing project documents, reports and presentations to a high standard to meet the needs of diverse stakeholders. * Undertake complex analysis of data, including key performance indicators and other management information such as staff and service user sensitive information, evaluate the results and complete reports.     **Benefit Management**   * Drive Benefit realisation across the programme by aligning project deliverables with strategic business objectives and ensuring measurable value is delivered to stakeholders. * Establish and manage benefit tracking frameworks, integrating performance metrics to monitor progress, validate outcomes, and support continuous improvement throughout the program lifecycle   **Leadership, Team Development and Resourcing**   * Coordinate and lead the project team in a complex healthcare environment with significant change management challenges. * Demonstrate and build project management and change management capacity within the project team. * Manage the project teams’ development and identify areas for training and further skills development as required. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Liaise with HR and Procurement as necessary to ensure resources are acquired and utilised in line with all relevant policies and regulations. * Manage and report on the project budget and adhere to the requirements of HSE National Financial Regulations as appropriate. * Ensure all other resources necessary to the success of the project are identified and appropriately managed.   **Communications / Stakeholder Management**   * Ensure that highly effective communication mechanisms and processes are in place to manage, motivate and influence multiple project stakeholders.   **Strategic Vision and Healthcare Insights**   * Provide knowledge, experience and insight of Irish and international health care and policy systems to look strategically at challenges and issues that may arise. * Support other Projects to deliver on the National Strategy as required   **General**   * Deputise on Behalf of Programme Managers as and when required * Carry out any other duties as appropriate to the post as required by the Programme Manager * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Have a good understanding of the HSE Incident Management Framework and HSE Integrated Risk Policy as relevant. * Effectively discharge the day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures. * 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. * 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. * 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 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, at the latest date of application, clearly demonstrate, all of the criteria listed below as relevant to the role:**   * Significant programme/project management experience, coordinating and supporting the delivery of projects, in a fast paced environment at a senior level in all of the following areas, as relevant to the role:   + Delivery of Project/Programme including appropriate governance and controls   + Communications management and delivery   + Data analysis   + Budget management   + Risk, issue & dependency management   + Benefits management * Experience of managing and developing a project team, driving and enabling significant change including a strong track record of delivering ICT enabled change projects, as relevant to the role * Experience in relationship management and working collaboratively with multiple internal and external stakeholders to achieve results, as relevant to the role. * Significant experience in professional writing and the preparation of documents to include collating large volumes of data and producing summary reports as relevant to the role.   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. |
| **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 |
| **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:*   * Knowledge of the issues, developments and current thinking on best practice in relation to project management * An understanding of the Community Services Structure * An understanding of the challenges of leading a complex change project with significant technology, process, clinical change, interdependencies and HR challenges; * Knowledge and experience of working to deliver a project within set timelines, budget and available resources * Knowledge and experience of using project management systems and tools e.g. Microsoft Visio, Gantt Charts, or equivalent as relevant to the role * Knowledge of Irish Health Service structures and Governance * Knowledge and understanding of the services provided by Integrated Information Services * Knowledge, understanding and experience of Project Management methodologies, project stages, documentation etc. * Knowledge and understanding of Human Resource policies and procedures * Excellent MS Office skills to include; Word, Excel, Outlook, Teams and PowerPoint * An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Sláintecare   **Working With & Through Others – Influencing to Achieve**  *Demonstrates:*   * A track record of collaborative and inter professional working * Excellent skills in relationship building and influencing * An ability to influence and negotiate effectively to achieve objectives * A real interest in and commitment to developing others   **Communication & Interpersonal Skills**  *Demonstrates:*   * Excellent interpersonal and communications skills to facilitate work with a wide range of stakeholders * 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 * Excellent written communication skills including the ability to produce professional reports. * The ability to interact in a professional manner with staff and other key stakeholders * Excellent people skills and the ability to achieve “buy-in” from major stakeholders * Strong negotiation/influencing skills     **Managing & Delivering Results (Operational Excellence)**  *Demonstrates:*   * The ability to implement and manage change and business processes * Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results * 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. * Evidence of effective project planning and organisational skills including an awareness of resource management and the importance of value for money * The ability to seek and seize opportunities that are beneficial to achieving organisation goals and strives to improve service delivery * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapidly changing environment * Strong evidence of excellent financial planning and expenditure management * A capacity to operate successfully in a challenging operational environment while adhering to quality standards * Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion * The ability to work on a self-directed basis * Adequately identifies, manages and reports on risk within area of responsibility   **Critical Analysis, Problem Solving & Decision Making**  *Demonstrates:*   * Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources * Considers the impact of decisions before taking action * Anticipates problems and recognises when to involve other parties (at the appropriate time and level) * Significant experience in effective operational problem-solving utilising an inclusive approach which fosters learning and self-reliance amongst teams * 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 capacity to develop new proposals and put forward solutions to address problems in a timely manner. * Effective problem solving in complex work environments * A knowledge and application of evidence-based decision making. * Makes timely decisions and stands by those decisions as required     **Leadership, Direction & Teamworking Skills**  *Demonstrates:*   * Experience of working as part of a team with a mixed programme of work, and moving with ease between concurrent projects * The ability to work with multi-disciplinary team members and stakeholders to facilitate high performance, developing and achieving clear and realistic objectives. * Effective leadership in a challenging and busy environment including a track record of innovation / improvements * Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes * Flexibility and adaptability to meet the requirements of the role * Evidence of being a positive agent of change and performance improvement * An ability to influence and negotiate effectively in furthering the objectives of the role. * Ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources * Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion * Motivation and an innovative approach to the job within a changing working environment   **Commitment to a Quality Service**  *Demonstrates:*   * 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 * A client user and customer focus in the delivery of services * Places strong emphasis on achieving high standards of excellence * A core belief in and passion for the sustainable delivery of high-quality user focused services * An ability to cope with competing demands without a diminution in performance |
| **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 Project Manager**

**Community Connect Programme**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent/temporary 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. |
| **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-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 [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-1)
2. [↑](#footnote-ref-2)