

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

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

 **[SAP Analytics & Reporting](https://healthcareservicesireland.lightning.force.com/lightning/r/a6D1n000000CnvaEAC/view%22%20%5Ct%20%22_blank%22%20%5Co%20%22General%20Manager%2C%20SAP%20CoE%20Analytics%20%26%20Reporting)** **General Manager**

**SAP Centre of Excellence (CoE)**

**Technology and Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **SAP Analytics & Reporting General Manager, SAP Centre of Excellence****Bainisteoir Ginearálta Anailísíochta & Tuairiscithe CFT**Grade Code: 0041 |
| **Remuneration**  | The Salary scale for the post is**: General Manager** €85,747 €87,912 €91,342 €94,798 €98,226 €101,663 €106,660 (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/59/25 |
| **Closing Date** | 12 noon, Wednesday, 8th October, 2025 |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **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.  * Southgate Shopping Centre, Colpe Cross, Drogheda, Meath

*Ionad Siopadoireachta Southgate, Crois Cholpa, Droichead Átha, Co. na Mí** 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** 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, Email: 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
* Provides and Supports business intelligence through reporting, analytics and data integration services

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 Head of the SAP Centre of Excellence (Asst. National Director) **or other nominated manager.****Key Working Relationships**The post holder will have key working relationships with colleagues in the SAP Centre of Excellence and members of project and programme teams including IFMS and NiSRP programmes. |
| **Purpose of the Post**  | **Overview**The SAP Analytics & Reporting General Manager, will be a member of the SAP CoE Senior Management Team and will lead the **SAP Analytics and Reporting Unit.**The SAP Analytics & Reporting General Manager will be responsible for ensuring the SAP Analytics and Reporting Unit supports business warehousing and reporting/analytics for the HR and Payroll functions within HSE.The post holder will oversee and manage the expansion of services provided by the Unit to support HSE Finance and Procurement functions. In addition, the post holder will manage the expansion of the SAP Analytics & Reporting Unit’s capabilities to include SAP-related technical development including web services, messaging, workflow, complex reporting, some interfaces, and SAP portal support.The post holder will also have a strategic awareness of SAP’s Analytics and Cloud roadmap, including SAP Analytics Cloud, SAP Datasphere, SAP Data Insights, Databricks & SAP Data Products which will help shape planning and ensure the team can adopt new technologies in a timely fashionThe SAP Analytics & Reporting General Manager will be responsible for incorporating new SAP standards and methods within the SAP Analytics and Reporting Unit, such as Agile delivery and modern development methods and tools, such as DevOps, automated testing, automated packaging, and CI/CD. The SAP Analytics & Reporting General Manager will be responsible for overseeing the generation of benefits under the Single Public Service Pension scheme and ensuring accurate reporting to DPENDR and supporting the transition of the current solution to reflect imminent legislative changesThe post holder will lead innovation and continuous improvement within the SAP Analytics and Reporting Unit and will work collaboratively across the HSE SAP CoE to identify new business and technical solutions to meet the expanding needs of the HSE organisation. |
| **Principal Duties and Responsibilities** | In performing their duties, the General Manager, SAP CoE Analytics and Reporting will carry out the following:**Leadership*** Work closely with the Business Delivery Teams (both HR/Payroll and Finance/Procurement) to gain a knowledge of business reporting opportunities and challenges where resolution can be developed vis-avis the multiple reporting tools available to the unit and to lead in-house and third-party resources to identify, specify, analyse, and implement analytics and reporting solutions.
* Lead, manage, organise and motivate staff to function effectively in a changing environment.
* Drive the significant reporting and interface requirements of the strategic IFMS, NiSRP and Pensions Improvements programmes.
* Oversee the analytics content lifecycle across development, test, and production environments, ensuring robust version control, governance, and promotion practices.
* Lead the adoption and lifecycle management of future SAP-related analytics and reporting capabilities as required by the business (e.g., SAP Analytics Cloud, Datasphere, and related SAP cloud analytics solutions) ensuring modern architecture standards, reuse, and transition from legacy tooling.
* Oversee the Introduction of DevOps-aligned methods (e.g. CI/CD, automated testing, content versioning) into the analytics development cycle to support scalability, traceability, and delivery discipline.
* Lead in the development and implementation of a fully integrated model of self-service delivery at national level.
* Ensure the required upgrades to the relevant reporting and analytics systems are planned, resourced and delivered effectively in line with both organisation needs and the SAP strategic roadmap

**Management of Operations, Support and Maintenance Services*** Establish and maintain a central catalogue of KPIs and report definitions to support semantic consistency and cross-functional reporting alignment across HR, Payroll, Finance, and Procurement.
* Ensure that systems data interfaces and extractors are scheduled and updated in a timely fashion to meet clients and service users reporting schedules.
* Drive the design of highly complex business intelligence solutions with SAP Data Services, Business Objects Reporting Solutions, SAP Fiori, and other SAP analytics tools and capabilities.
* Ensure that all requests for data comply with National GDPR policies and protocols and effective monitoring and control systems are in place.
* Work with SAP CoE stakeholders to develop and drive data standards, data security policies and governance across the BW, BI and Fiori landscape.
* Act as the principal liaison for external reporting consumers and national bodies ensuring consistent and auditable reporting outputs in line with statutory obligations.
* Continuously review operational processes within the unit to ensure efficiency and effectiveness with particular emphasis on best practices.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.

**Planning & Organising and Delivery of Results*** 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.
* Proactively identify areas for improvement and develop practical solutions for their implementation.
* Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes.
* Use resources effectively, challenging processes to improve efficiencies where appropriate.

**Resource Management*** Manage the performance of staff assigned to the SAP CoE Analytics and Reporting Unit
* Promote the development of staff to maximise potential in line with personal and organisational goals
* Manage and promote a quality internal and external service delivery
* Facilitate knowledge and experience sharing across the unit work streams.
* Responsible for the delegated budget of the unit

**Working through Others*** Promote the implementation of staff development programmes to include Performance Management
* Manage effective relationships and communications between and across the Service settings both within and between the HSE and external service providers to achieve a comprehensive integrated model of service delivery.
* Ensure that effective staff communications systems are in place and that information updates are disseminated in a timely manner.

**Communications / Stakeholder Management** * Ensure that highly effective communication mechanisms and processes are in place to manage, motivate and influence multiple project stakeholders.
* Develop detailed communication plans in support of key SAP CoE initiatives.
* Work closely with HSE communication resources to craft specific messages and ensure their delivery.
* Act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**Strategic Vision and Healthcare Insights*** Maintain knowledge and provide insight of Irish and international health care and policy systems to look strategically at challenges and issues that may arise.

**General*** Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

.* **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.**
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| **Eligibility Criteria** | **Applicants must, at the latest date of application, clearly demonstrate, all of the criteria listed below as relevant to the role:*** Experience working at a senior level leading and managing a data warehouse and business reporting/analytics development and/or support operation in a SAP Business Objects, BW/4 HANA or BW on HANA environment or in other ERP/ BW environments, as relevant to this role
* Experience of full implementation lifecycle management including experience of design, build, test, deploy and support, as relevant to this role.
* Significant knowledge and understanding of SAP HR & Payroll or SAP Finance & Procurement Systems or similar ERP systems
* Experience of managing and working collaboratively cross functionally with multiple internal and external stakeholders in a complex environment, as relevant to the role
* Experience in managing and delivering projects to successful outcomes

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. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role**.**
* Flexibility in working hours to meet the needs of the service.
* Applicants are encouraged to commit to becoming Prince2, Microsoft Project or PMI Certified within 12 months of appointment to the role
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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 at a senior level in a data warehouse and business reporting / analytics development and/or support operation, as relevant to this role
* Experience in end-to-end reporting architecture that aligns data strategy, platform capabilities and business intelligence needs
* An understanding of up-to-date development practices including using an Agile or similar iterative development framework
* Experience of applying data governance and reporting standards including compliance with legislative and regulatory requirements
* Experience managing and/or overseeing third-party developers or consultants.
* Experience of project management principles, methodologies, and tools
* Experience in implementing new initiatives, including new technologies and lean processes, to improve efficiency or effectiveness.
* Strong problem solving and root cause identification skills.
* Significant knowledge of SAP HR & Payroll or SAP Finance & Procurement Systems or similar ERP systems
* Experience of writing reports.
* An understanding of Irish health services and HSE reform.
* Excellent Excel and PowerPoint Skills together with a good working knowledge of other MS Office products including Word and Project.
* An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Sláintecare

**Leadership & Delivery of Change*****Demonstrates:**** A track record as an effective leader with a can-do attitude who has led, organised and motivated staff in times of rapid change in a challenging environment.
* A positive driver for change with the ability to transform a vision into a framework and structures for moving forward.
* Strives to keep staff directed towards the longer-term change agenda while maintaining delivery of excellent services.
* Flexibility and adaptability
* A capacity to operate successfully in a challenging environment
* Adequately identifies, manages and reports on risk within area of responsibility
* A capacity to balance change with continuity – continuously strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions
* The ability to proactively identify areas for improvement, exploring possible solutions with a strong service and customer centric focus

**Results Focused with Critical Analysis & Decision Making** ***Demonstrates:**** Strong focus on achieving high standards of excellence and measurement of performance.
* A willingness to take personal responsibility to initiate activities and drive objectives through to a conclusion.
* Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisational goals.
* The ability to prioritise, organise and schedule a variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards.
* Operational excellence in managing and delivering results
* The ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
* Capacity to anticipate problems and to recognise when to involve other parties at the appropriate time and level.
* The ability to consider the range of options available, make timely decisions and take ownership of those decisions and their implications.
* Considers the wider implications of decisions on a range of stakeholders.
* The ability to think strategically, with strong analytical and judgement skills.
* The ability to look critically at issues to see how things can be done better.

**Working With & Through Others - Influencing to Achieve*****Demonstrates:**** A track record of building and maintaining key internal and external relationships in furtherance of organisational goals
* The ability to work collaboratively with senior management colleagues and key stakeholders to drive forward an agenda.
* The ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
* The ability to motivate staff in a challenging environment
* Sets high standards for the team and puts their work and the work of the organisation into meaningful context.
* An ability to influence and negotiate effectively to achieve objectives.

**Communication & Interpersonal Skills*****Demonstrates:**** Excellent communication and interpersonal skills with an ability to engage effectively 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.
* The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role.
* Strong written communication skills.
* The ability to work with multi-disciplinary team members; to give constructive feedback to encourage learning.
* The ability to deal with challenging and sometimes difficult situations in a constructive fashion.

**Personal Commitment and Motivation*****Demonstrates:**** Is self-motivated and shows a desire to continuously perform at a high level
* The ability to deal with challenging / difficult situations in a constructive fashion
* A strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
* Be capable of coping with competing demands without a diminution in performance
* A core belief in and passion for the sustainable delivery of high-quality customer / user centred focused services.
* A commitment to continuing professional development.
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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. |
| **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 reviewedThis 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. |



 [**SAP Analytics & Reporting**](https://healthcareservicesireland.lightning.force.com/lightning/r/a6D1n000000CnvaEAC/view) **General Manager**

**SAP Centre of Excellence (CoE)**

**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 job offer 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. |
| **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. |
| **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. |
| **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)