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**Grade VII – Health and Safety Officer**

**National Forensic Mental Health Service (NFMHS)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Grade VII - Health and Safety Officer  (Grade Code 0582) |
| **Campaign Reference** | EOI NFMHS640-3 |
| **Closing Date** | **Friday 26th July 2024 @ 12.00 noon** |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Health and Safety Officer, National Forensic Mental Health Services (NFMHS)**  There is currently **one permanent whole-time** vacancy available in National Forensic Mental Health Service, Portrane, Co Dublin  A panel may be formed as a result of this campaign for **Grade VII – Health and Safety Officer, National Forensic Mental Health Service** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Simone Comiskey, Quality & Patient Safety Manager.  Telephone: Mobile: 087 3975896  Email: [simone.comiskey@hse.ie](mailto:simone.comiskey@hse.ie) |
| **Details of Service** | The National Forensic Mental Health Service (NFMHS) is the only forensic mental health service for the population of Ireland. This service is multi-faceted and encompasses prison in-reach clinics, a forensic child and adolescent mental health team, medium and low secure inpatient beds, step-down facilities and an expanding community aftercare programme.  The current Central Mental Hospital (CMH) is the only specialist inpatient HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE.  The campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex.  Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).  <https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/> |
| **Reporting Relationship** | The post holder will report to the Quality & Patient Safety Manager or other nominated manager. |
| **Purpose of the Post** | * The purpose of the role is to facilitate compliance with the corporate Health & Safety Statement and associated processes, policies and legislation within the NFMHS. * To provide specialist advice, guidance and instruction regarding health and safety matters to the NFMHS Management Team, Heads of Service, frontline managers and * staff, to assist NFMHS management and duty holders in ensuring that the high standards of health and safety as dictated by HSE Corporate and legislation are met and promote continuous improvement based on systematic organisational learning. * To advise and support management and duty holders in setting up, maintaining and improving systems that underpin an effective integrated health and safety governance system within the NFMHS. * To liaise with internal stakeholders such as the National Health and Safety Function (NHSF) and Corporate Committees such as the Health & Safety Management Advisory Committee (HSMAC) and the Risk Committee and external stakeholders such as the State Claims Agency and the Health and Safety Authority. * The post holder will be responsible for ensuring that national policy issued by the Workplace Health and Wellbeing Unit is implemented locally. This will include statutory and regulatory requirements of the Workplace Health and Wellbeing Unit for the Health and Safety of healthcare workers. * The post holder will support the Quality & Patient Safety Manager in all communication processes and the collation, analysis and distribution (as applicable) of all NFMHS policies. Based on this information the post holder will produce regular reports to the following identifying areas for improvement:   Locally   * The Quality & Patient Safety Manager * The NFMHS Management Team   Nationally   * National Health & Safety Function * Workplace Health and Wellbeing Unit |
| **Principal Duties and Responsibilities** | **Operational Management**   * Promote a positive safety and health culture in the NFMHS and assist management and duty holders in securing the effective implementation of the safety and health policy. * Coordinate the development of plans for areas of responsibility that contribute to achieving objectives set out in the Service Plan. * Support management and duty holders in ensuring a proactive and systematic approach to managing health and safety. * Issue recommendations on control measures to reduce adverse effects on the health, safety and wellbeing of staff, service users, visitors, and members of the public. * Assist management and duty holders in ensuring the management of health & safety in the NFMHS meets with the overall objectives of HSE Corporate and legislation. * Provide cross cover within the health and safety function as required. * Manage National Key Performance Indicators for example:   + Collect (from local responsible persons/managers/line managers at all levels), collate and report key performance indicator data to the NFMHS and local management teams, local health and safety committee, quality and safety committee etc.   + Ensure the efficient administration of Health & Safety data collection.   + Develop expertise in information databases.   + Analyse and trend internal & external data including reviews / incidents / risk / quality indicators / quality improvement action plans / national quality improvements & audits in preparation for periodic KPI and other corporate reports as applicable.   **Training**   * Promote local awareness regarding the need for training and supports available both locally and nationally. * Co-ordinate training at local level including booking training sessions and providing local assistance to responsible persons in the training booking process. * Undertake a Training Needs Assessment (TNA) and provide operational assistance on the TNA process to responsible persons. * Ensure training records are maintained within each local area. * Deliver training programmes as required. * Lead on local audit data from responsible persons and report on performance to the NFMHS Management Team, National Health and Safety Division as required. * In relation to standards, policies, procedures and legislation: * Maintain and develop competency in national standards from regulatory and legal bodies e.g. The Mental Health Commission, the Health & Safety Authority and HIQA. * Provide support to the NFMHS Management Team in the development of operational health and safety protocols.   **Corporate Governance**   * Establish and maintain Corporate Governance procedures, to ensure that the NFMHS Management Team are accurately appraised on the management of health and safety in the NFMHS. * Provide guidance to all NFMHS managers and staff and contribute to the development of corporate policy and decision making activity. * Respond to changes in legislation and national policy in relation to health and safety and develop NFMHS policies, procedures and guidelines (PPPG) as appropriate to ensure compliance and implementation. * Establish systems to allow for appropriate organisational responses to national recommendations from relevant regulatory bodies. * Act as a liaison for the NFMHS on HSE Health & Safety Matters. * Work with Estates to ensure an effective and co-ordinated approach to health and safety at NFMHS level. * Take strategic direction from the National Health & Safety Function (NHSF). * In consultation with the NHSF where appropriate act as lead liaison with the Health and Safety Authority (HSA) on health and safety management matters relating to the NFMHS. * In consultation with the NHSF where appropriate act as liaison with the State Claims Agency on health and safety management strategies aimed at reducing the incidence of harm and providing support to claims management structures to reduce cost to the HSE. * Act as liaison with insurers in relation to health and safety issues   **Service Development**   * Develop, maintain and monitor implementation of a three year health and safety management action plan. * Develop fit for purpose NFMHS safety and health policies, procedures and guidelines as appropriate for existing NFMHS activities and also with respect to new activities or processes where identified or requested by service areas. * In developing such PPPGs ensure that these align with HSE corporate Health and Safety Policies and the Corporate Safety Statement. * Advise NFMHS leadership team on planning for safety and health, including the setting of realistic short and long term objectives, priorities and establishing adequate systems and performance standards. * Ensure that systems are in place to evaluate and review performance against agreed targets and performance indicators. Provide such information to the NHSF where required. * Develop and maintain effective systems for learning and improvement with regard to health and safety within NFMHS. * Ensure effective processes for document management. * Liaise with key internal and external stakeholders to identify strategies and prioritise actions for managing risk. * Support and assist direct line managers within NFMHS responsible for motivation and management of teams in health and safety matters. * Support and assist individuals with key responsibility for health and safety within NFMHS and in our in reach and outreach services to prisons and the community. . * Contribute to service planning and the estimates process and support the implementation of service plan objectives. This will include liaising with the National Health and Safety Division on current and future Health and Safety priorities/requirements   **Communication**   * Ensure that senior managers are informed of changes to legislation and actions required to ensure compliance. * Promote NFMHS and HSE health and safety education programmes and work with key stakeholders to develop safe working conditions within the NFMHSs. * Foster a positive and supportive environment where staff learn from incidents and are willing to report adverse events. * Work in partnership with other internal work groups/ colleagues, leading and directing areas of work as appropriate. * Promote the National Health and Safety webpages and promotional campaigns to all staff and key stakeholders (e.g. European Week for Safety and Health)   **Other**   * Have a working knowledge of the Mental Health Commission standards, quality network for forensic mental health services standards and Health Information and Quality Authority (HIQA) Standards and as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand 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 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** | **Eligible applicants will be those who on the closing date for the competition:**  Hold a QQI level 8 (or higher) major academic award, or equivalent, in Health and Safety which is accredited for Graduate Membership of the Institute of Occupational Safety and Health (IOSH). <http://www.iosh.co.uk/Membership/About-membership/Qualifications.aspx>  **AND**  Have:   * A minimum of 3 years’ experience in an Occupational Health and Safety Officer / Advisor role   **OR**   * A minimum of 1.5 years’ experience in an Occupational Health and Safety Advisor/Officer (or equivalent) or Assistant role   **AND**   * Minimum of 1.5 years’ experience in healthcare in a clinical or support services role (i.e. a combined total of 3 no. years’ experience)   **AND**  Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, 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. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role and the post will require travel across NFMHS sites |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  ***Demonstrate:***   * Expert knowledge of health and safety management systems and processes. * Knowledge and understanding of safety statements, risk assessment/risk registers/reporting, monitoring and auditing. * Expertise in preparing for internal and external standards assessments. * Understanding of the statutory requirements relating to health and safety, and demonstrate the ability to interpret the law in the context of the organisation. * Demonstrate theoretical and specialist practical knowledge of relevant national policies and strategy in relation to health and safety. * Ability to translate strategic goals into operational plans * An understanding of healthcare standards and their application to the healthcare setting. * Excellent MS Office skills to include, Word, Excel and PowerPoint * Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes * Knowledge of the health service including a good knowledge of HSE reform   **Communications & Interpersonal Skills**  ***Demonstrate:***   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently to a variety of audiences * 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.   **Planning & Organising and Delivery of Results**  ***Demonstrate:***   * 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   **Evaluating Information, Problem Solving & Decision Making**  ***Demonstrate:***   * 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   **Building and Maintaining Relationships including Teamwork & Leadership Skills**  ***Demonstrate:***   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working. * The ability to build influential relationships in order to establish credibility with internal and external stakeholders, regulatory and investigatory/auditing organisations. * 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. * The ability to manage and motivate staff to achieve optimum performance, and address performance issues as they arise. * The ability to present advice independently and effectively. * Flexibility, adaptability and openness to working effectively in a changing environment   **Commitment to a Quality Service**  ***Demonstrate:***   * 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 * Demonstrate on-going Health and Safety CPD activity * 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 |
| **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 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 VII – Health and Safety Officer**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy is **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 Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **(as: 01/06/2024)**    €57,677 €59,085 €60,732 €62,384 €64,042 €65,522 €67,030 €68,497 €69,954 **€72,461 €74,978 LSIs**  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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at job offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants 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. |
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| **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.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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 Site Specific Safety Statement (**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)