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**Regional Director Technology and Transformation**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade Code** | **Regional Director Technology and Transformation**  *(Grade Code: 0105)* |
| **Campaign Reference** | NRS14735 |
| **Closing Date** | **Thursday 27th March 2025 at 3:00pm** |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one 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** | There is currently one permanent and whole-time vacancy available in each of the following Health Regions:    **HSE Dublin and North East**  **HSE Dublin and Midlands**  **HSE Dublin and South East**  **HSE South West**  **HSE Mid West**  Following interview, five separate panels (one for each named Health Region) may be formed for **Regional Director Technology & Transformation** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **HSE Dublin and North East**  Sara Long, Regional Executive Officer  [reo.dublinnortheast@hse.ie](mailto:reo.dublinnortheast@hse.ie)    **HSE Dublin and Midlands**  Kate Killeen White, Regional Executive Officer  [reo.dublinmidlands@hse.ie](mailto:reo.dublinmidlands@hse.ie)    **HSE Dublin and South East**  Martina Queally, Regional Executive Officer  [reo.dublinsoutheast@hse.ie](mailto:reo.dublinsoutheast@hse.ie)    **HSE South West**  Andy Phillips, Regional Executive Officer  [reo.southwest@hse.ie](mailto:reo.southwest@hse.ie)    **HSE Mid West**  Sandra Broderick, Regional Executive Officer  [reo.midwest@hse.ie](mailto:reo.midwest@hse.ie)  **Damien McCallion,** HSE Chief Technology and Transformation Officer & Deputy CEO  [CTTO@hse.ie](mailto:CTTO@hse.ie) |
| **Background** | 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 Health Regions Implementation involves the internal reorganisation of the HSE into six operational regions with responsibility for the planning and coordinated delivery of health and social care services within their respective defined geographies. While the full implementation will be a multi-year journey, the Health Region approach was stood up in March 2024 and will continue to progress throughout 2025. These new arrangements are fundamental to the delivery of Sláintecare reforms and aim to improve the health service’s ability to deliver timely integrated care to patients and service users, care that is planned and funded in line with their needs at regional and local level. In addition, the following will be delivered:     * Alignment of hospital-based and community-based services to deliver joined-up, integrated care closer to home. * Clarification and strengthening of corporate and clinical governance and accountability at all levels. * A population-based approach to service planning and delivery. * A balanced national consistency with local autonomy to maintain consistent quality of care across the country. * An efficient, highly productive and transparent health and social care service with aligned incentives to provide people with timely access to safe, high quality integrated care. * Support for local and regional innovations in service improvement for adoption across regions or at national level as appropriate.     The changes in healthcare governance arrangements are being designed to make our services easier to navigate for people, and to facilitate more integrated care, stronger accountability, and greater transparency across the sector. This in turn aims to foster change and innovation at a local level to deliver high-quality services to populations based on their needs, making our service a better place to work for our staff. The move to a regionalised approach, represents a major shift in the approach to the planning, funding and delivery of health and social care services. In line with international best practice, the new arrangements will support a population-based approach to the planning and resourcing of the geographic delivery of services to improve health outcomes for people in Ireland.    As part of these reforms, the operational focus is moving from the HSE Centre to the Health Regions and Integrated Healthcare Areas (IHAs), to allow the regional structures to have the intended level of appropriate authority and operational control of services in their region. The HSE Centre will develop and oversee standards and guidelines for implementation at regional level. The focus of HSE Centre will be on planning, enabling, performance and assurance (PEPA). |
| **Details of Service** | The Regional Director Technology & Transformation is a newly established post in the HSE Health Regions and will be central to the delivery of the objectives of Sláintecare, Health Region Reforms and Digital Transformation. The **core purpose** will be to improve health and social care services within the Health Regions for patients, service users, local communities and staff by optimising **technological and digital solutions** and implementing agreed national and regional objectives.  **Context and Operating Model**  ***Digital for Care: A Digital Health Framework for Ireland 2024-2030***and the associated***HSE Digital Health Strategic Implementation Roadmap 2024-2030*** are nationally mandated and present a uniform policy framework which will be led by the Chief Technology and Transformation Officer (CTTO) with colleagues across the HSE and in the Department of Health – it will be key to driving whole system reform and central to navigating Ireland’s rapidly evolving digital health landscape.   * Technology related design solutions and associated contracting of services will be nationally led with one uniform policy. Subsequent decision(s) by the HSE Board will be progressed through the CTTO reporting to the CEO depending on the initiative and delivered at Health Region level by the Regional Director Technology & Transformation and associated team. * Dedicated teams at national level will lead on key national programmes of work. * Regionally based Technology and Transformation Teams will deliver solutions within the Health Region, working with a wide range of stakeholders both internal and external to the HSE bringing a wealth of experience and local knowledge.   The Regional Director Technology and Transformation will:   * Work with the REO, Executive Management Team members and the Chief Technology and Transformation Officer to ensure there is alignment and consistency across all Health Regions and implementation of key national priorities in line with *Digital for Care: A Digital Health Framework for Ireland 2024-2030* and other agreed Transformation Programmes. * Lead regional technology and transformation teams ensuring digital solutions are implemented successfully working in collaboration with other service leaders to ensure they meet local service needs promoting innovation, engagement and local ownership. * Manage the Technology and Transformation portfolio within their respective Health Region in a new operating context of Integrated Healthcare Areas and Networks of Care. This will be core to ensuring the health and social care system can meet future service needs in a way that is sustainable, population focused, informed by local and regional requirements and aligned to national direction. |
| **Reporting Relationship** | Based on the operating model outlined above the post holder will:   * Report directly to the Regional Executive Officer (REO) in the Health Region. They will be a member of the Regional Executive Management Team. * Work very closely with the National Technology and Transformation function to ensure consistency and a whole system uniform approach to implementation of Digital for Care in Ireland. |
| **Key Working Relationships** | The post holder will engage effectively with all key stakeholders involved in transformation with a particular focus on technological and digital innovations as a key driver of change across health and social care services and in particular with:   * EMT colleagues * CTTO and other senior members of the CTTO team nationally including Chief Information Officer, Chief Information Security Officer and other national functions * Colleagues in voluntary organisations / Section 38s / 39s in ensuring integrated approaches and digital solutions * Patients, service users and community based enterprise developers * Other Regional Directors Technology and Transformation and their teams * Change and Innovation Hub colleagues * Clinical / Health & Social Care leaders, innovators and clinical / business digital leads involved in front line services and the delivery of Networks of Care * Chief Academic Officers, academic, education and research partners * Quality and Patient Safety Teams * National Simulation Office, Spark Innovation * Relevant Government departments promoting public service innovation and enterprise development including DPER and others * Industry partners involved in technological advancements and innovations * Other external stakeholders and service providers in the development and delivery of key functions related to the transformation, technology and innovation role. * Community enterprise and relevant multi-sectoral agencies as relevant to the role * International experts on Digital Healthcare Transformation * Department of Health /DCEDIY   Have an agreed working relationship within their region with:   * Regional Chief Clinical Information Officer and Regional Nursing Information Officer will also report into the Regional Director Technology and Transformation as well as their professional reporting line. * IT Directors in large voluntary organisations including Section 38s and 39s within their respective Health Regions. * Regionally based Planning and Performance function to ensure transformation programmes and associated reporting processes are progressed in line with national priorities and appropriately aligned. * Clinical / Service digital leaders and innovators in the region. |
| **Purpose of the Post** | ***The purpose of this role is to lead and implement the delivery of Digital for Care Ireland in the Health Region, ensuring that the benefits are achieved within the health region working with the regional management team and the National Technology and Transformation function.***  The post holder will be a member of the Health Region EMT fostering transformational change and innovation and providing high-level expertise and knowledge of technology solutions, information and transformation.  They will contribute in their strategic leadership role to the overall vision for the Health Regions within a population health context.  **Key Deliverables**   * Regional delivery of the Health Region Implementation Plan for ***Digital for Care: A Digital Health Framework for Ireland 2024-2030*** *(adopted by HSE Board)*and the HSE *Digital Health Strategic Implementation Roadmap 2024-2030.* * Implement Transformation and Technology initiatives in line with the above framework / roadmap, with regular reporting on progress, ensuring commitment from service management and clinical staff within the Health Region to deliver the intended benefits and improvements in health and social care services. * Develop regional strategic and operational plans for Technology and Transformation based on national strategic priorities and addressing local needs * Inform national strategic direction and associated prioritisation based on understanding of regional needs * Take leadership role within the Health Region on transformation and innovation activities working with all members of the EMT and IHA Managers. * Lead the development of digital solutions to drive the implementation of the Integrated Service Delivery Models including Networks of Care. |
| **Principle Duties and Responsibilities** | **Leadership of Transformation and Change**   * Ensure that technology and transformation programmes at Health Region level are directly linked to delivering on the agreed strategic agenda, public value and improved outcomes and user experiences for patients, service users and local communities. * Lead the regional implementation of ***Digital for Care: A*** ***Digital Health Framework for Ireland 2024-2030*** and associated *Digital Health Strategic Implementation Roadmap 2024-2030,* supporting Health Region service priorities for enhancing integrated care delivery and a population health approach. * Work closely with the REO, IHA managers, Planning and Performance function and Regional Executive Clinical Network to ensure an integrated approach to planning that takes account of key opportunities provided through technological and digital solutions to optimise service improvements and advancements. * Be a system change leader in line with the agreed organisational policy on change (*People’s Needs Defining Change)* demonstrating a clear commitment to open and inclusive public and service user engagement in the development of technological transformations. * Ensure that technology solutions are aligned to national policies and frameworks to meet service and clinical needs across the full continuum of care encompassing hospital, community-based and public health services including those provided by partner organisations. * Ensure the Technology and Transformation function informs and influences integrated planning and the design and commissioning of services that are future focused, based on evidence, and sustainable. * Lead the development of digital solutions to drive the implementation of the Integrated Service Delivery Model including Networks of Care working with EMT colleagues and IHA Managers. * Work with regionally based Clinical Digital Leads and other Digital Innovators to progress the integrated delivery of ***Digital for Care***. * Contribute to the prioritisation process for nationally agreed Transformation Programmes at Health Region level.   **Innovation and Service Improvements**   * Support the REO and EMT colleagues to drive and support innovation and service improvements at regional level and scan the evolving technology landscape to identify opportunities for innovation and enterprise development. * Lead the process of supporting services to create new viable options for service delivery and efficiency including testing and continuous improvement focused on developments that add value in line with Health Region reforms and which promote a patient/service user-centric approach. * Drive approaches to maximise resource utilisation in line with public accountability requirements by monitoring innovative advancements in service delivery including clinical and health and social care practices, surgical, medical and medicine developments. * Lever technological and automation solutions to bring about improved service efficiencies and ensure services are at the cutting edge of innovative practices. * Drive successful adoption of agreed technology and transformation / innovation programmes and emerging technologies through leadership, sponsorship and implementation of agreed deliverables aligned to national priorities. * Support and embed innovation practice cultures across the Health Region working with colleagues in change and service improvement to support staff to be inspired, empowered and enabled to innovate. * Build and sustain strong partnerships for innovation internally and externally with a particular focus on opportunities through multi-sectoral engagement including academic / education and industry collaborators at Health Region level. * Drive innovation partnership and progress investment opportunities for technological and innovative development building capacity and self-sufficiency within the Health Region. * Research and maintain current knowledge of national and international trends in the adoption and application of technology in health services. * Scale up innovation across services to optimise efficiency working collaboratively and supporting multi-service and multi-sectoral engagement.   **Engagement and Communications**   * Develop an effective working relationship with the Office of the CTTO and other Regional Directors Technology & Transformation (including colleagues in voluntary organisations/local authorities) to ensure implementation of ***Digital for Care: A* *Digital Health Framework for Ireland 2024-2030***; ensuring that they work jointly with the CTTO. * Engage effectively with all key stakeholders early and often in the development and delivery of agreed transformation programmes to address interdependencies with other change programmes. * Optimise the opportunities created through innovation to engage clinicians and health and social care teams to deliver relevant and future orientated developments in line with agreed Networks of Care. * Foster networks and partnerships to positively influence change and service improvements in the interests of local communities and services through levering the benefits of digital innovation, including working with academia / education sectors through the Chief Academic Officer, HR and other colleagues. * Promote and maintain a service user focused approach by ensuring respectful and purposeful consultation and engagement is core to developments.   **Operational Excellence**   * Agree an annual implementation plan with the REO and CTTO as part of the service planning process aligned to the *Digital Health Framework for Ireland 2024-2030*. * Work with and support the EMT to ensure that benefits are achieved from technology and transformation programmes as part of a portfolio management approach working towards national and regional solutions whilst still enabling appropriate local service innovation. * Ensure strong programme management methodologies to enable successful delivery of agreed transformation projects on time, within budget, ensuring widespread engagement and benefits for patients, service users and staff. * Develop and operate effective governance frameworks over all technology and transformation activity in the Health Region ensuring public value and effective management of technology projects and activities. * Ensure engagement across regional stakeholders so that effective decisions can be made for technology investments including project prioritisation, infrastructure management, procurement and resource management. * Ensure that the local technology architecture for the region is compliant with national policy and guidance. * Inform and participate in Health Region performance management and ensure that technological advancements are considered as part of this process including the provision of progress updates on key deliverables. * Identify and mitigate risk associated with transformation programmes, ensure compliance with relevant legislation and standards, and implement strategies to mitigate against identified risks. * Create and maintain contingency plans to address potential disruptions or failures in technology systems. * Conduct regular audits of technology systems and processes to identify vulnerabilities and areas for improvement. * Support teams and services to define and measure the impact of transformation and innovation programmes. * Ensure processes are in place to support national and regional performance reporting aligned to priority Sláintecare transformation and technological programmes of work. * Ensure escalation processes are in place to address critical issues that emerge with regard to technological transformation programmes.   **Financial Management**   * Ensure delivery of programmes within budget and including monitoring monthly expenditure on an on-going basis in consultation with the Finance colleagues. * Take corrective action where appropriate to control over-expenditure. * Ensure adherence to the Health Services Executive’s National Financial Regulations.   **Data Security**   * Ensure the national standards-based architecture for ICT is adopted across the relevant Health Region to include appropriate security and access measures, consistent approaches to enterprise information management, data quality, activity and outcome reporting. * Ensure regional services are in compliance with HSE cybersecurity policies and associated NCSC obligations to enhance the security of health services. * Promote cybersecurity awareness and training among staff and contracted colleagues to safeguard health service operations increasing training uptake. * Work with the technology and transformation cybersecurity team to manage and report security incidents, focusing on maintaining the integrity of health services.   **Data and Information Governance**   * Ensure compliance with HSE Data Management Policies and Guidelines within the Health Region. * Promote best practice in data governance, management and data quality promoting and developing integrated data management systems. * Ensure as initiatives are rolled out in the Health Region that the appropriate data clean-up has taken place and there is data governance in place to maintain the quality of the data to deliver the necessary benefits for services, patients and service users. * Support the deployment and take-up of healthcare analytics within the region with colleagues in Planning and Performance to maximise the benefits of digital technologies and return on investment by the HSE.   **Team and Staff Development**   * Develop innovative e-Health and technology / digital learning pathways for staff in consultation with relevant stakeholders including HR and others to sure teams have the skills and digital knowledge to optimise new technological advancements. * Foster a culture of continuous improvement and professional development within the Technology and Transformation team and promote active collaboration with other services and teams. * Lead and embrace change and adapt work practices accordingly, ensuring the team knows how to action changes. * Develop staff and an ethos of team working to ensure adequate succession planning is in place. * Monitor efficiency of services provided by the team, identify and implement changes to the administration of the service where inefficiencies arise. * Act as spokesperson for the HSE as required.   **Standards, Policies & Legislation**   * Maintain own knowledge of relevant HSE policies, procedures, guidelines and practices to perform the role effectively and to ensure current work standards are met by own team. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Ensure compliance with all HSE policies and procedures. * Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc. * Pursue continuous professional development in order to develop management expertise and professional knowledge. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards.   **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 him/her from time to time and to contribute to the development of the post while in office. It should be noted that further design work of health regions is ongoing and the outputs of which will further inform the list of duties as set out in this job specification.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   * An appropriate educational qualification at degree (NFQ level 8) or postgraduate (NFQ Level 9) level in a relevant area such as Computer Science, Information Systems and Project Management, Healthcare Management, or Health Informatics * Extensive experience at a senior leadership level in either health or social care delivery or other comparable and relevant business environment of equivalent complexity, as relevant to this role. * Significant strategic leadership experience with a proven track record delivering major digital enabled change programmes to successful outcomes in a distributed and highly complex organisation or other relevant and highly complex organisation, as relevant to this role * Significant senior management experience in leading and managing successful complex Technology and Transformation programmes to include experience of budget planning, financial management and resource management * Experience of managing and working collaboratively with multiple internal and external stakeholders and a proven ability to collaborate and work effectively with external service delivery partners within well-structured governance relationships as relevant to this role. * 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. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as post will involve travel |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  Demonstrates:   * Knowledge and understanding of Health Region reforms including the Integrated Healthcare model spanning Acute Hospital and Community Services. * Demonstrate experience of delivering on strategy and transformation programmes. * Knowledge and understanding of the regulatory and statutory compliance aspects involved in Technology and Transformation implementation in the Irish public health service including public procurement processes policies and procedures. * Knowledge and experience, working with stakeholders on the shared development, management and delivery of Technology and Transformation Frameworks and Tenders. * Knowledge and understanding of managing procurement at a national (OGP) and European level (OJEU). * Knowledge of the breadth of projects and programmes currently underway or planned. * Knowledge and understanding of the Service Planning and Capital Planning process including Budgets and Audit. * Knowledge and understanding of the Irish public health service and the issues in implementing Technology and Transformation enabled change programmes in that environment. * Knowledge and experience of building, leading and managing cross-functional multidisciplinary and multiagency teams to deliver complex Technology and Transformation projects. * Knowledge and understanding of Technology and Transformation implementation methodologies and operational practices. * Knowledge and experience of developing, leading and maintaining Frameworks including contract and third party supplier management. * Knowledge of public service developments including: *Making Innovation Real – Our Public Service – Delivering Today, Shaping Tomorrow (DPER)* and the *Action Plan for Designing Better Public Services – A roadmap for embedding design in the public service 2024-2025 (DPER).* * Excellent report writing skills.   **Leadership & Delivery of Change**  Demonstrates:   * An ability to deliver major digital enabled change programmes * Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. * Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long term corporate objectives. * A track record of service innovation and delivery in a challenging environment. * Strong results focus and ability to achieve results through collaborative working, including external stakeholders. * Leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders.   **Managing and Delivering Results (Operational Excellence)**  Demonstrates:   * The ability to adequately identify, assess, manage and monitor risks within their area of responsibility. * The ability to develop / implement strategic action plans and programmes. * Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals. * Perseveres and sees tasks through. * Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion. * The ability to develop strategies/policies. * Places strong emphasis on achieving high standards of excellence.   **Building and Maintaining** **Relationships/Communication Skills**  Demonstrates:   * Possesses highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders. * Is capable of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service. * Has a strong results focus and ability to achieve results through collaborative working. * Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. * Is committed to building a professional network to remain up-to-date with and influence internal and external politics. * Has the ability to support the development of an effective team. * Has the ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to advocate for and negotiate positions which allow for the on-going improvement of services.   **Critical analysis and decision making:**  Demonstrates:   * The ability to operate as an effective strategic and tactical thinker. * Ability to provide significant input to operational and strategic decision making. * Looks critically at issues to see how things can be done better. * The ability to analyse and evaluate, in a rational objective, consistent and systematic manner, a range of complex information to identify the core issues and arguments that are most salient to the situation at hand. * The ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances. * Is willing to take calculated risks and consider the range of options available to support improved change practices. * Makes timely decisions and stand by those decisions as required.   **Personal Commitment and Motivation**  Demonstrates:   * Understands, identifies with and is committed to the core values of the HSE. * Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role. * Demonstrates a commitment to and focus on quality, promotes high standards to improve patient outcomes, by involving patients and the public in their work. |
| **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. | |

**Regional Director Technology and Transformation**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy is permanent and whole time*.*  The post is pensionable.  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. |
| **Remuneration** | |  | | --- | | The salary scale for the post (as at 01/03/2025) is:  €124,956 - €130,511 - €136,065 - €141,616 - €147,172 - €152,723 |   Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html>  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 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 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 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.  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 areas 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)