**Director of Midwifery**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Director of Midwifery(Grade Code: 2916, *Band 1*) |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is: 93,779 96,387 98,998 101,599 104,205 106,820 109,424New 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** | G10864 |
| **Closing Date** | Friday, 26th September 2025 at 10am via Rezoomo only |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s 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** | Galway University Hospitals, HSE West and North West Region.There is currently one permanent, whole-time Director of Midwifery vacancy available in Galway University Hospitals. Maternity services in GUH include inpatient and outpatient services and ambulatory services in the areas of Maternity, Neonatal Intensive Care Unit (NICU) , Gynaecology including regional specialist gynaecological oncology services and Sexual Assault and Treatment Unit (SATU).The successful candidate may be required to work in any service area within the vicinity as the need arises. A panel may be formed as a result of this campaign for Galway University Hospitals from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact Siobhan Canny, Regional Director of Midwifery, HSE West and North West **Email:** Siobhan.canny@hse.ie for further information about the role.Contact Chris Kane, General Manager, Galway University Hospitals**Email:** Chris.kane@hse.ie for further information about the role. |
| **Details of Service** | **Galway University Hospital**Galway University Hospitals, comprising of University Hospital Galway (UHG) and Merlin Park University Hospital (MPUH), provide a comprehensive range of services to emergency and elective patients on an inpatient, outpatient and day care basis across the two sites.UHG and MPUH together employ approximately 3,000 whole time equivalent staff. GUH is a Model 4 hospital providing 24/7 acute surgery, acute medicine, and critical care. It plays a leadership role in acute service delivery, providing regional services for a wide range of specialities , to support the policy of regional self-sufficiency. GUH is a Supra Regional Centre for Cancer and Cardiac Services. Galway University Hospitals also has strong links with the National University of Ireland, Galway, (NUIG) for the training of medical, nursing and other health professionals and is the site for extensive academic training and research.**Maternity Services in Galway University Hospital**Maternity services in GUH are located on the main Galway University hospital campus. It is one of 19 maternity units/ hospitals in Ireland and is the largest of the five maternity units in the region who work collaboratively as the HSE West Northwest Maternity network.The unit offers a full range of services across a wide range of specialisms including Maternity service, Fetal Medicine Gynaecology, Gynaecological Oncology, Ambulatory Gynaecology, Colposcopy, Level 2 Neonatal Intensive Care Unit (NICU) and a Sexual Assault Treatment Unit (SATU). The unit provides regional services in Maternity, Gynaecology and Neonatal care. In 2024, 2562 infants were born in GUH. Over 2,000 gynaecology surgeries were carried out (including ambulatory gynaecology and gynaecology cancer). The waiting times for outpatient and inpatient care are currently within Slainte care standards. GUH has several midwifery and gynaecology nurse specialists and advanced practitioners in areas including breastfeeding, perinatal mental health, bereavement, ultrasound, parent education, diabetes, informatics, colposcopy and ambulatory gynaecology. Galway University Hospital currently offers an antenatal supported care pathway and an early transfer home postnatal service.GUH provides clinical training and placements for undergraduate and postgraduate programmes in medicine, midwifery, nursing, and allied health professions, in partnership with University of Galway and University College Dublin.**The West and North West Region**The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* Letterkenny University Hospital (LUH)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care – Compassion – Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR GUIDING VALUES** **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The Director of Midwifery in Galway University Hospital will:* Report operationally to the Hospital Manager
* Be professionally accountable to the Regional Director of Midwifery.
* In line with the emerging hospital group structures, reporting relationships are subject to change.
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| **Key Working Relationships** | * Develop and maintain relationships at a:
	+ Local level with, all staff who work within the maternity service, the GUH Director of Nursing, Directors of Public Health Nursing in the IHA , Hospital Management Team members, Community Healthcare Organisations (CHOs), IHA managers, Designated Midwifery officer ( DMO) self-employed community midwives, and others as required.
	+ Health Regional level with other Directors of Midwifery, Womens and Children’s Clinical Network, IHA managers and Regional Executive team Hospital Group Management, and others as required.
	+ National level with the Director of Midwifery in the Women and Infants Health programme, the National Lead Midwife in the ONMSD, Midwife advisor in the Department of Health , CNME and others as required.
* Working relationships are required with the clinical network, Acute Services colleagues across the Hospitals within the Group and across the other Hospital Groups and liaise specifically with Directors of Midwifery.
* Work closely with relevant key staff in other divisions as it pertains to midwifery care in maternity services.
* The proper execution of duties will involve the development of appropriate communication arrangements with a range of senior and other key stakeholders both internal and external.
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| **Purpose of the Post**  | The Director of Midwifery will provide the leadership necessary to ensure that maternity services in GUH are of safe and high quality, evidence based, woman-centred and cost effective. The post holder will have as a guiding focus a philosophy that provides for individualised and family centred maternity care, with a strong emphasis on skilled, sensitive, evidence based and respectful midwifery care. Particular attention will be given to:* The management and safe delivery of maternity services in partnership with the Clinical Lead in Obstetrics and Paediatrics for neonatal services.
* Responsible for developing all aspects of maternity services within the area in accordance with the National Maternity Strategy, relevant models of care, Slaintecare and the National Service plan.
* The Director of Midwifery will work in partnership with the Director of Nursing to ensure nursing and midwifery services are provided to the highest professional standard and are appropriately governed
* The Director of Midwifery is a member of the Executive Management team Hospital Management Team and will have a key role in creating an atmosphere and culture where excellence can flourish with strong multidisciplinary collaboration across the hospital.
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| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
* Maintain awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of the role and you will be required to participate in the hospital performance management programme.

**Leadership and Accountability*** Direct the day to day operational activity of the maternity services and is responsible for governing the home birth service for the area.
* Lead and develop midwifery services in line with the National Maternity strategy.
* Provide strategic and clinical leadership and direction for maternity related midwifery and nursing services which results in the delivery of effective, efficient, quality assured and woman-centred midwifery care.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of the midwifery services and in responding to the changing health need of women and their families.
* Develop effective leadership at all levels, ensuring that staff are working towards a common purpose, helping to create a caring and compassionate culture.
* Develop effective leadership at all levels which encourages staff to be innovative and creative; nurture a culture of excellence throughout the Organisation.
* Develop, maintain and review the midwifery organisational structure within the context of overall organisational objectives.
* Be responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination.
* Maintain own professional and managerial competence and credibility through the development of a Personal Development Plan.
* Lead in the progression of relevant aspects of the hospital Strategic Plan.
* Keep the Hospital Manager appraised of any significant development within his/ her area of responsibility and escalate any safety concerns.

**Planning*** Accept responsibility for the management of all midwifery services over a 24-hour period and ensure that systems are in place to support this responsibility.
* Participate as a core member of the Hospitals Senior Management Team and contribute to the preparation of plans for services.
* Identify and prioritise key objectives for the maternity services on an annual basis.
* Collaborate with key stakeholders; lead the implementation of the National Maternity Strategy within the service.
* Plan the implementation of systems and processes used by midwives including care pathways, staffing, personnel, financial and information systems and apply to University Hospital Galway when such application will improve services for women and infants.
* Prepare an annual report on midwifery and related activities.

**Human Resource Management*** Determine and maintain appropriate staffing levels consistent with best practice and workload measurement.
* Ensure that staff are clear about their roles and their reporting and professional relationships.
* Create a positive work environment through open and effective communication.
* Participate, as required in the recruitment, selection and appointment of midwifery and related staff.
* Ensure all staff are up to date with all required mandatory and statutory training.
* Ensure the optimum and effective use of staff through efficient rostering, skill/ grade mix planning, workload measurement, staff profiling and deployment.
* Act as a coach/ mentor to enhance the performance and capability of midwifery staff through formal and informal interactions. Initiate the implementation of an on–going development and individual agreed performance review process for all staff, delegating functions as required.
* Support a learning culture to equip staff to confidently deliver, problem solve and innovate safer better healthcare.
* Engage with staff to foster a strong sense of connection to the Service and encourage them to take personal responsibility for achieving better outcomes.
* Implement the relevant national HR policies and procedures.
* Manage industrial relations issues relating to maternity services in consultation with the Human Resources Department and Hospital Management.
* Promote and maintain a safe environment for staff.

**Finance*** Prepare annual financial estimates of midwifery and related manpower, including education and training needs.
* Participate as a key manager in the overall financial planning of the hospital service.
* Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation.

**Education & Research*** As a member of the Board of the Centre for Midwifery and Nursing Education ensure that appropriate in-service education programmes and ongoing learning needs are met for all assigned staff. Liaise and co-operate with appropriate third level education institutes when necessary.
* Undertake an annual training needs analysis and develop a training plan for midwifery staff.
* As part of the Hospital Group, work with the National University of Ireland Galway to develop and implement an education strategy for the midwifery service.
* Ensure that direction and co-ordination of the midwifery education programmes is consistent with overall strategy and meets national criteria.
* Be responsible for the suitability, quality and level of supervision of clinical midwifery practice placements for students as appropriate.
* Ensure that the Hospital’s maternity services promote and facilitate the conduct of high quality research into important questions affecting the care of women and their families.

**Quality and Safety Assurance** * Create an environment that enables women and their families to be actively involved in the planning, delivery and evaluation of maternity services.
* Responsible for leading the implementation of midwifery quality care metrics and KPI’s.
* Implement any recommendations arising from investigations that impact the provision of maternity services.
* Ensure that evidence based policies, procedures, protocols and guidelines for midwifery care are in operation and that regular monitoring of standards and outcomes is undertaken through audit and remedial action taken where appropriate.
* Create appropriate strategies, which enable effective communication of clinical and organisational issues throughout the service.
* Contribute to the development of a philosophy for midwifery care that reflects the Group’s commitment to the provision of a high standard of midwifery care.
* Ensure the prompt investigation of all midwifery and nursing clinical incidents and complaints and use these as a learning tool to reflect and improve care delivery.
* Ensure adherence to all codes and guidelines relating to professional midwifery/ nursing practice and behaviour.
* Contribute to user forums as appropriate.

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must on the closing date:**Statutory Registration, Professional Qualifications, Experience, etc**(a) Eligible applicants will be those who on the closing date for the competition:(i) Are registered, or are eligible for registration, in the Midwives Division of the Register maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).**AND**(ii) Have 10 years post registration midwifery experience and 5 years midwifery management experience at Clinical Midwife Manager 2 (CMM 2) grade or above.**AND**(iii) Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in a health care or management related area. **AND**(b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.**Annual Registration**(i) On appointment, practitioners must maintain live annual registration in the Midwives Division of the Register of Nurses & Midwives maintained by the Nursing & Midwifery Registration Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).**AND**(ii) Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).**Age**Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.**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. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of midwifery leadership experience at a management level.
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| **Other requirements specific to the post** | * A flexible approach to working hours is required to ensure deadlines are met. Have access to appropriate transport to fulfil the requirements of the role. The post holder will be required to participate in an on-call rota for the hospital.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** Knowledge of the role of the Maternity Service in the broader health service structure and its relationships with external agencies.
* Knowledge of all aspects of midwifery practice and its development.
* Knowledge of professional midwifery regulation.
* Detailed knowledge of HIQA standards.
* Detailed knowledge of the Irish health services and maternity services.
* Detailed knowledge of the role of the issues, developments and current thinking on best practice in relation to Midwifery care.
* Adopts a proactive forward-planning approach to service delivery.
* Be able to identify Midwifery as a unique discipline/ profession, recognising the role of the Midwife as the lead professional in the care of women in pregnancy and the Midwife as the lead co-ordinator with the multidisciplinary team in the care of women with complications in pregnancy.

**Building and Maintaining Relationships - Communication*** Demonstrably understand, identify with and be committed to the core values of the HSE.
* Have excellent interpersonal skills, including the ability to develop and maintain collaborative relationships and strategic partnerships.
* Have strong communication skills (both written and verbal) and an ability to negotiate, influence and advocate.
* Have a significant and demonstrable senior track record of operating at a corporate level with a senior management team.

**Operational Excellence – Managing and Delivering Results*** Demonstrate an understanding of the performance systems needed to manage maternity services at a national level.
* A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands.
* Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money.
* Demonstrate evidence of ability to make complex decisions.

**Leadership*** Have demonstrated effective leadership in a challenging environment including a track record of service innovation/ improvements.
* Articulates a compelling vision for the role and contribution of each team member to the service. Creates an enthusiastic and committed work climate by organising and motivating staff to effectively function.
* Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self reliance amongst teams.
* Capable of leading, motivating and enthusing staff to achieve the values of the HSE.

**Personal Commitment and Motivation*** Be driven by the values, aims and ethos of the HSE.
* Demonstrate a patient/ service user centred approach to provision of health and personal social services.
* Be capable of coping with competing demands without a diminution in performance.
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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 progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Director of Midwifery**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available 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 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 **37.5** hours per week. Your normal weekly working hours are **37.5** 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. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), 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-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)