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| **Job Specification; Sample Content****Health and Safety Officer Grade VII (0582)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** * The purpose of the role is to facilitate compliance with the corporate Health & Safety Statement and associated processes, policies and legislation within the CHO, HG or National Service
* To provide specialist advice, guidance and instruction regarding health and safety matters to the local Management Team, Heads of Service, Network Managers, frontline managers and staff, to assist local 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 CHO, HG or National Service.
* 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 relevant Manager in all communication processes and the collation, analysis and distribution (as applicable) of all policies. Based on this information the post holder will produce regular reports to the following identifying areas for improvement:

Locally * Their Manager
* The CHO, HG or National Service Management Team

Nationally* National Health & Safety Function
* Workplace Health and Wellbeing Unit
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| **Principal Duties and Responsibilities** | ***For Example:*** *The Grade VII Health and Safety Officer will:***Operational Management*** Promote a positive safety and health culture in the CHO, HG or National Service and assist management and duty holders in securing the effective implementation of the safety and health policy.
* Co-ordinate 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 and members of the public.
* Assist management and duty holders in ensuring the management of health & safety in the CHO, HG or National Service 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 CHO, HG or National Service and local management teams, local health and safety committees 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 CHO, HG or National Service Management Team, National Health and Safety Function, as required.
* In relation to standards, policies, procedures and legislation:
* Maintain and develop competency in national standards from regulatory and legal bodies e.g. HIQA, the Mental Health Commission and the Health & Safety authority.
* Provide support to the CHO, HG or National Service Management Team in the development of operational health and safety protocols.

**Corporate Governance*** Establish and maintain local Governance procedures observing any applicable Corporate Governance arrangements, to ensure that the CHO, HG or National Service Management Team are accurately appraised on the management of health and safety in the CHO, HG or National Service.
* Provide guidance to all CHO, HG or National Service 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 CHO, HG or National Service procedures and guidelines (PPG) 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 CHO, HG or National Service on local Health & Safety Matters.
* Work with Estates to ensure an effective and co-ordinated approach to infrastructural risk at CHO, HG or National Service level.
* Observe national PPPG and 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 CHO, HG or National Service.
* 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 CHO, HG or National Service safety and health procedures and guidelines as appropriate for existing CHO, HG or National Service activities and also with respect to new activities or processes where identified or requested by service areas.
* In developing such PPGs ensure that these align with HSE corporate Health and Safety Policies and the Corporate Safety Statement.
* Notify the NHSF of any areas of OSH where a policy may be required.
* Advise CHO, HG or National Service 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 CHO, HG or National Service.
* Ensure effective processes for document management.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Liaise with key internal stakeholders to identify strategies and prioritise actions for managing risk.
* Support and assist direct line managers within CHO, HG or National Service responsible for motivation and management of teams in health and safety matters.
* Support and assist individuals with key responsibility for health and safety within CHO, HG or National Service
* 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 Function on current and future Health and Safety priorities/requirements.

**Communication*** Ensure that senior managers in the CHO, HG or National Services are informed of changes to legislation and actions required to ensure compliance.
* Promote CHO, HG or National Service and HSE health and safety training and education programmes and work with key stakeholders to develop safe working conditions within the CHO, HG or National Service.
* Foster a positive and supportive environment where staff learn from incidents and are willing to report adverse events.
* Work in partnership with the NHSF and other internal work groups/ colleagues, leading and directing areas of work as appropriate.
* Promote the National Health and Safety policies, documentation, KPI, webpages and promotional campaigns, etc., to all staff and key stakeholders (e.g. European Week for Safety and Health)
* Attend the NHSF Health and Safety Forum

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

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Sample****Eligibility Criteria****Qualifications and/or experience** | **If the Eligibility Criteria are not listed on the HSE website then Eligibility Criteria will need to be developed, proposed to and approved by National HR.****Please refer to Section 6: National Eligibility Criteria of the Recruitment and Selection** **Toolkit for further guidance and advice. [Go to HSeLanD > Hubs > Discovery****Zone > Human Resources > HSE Recruitment & Selection Toolkit].****The following Eligibility Criteria is a sample of what has been advertised** **previously and may might help you to gain the necessary approvals for your own recruitment:****For Example:** Eligible applicants will be those who on the closing date for the competition:Hold a Quality and Qualifications Ireland (QQI) Level 8 (or higher) major academic award (e.g. Honours Degree or Higher Diploma) in Health and Safety, or other relevant area (that is, a qualification or cognate degree accredited by Institute of Occupational Safety and Health (IOSH) for membership at Graduate or higher level). <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 no. years’ experience in an Occupational Health and Safety Advisor/Officer (or equivalent) or Assistant role,

***and**** + Minimum of 1.5 no. 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. |
| **Skills, competencies and/or knowledge** | ***For Example:*****Professional Knowledge & Experience***For example:** Demonstrate expert knowledge of health and safety management systems and processes.
* Demonstrate knowledge and understanding of safety statements, risk assessment/risk registers/reporting, monitoring and auditing.
* Demonstrate expertise in preparing for internal and external standards assessments.
* Demonstrate 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.
* Demonstrate ability to translate strategic goals into operational plans.
* Demonstrate an understanding of healthcare standards and their application to the healthcare setting.
* Demonstrate excellent MS Office skills to include, Word, Excel and PowerPoint.
* Demonstrate knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes.
* Demonstrate knowledge of the health service including a good knowledge of HSE reform.

**Communications & Interpersonal Skills***For example:** Demonstrate effective verbal communication skills, delivering complex information clearly, concisely and confidently to a variety of audiences.
* Demonstrate excellent written communication skills including strong report writing and presentation skills.
* Demonstrate excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.

**Planning & Organising and Delivery of Results** *For example:** 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.
* Demonstrate the ability to proactively identify areas for improvement and to develop practical solutions for their implementation.
* Demonstrate 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.
* Demonstrate the ability to use resources effectively, challenging processes to improve efficiencies where appropriate.

**Evaluating Information, Problem Solving & Decision Making***For example:** Demonstrate excellent analytical, problem solving and decision making skills
* The ability to quickly grasp and understand complex issues and the impact on service delivery.
* Demonstrate the ability to confidently explain the rationale behind decision when faced with opposition.
* Demonstrate the ability to make sound decisions with a well-reasoned rationale and to stand by these.
* Demonstrate initiative in the resolution of complex issues.

**Building and Maintaining Relationships including Teamwork & Leadership Skills***For example:** Demonstrate the ability to build and maintain relationships with colleagues and other stakeholders to achieve results through collaborative working.
* Demonstrate the ability to build influential relationships in order to establish credibility with internal and external stakeholders, regulatory and investigatory/auditing organisations.
* Demonstrate the ability to work both independently and collaboratively within a dynamic team and multi-stakeholder environment.
* Demonstrate the ability to lead the team by example, coaching and supporting individuals as required.
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* Demonstrate the ability to manage and motivate staff to achieve optimum performance, and address performance issues as they arise.
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* Demonstrate the ability to present advice independently and effectively.
* Demonstrate flexibility, adaptability and openness to working effectively in a changing environment.

**Commitment to a Quality Service***For example:** Demonstrate evidence of incorporating the needs of the service user into service delivery.
* Demonstrate 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.
* Demonstrate 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.
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