

**Health and Safety Officer - Grade VII**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Health and Safety Officer - Grade VII**(Grade Code 0582) |
| **Remuneration** | The salary scale for the post is: Insert the relevant salary scale for this position. For example:XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (01/10/21)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> |
| **Campaign Reference** | **To be completed by Recruiter.**  |
| **Closing Date** | **To be completed by Recruiter.**  |
| **Proposed** **Interview Date (s)** | **To be completed by Recruiter.** |
| **Taking** **up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Insert location**There is currently **xx permanent / specified purpose / part time / whole-time** vacancy available in **xxxxxxxxxx**A panel may be formed as a result of this campaign for **xxxxxxxxxxx** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | **Please provide name & contact details for person who will deal with informal enquiries.** |
| **Details of Service** | * **What service does the unit provide**
* **What client group is served by the unit**
* **What are the possible future developments for the service**
* **What is the team structure?**
* **What area is covered by this service?**

***There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for.*** |
| **Reporting Relationship** | **Please outline reporting relationships associated with the post:*** To whom will the job holder report?
* Who will report to the job holder?
 |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post**  | * The purpose of the role is to facilitate compliance with the corporate Health & Safety Statement and associated processes, policies and legislation within the 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 |
| **Principal Duties and Responsibilities** | **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.* Coordinate the development of plans for areas of responsibility that contribute to achieving objectives set out in the Service Plan.
* Support management and duty holders in ensuring a proactive and systematic approach to managing health and safety.
* Issue recommendations on control measures to reduce adverse effects on the health, safety and wellbeing of staff, service users 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 Service 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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | ***Please insert Qualifications for the post. These are available on HSE website at -*** [***https://www.hse.ie/eng/staff/jobs/eligibility-criteria/***](https://www.hse.ie/eng/staff/jobs/eligibility-criteria/)**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.** [**https://www.hseland.ie**](https://scanner.topsec.com/?r=show&t=08f3d4de047295d73fc66557f5fec9505a2b6e2d&u=https%3A%2F%2Fwww.hseland.ie%2F&d=1822) **[Go to Hubs > Discovery Zone > Human Resources > HSE Recruitment & Selection Toolkit].****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.
 |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post** **e.g.*** Access to appropriate transport to fulfil the requirements of the role. The post will require travel across CHO, HG or National Service sites.
 |
| **Skills, competencies and/or knowledge** | **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 and 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.
* Demonstrate the ability to manage and motivate staff to achieve optimum performance, and address performance issues as they arise.
* 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.
 |
| **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. |
| **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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. |

**Health & Safety Officer- Grade VII**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancies are **permanent/specified purpose** and **whole time/part-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. |
| **Remuneration**  | The Salary scale for the post is: **(Please include Pro Rata - part-time, if the post is not whole time)****PLEASE INSERT the most recent salary scales for the role and grade code.**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7 day week.**HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants 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 area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local **SSSS**.  |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)