

Job Title & Grade	Health and Safety Officer Grade VII
Campaign Reference #	101949
Closing Date	26 th August 2026 at 5 pm
Proposed Interview Date	TBC
Proposed start date	Based on one start date per month and other KPIs and timelines.
Duration of Post	Permanent Contract
Advertisement Type	External
Specific T&C's of post	35 hours per week 30 days Annual Leave Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 st June 2026: Grade VII, Code 0582, starting at Point 1 € 61,219 and rising annually in increments: €79,583 LSIS
Location of post	CHI Cross-city
Reporting Arrangements	This post will report to the Senior Health and Safety / Fire Safety Manager.
Key Working Relationships	The post holder will work closely with: • Senior Health and Safety / Fire Safety Manager. • Estates Department • Fire Safety Manager • Manual Handling / Health and Safety Co-ordinator • Occupational Health • Quality and Risk Department • HR Management Team • CHI Site Leads

	• Department Heads <i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Role	The purpose of this post is to - The purpose of the role is to facilitate compliance with the corporate Health & Safety Statement and associated processes, policies and legislation within Children's Health Ireland. - To ensure compliance with mandatory legislative standards relating to Health and Safety - To provide specialist advice, guidance and instruction regarding health and safety matters to the Corporate Management Team, Heads of Service, managers and staff and to assist Hospital management and heads of service in ensuring that the high standards of health and safety as dictated by Children's Health Ireland are met. - To advise and support management in setting up, maintaining and improving systems that underpin an effective integrated health and safety governance system within CHI
Principal Duties and Responsibilities	Professional Duties and Responsibilities: - The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. Operational Management - Promote a positive safety and health culture in Children's health Ireland and assist management in securing the effective implementation of the safety and health policy. - Support management 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.

- Provide cross cover within the health and safety function as required.
- Manage National and locally defined Key Performance Indicators
- 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.
- To lead out and ensure adherence to pandemic and major incident protocol is achieved by ensuring Line Managers and Employees are following regulations / precautions issued by the HSE and National Authorities

Training

- 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)
- Ensure training records are maintained within each local area.
- Deliver training programmes as required.
- Maintain and develop competency in national standards from regulatory and legal bodies e.g. HIQA, and the Health & Safety Authority.
- Provide support to the Corporate Management Team in the development of operational health and safety protocols.

Corporate Governance

- Establish and maintain Corporate Governance procedures, to ensure that the Management Team is accurately appraised on the management of health and safety in the Hospital.
- Provide guidance to all Heads of Department 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 and update Hospital policies, procedures and guidelines (PPPG) as appropriate to ensure compliance and implementation.
- Establish systems to allow for appropriate organisational responses to national recommendations from relevant regulatory bodies.
- Act as a liaison for the Hospital on Health & Safety Matters.
- Where appropriate act as lead liaison with the Health and Safety Authority (HSA) on health and safety management matters relating to the Hospital.
- Where appropriate act as liaison with the State Claims Agency on health and safety management strategies aimed at reducing the incidence of harm.
- Act as liaison with insurers in relation to health and safety issues

Service Development

- Develop, maintain and monitor implementation of a health and safety management action plan.
- Develop fit for purpose Hospital safety and health policies, procedures and guidelines as appropriate for existing Hospital activities and also with respect to new activities or processes; where identified, or requested by service areas.

- Advise Hospital Management 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.
- Develop and maintain effective systems for learning and improvement with regard to health and safety within the Hospital.
- Ensure effective processes for document management.
- Liaise with key internal stakeholders to identify strategies and prioritise actions for managing risk.
- Support and assist direct line managers within the Hospital responsible for motivation and management of teams in health and safety matters.
- Support and assist individuals with key responsibility for health and safety within the Hospital.
- Contribute to service planning and the estimates process and support the implementation of service plan objectives. This will include liaising with the National Health and Safety Division on current and future Health and Safety priorities/requirements.

Communication

- Ensure that senior managers are informed of changes to legislation and actions required to ensure compliance.
- Promote the Hospital health and safety education programmes and work with key stakeholders to develop safe working conditions within the Hospital.

	- Foster a positive and supportive environment where staff learn from incidents and are willing to report adverse events. - Work in partnership with other internal work groups / colleagues, leading and directing areas of work as appropriate. - Promote the National Health and Safety webpages and promotional campaigns to all staff and key stakeholders (e.g. European Week for Safety and Health) - To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. Other - Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and the Mental Health Commission 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. <i>The above 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.</i>
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> • Hold a QQI level 8 (or higher) major academic award, or equivalent, in Health and Safety which is accredited for Graduate Membership of the Institute of Occupational Safety and Health (IOSH) http://www.iosh.co.uk/Membership/Aboutmembership/Qualifications.aspx or National Examination Board in Occupational Safety and Health (NEBOSH). NEBOSH Online Verification - NEBOSH • At least three years recent and relevant experience in a similar role <u>Desirable Criteria:</u> • At least three years recent and relevant experience in a similar role • Masters Level 9 Degree

	Member of the Institute of Occupational Safety and Health (IOSH) or the National Examination Board in Occupational Safety and Health (NEBOSH)
Competition Specific Selection Process How to Apply & Informal Enquiries	Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria. * Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter. The closing date for submissions of CV's and cover letter is Wednesday 26th August 2026 at 5.00pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'. Applications will not be accepted through direct email or any other method. For informal enquiries for this specialty/department, please contact Neville.bradley@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Taurai Machuwe – Taurai.machuwe@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date. Below, you'll find the list of commencement dates for 2026 for your information. 5th November 2026 7th December 2026 11th January 2026
Information on "Non-European Economic Area Applicants" is available from https://dbe.gov.ie/en/	

Children's Health Ireland is legally required to verify that all staff **have the right to work in Ireland before they begin employment**, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the [General Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.