



**Eipidéimeolaí / Epidemiologist, Public Health
FSS Bhaile Átha Cliath agus an Oirdheiscirt / HSE Dublin & South East
Job Specification & Terms and Conditions**

Job title, grade code	Eipidéimeolaí / Epidemiologist (Grade Code: 3110)
Remuneration	The salary scale for the post as at 01/06/2026 is: €69,373 - €72,191 - €74,691 - €77,248 - €79,883 - €82,471 - €83,854 - €86,488 - €89,178 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.
Campaign reference	DSE26EPI
Closing date	Thursday 10th of September 2026 by 5pm <i>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made.</i>
Proposed interview date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	HSE Dublin and South East Region/ Réigiún Bhaile Átha Cliath agus an Oirdheiscirt de chuid an HSE There is currently 1 permanent whole-time vacancy available in Department of Public Health, HSE Dublin and South East, St Canices Hospital, Lacken, Dublin Road Kilkenny, R95 P231. A panel will be formed as a result of this campaign for Epidemiologist, Public Health/Eipidéimeolaí, Sláinte Phoiblí, vacancies in <u>HSE Dublin & South East Region</u> will be used to fill current and future, permanent and specified purpose posts of whole-time or part-time duration.
Informal enquiries	We welcome enquiries about the role. Name: Bernie O'Connor, Senior Epidemiologist Public Health Dublin and South East Email: bernadette.oconnor@hse.ie Phone: 087 168 5752 For informal enquiries relation to the recruitment process contact: Name: Reymary Reyes, Recruitment Lead, HSE Dublin and South East Email: reymary.reyes@hse.ie Phone: 087 342 1382

Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Reymary Reyes Campaign Lead reymary.reyes@hse.ie
Details of service	The HSE's Public Health Service seeks to protect and promote the health of the Irish population. Each Regional Department of Public Health is led by a Regional Director of Public Health, assisted by Consultants in Public Health Medicine and a multidisciplinary team, and delivers services across the four domains of public health: health protection, health service improvement, health improvement, and health intelligence. Departments of Public Health apply infectious disease epidemiology and knowledge of the demographic and socio-economic profiles of the populations they service to provide statutory public health functions including: expertise, advice and support, to internal (National, Hospital, pre-hospital and Community Services) and external partners (e.g. Environmental Protection Agency, Irish Water, Port Authorities Local Authorities etc.). The Departments also provide advice to the general public, and a range of local partners, organisations and services within their regional areas.
Reporting relationship	The post holder will report to the Senior Epidemiologist (or designate thereof)
Key working relationships	The post holder will work closely with, amongst others: • Dublin South East Department of Public Health Surveillance and Clinical teams • Multidisciplinary teams both within Dublin South East Department of Public Health and at a National level • Internal and external partners, organisations and services
Purpose of the post	To support the delivery of health protection functions the post holder will work closely with senior staff and other team members to develop new surveillance systems, support, maintain and expand on existing ones, and provide epidemiological analytical support for surveillance and epidemiological activities, outbreaks, major events and research studies. The post holder will oversee work of surveillance assistants, surveillance officers and trainees-within their team/area of work and will be required to supervise, mentor and train staff.
Principal duties and responsibilities	<u>Public Health Information Systems and Data Analysis</u> • Support the design, development, implementation and maintenance of a new public health information systems (Outbreak, Case Management and Surveillance System (OCIMS). • Maintain, manage, and enhance other / existing systems. • Support and assist as required, in the sun-setting processes of older surveillance systems (e.g. Computerised Infectious Disease Reporting (CIDR) and SAP Business Objects Business Intelligence platform). • Develop working knowledge of other relevant public health information systems such as Child Health System (CHIS) , Hospital Inpatient Enquiry System (IPMS), National Immunisation Information System (NIIS), National School Immunisation System (SIS). • Conduct epidemiological and statistical analysis of public health-related data, interpreting and reporting findings to assist and inform public health recommendations.

	• Oversee the preparation, quality assurance, and delivery of routine and ad hoc surveillance reports. • Assist in responding to complex or sensitive public health data queries and support effective departmental communication. • Liaise with clinical staff and laboratories for interpretation of laboratory results and request further testing or information as required. • Assist in the supervision of surveillance staff in tasks such as data management, analysis, and reporting. • Develop and update protocols and standard operating procedures (SOPs). • Foster effective collaboration with internal and external stakeholders. • Support the implementation of innovative methods for data visualisation and automation of reporting processes. <u>Epidemiological Investigations, including Outbreaks</u> • Provide technical expertise and analytical support during epidemiological investigations, outbreaks, cluster analyses, exceedances, needs assessments, healthcare prioritisation, and evaluation studies. • Prepare study protocols, questionnaires, and data collection tools. • Contribute to the production of investigation and evaluation reports. <u>Research</u> • Provide epidemiological input to research studies, including protocol development, data collection, management, analysis, and interpretation. • Support the preparation of reports, manuscripts, and publications for peer-reviewed journals where appropriate. <u>Information / Data Analytics</u> • Undertake data collation, extraction, validation, and analysis using both standard and specialist software. • Demonstrate strong skills in information management, data analysis, and interpretation. • Be highly proficient in the use of Microsoft applications, including Power BI, Excel, Access, PowerPoint, Teams, Word and Outlook. • Investigate and implement new methods for data presentation and visualisation. • Have a good working understanding of statistical, geospatial and network analysis tools such as STATA, SPSS, R, Epi Info, ArcGIS, Tableau, and social network software. <u>Audit, Quality and Governance</u> • Contribute to quality improvement and governance processes, including data protection and information security. • Assist in the evaluating the effectiveness of public health information systems and support local improvements based on findings.
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	• Contribute to audit and evaluation studies, contributing to ongoing cycles of quality improvement. • Support review and continuous improvement of the public health response to outbreaks and incidents. • Ensure high standards in the quality of data collected, managed, and transferred. <u>Staff Management</u> • Oversee the work of staff within the service area. • Provide mentorship, training, and support to ensure staff are fully equipped to carry out duties to a high standard. • Contribute to a cohesive and collaborative team environment, sharing knowledge and supporting team objectives. • Encourage a learning culture through active participation in the professional development of others. • Promote and maintain professional, respectful working relationships within the team and with external stakeholders. • Support open, clear, and effective communication across the service. <u>Health & Safety</u> • Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards. • Work in a safe manner with due care and attention to the safety of self, patient and others. • Be aware of risk management issues, identify risks and take appropriate action; report any adverse incidents or near misses. • Assist and cooperate with senior staff in procedures aimed at accident prevention. • Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. • Investigate accidents, incidents and near misses, and take the necessary corrective action. • 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. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <u>Education & Training</u> • Participate in mandatory training programmes. • Take responsibility for and keep up to date with current practice by participating in continuing professional development opportunities. • Assist in facilitate arrangements for educating and training scientific, medical personnel and others as appropriate.
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	- Co-operate fully with the implementation of new policies, procedures, technologies and IT systems. <u>Administrative</u> - Participate in the provision of appropriate epidemiological support. - Ensure most effective use of resources. - Represent HSE Public Health at meetings and conferences as designated. - Promote a culture that values diversity and respect in the workplace. - Keep up to date with organisational developments within the Irish Health Service. - Any other duties as required by the Regional Director of the 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 him/her from time to time and to contribute to the development of the post while in office.
Eligibility criteria Qualifications and/ or experience	Candidates must have at the latest date of application: - <u>1. Professional Qualifications, Experience etc.</u> (i) Hold a post-graduate NFQ* level 9 qualification, or higher, in one of the following: (a) Epidemiology (b) Public Health (c) Microbiology and/or Infectious Diseases (d) Biological Sciences (e) Biomedical Sciences (f) Health Informatics (g) Other relevant health sciences subject <u>*https://nfq.qqi.ie/</u> And (ii) Have at least four years' experience working in microbiology/infectious disease, biological/biomedical science, public health, health service research, epidemiology or a relevant health sciences field, where at least two years of which was in applying epidemiological/surveillance methods And (iii) Candidates must possess the requisite professional knowledge and ability to carry out the duties and responsibilities of the role 2. 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. 3. Character Each candidate for and any person holding the office must be of good character

Post specific requirements	• Demonstrate depth and breadth of experience working in a health services, scientific or research environment involving infectious diseases, public health or epidemiology. • Demonstrate depth and breadth of experience in the analysis, interpretation and presentation of epidemiological and disease surveillance data. • Demonstrate the depth and breadth of experience in supervising, mentoring and training staff.
Other requirements specific to the post	• The opening hours of the service are liable to change, depending on service needs. Post-holders must be flexible in terms of working hours to facilitate this. • The service may be open 7 days per week. Post-holders will be required to work weekends, as required, to facilitate this. Post-holders may also be required to work overtime as required. • Post-holders may be required to attend the service outside of their normal rostered hours to deal with matters requiring urgent attention, as necessary. • Access to appropriate transport to fulfil the requirements of the role.
Additional eligibility requirements:	Citizenship requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign.
Skills, competencies and/or knowledge	Professional Knowledge & Experience Demonstrate: • An understanding of the national infectious disease notification system in Ireland, including the pathways and roles involved in case identification and reporting. • A sound knowledge of the principles and application of epidemiology, including study design and analytical approaches. • Proven experience in managing, analysing, and interpreting large datasets to generate scientifically robust insights. • Strong capability in data analysis and interpretation, with the ability to translate data into meaningful public health information. • High level of proficiency in Microsoft Office applications, particularly Access, Excel, Word, PowerPoint, and Outlook. • Advanced skills in data visualisation, with demonstrable experience using tools such as Tableau, Power BI or R to produce high-quality, insightful reports and dashboards. • Experience in conducting statistical analyses using software such as STATA, SPSS, R, or equivalent packages. • A strong understanding of key public health issues and the ability to analyse and communicate complex infectious disease data in a credible and informed manner. • Experience in scientific and technical report writing and other forms of written scientific communication. • An ability to interpret infectious disease laboratory data and apply this knowledge in public health contexts.

	• Excellent communication and interpersonal skills, with the ability to build and maintain strong working relationships both internally and externally. • The ability to work independently and collaboratively as part of a multi-disciplinary team. • A sound knowledge of relevant legislation and policy, including data protection, health and safety, information governance, and freedom of information. • An awareness of the HSE Service Reform Policy / Sláintecare. • A demonstrated commitment to continuous professional development and maintaining up-to-date practice. Critical Analysis, Problem Solving & Decision Making Demonstrate: • The ability to critically evaluate complex information from a variety of sources and make informed, effective decisions, while recognising situations that require escalation to senior colleagues for further consideration or action. • A structured and evidence-informed approach to problem-solving and decision-making, considering a range of options and involving appropriate stakeholders. • A strong understanding of the principles of evidence-based practice and decision-making. • The capability to manage challenges and resolve issues in complex and dynamic work environments. Managing and Delivering Results (Operational Excellence) Demonstrate: • Excellent organisational and time management skills, with the ability to meet deadlines and deliver quality outcomes in a timely manner in an environment that can have multiple, competing demands. • Proven experience in effective project planning, prioritisation and resource management, with an understanding of cost-effectiveness and value for money. • A self-motivated approach, with the ability to take initiative and drive work to successful completion. • An ability to identify opportunities for service improvement and to adapt effectively to change within a fast-paced environment. Leadership, Direction and Team Working Skills Demonstrate: • The ability to provide clear and effective leadership in a complex and busy environment, with a proven track record of service improvement or innovation. • Experience of working both independently and collaboratively within multi-disciplinary teams and with external stakeholders to achieve shared objectives. • Strong influencing and negotiation skills to support the achievement of service goals. • A proactive and positive approach to leading and supporting change and continuous performance improvement.
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	Communication & Interpersonal Skills Demonstrate: • Excellent interpersonal and communication skills, with the ability to work effectively with a wide range of stakeholders across disciplines and levels. • The ability to present information in a clear, concise and confident manner, both verbally and in the written form, adapting content appropriately for the target audience. • Strong written communication skills, including the ability to produce high-quality reports and contribute to the development of policies and standard operating procedures. • The ability to engage and secure support or buy-in from stakeholders through clear communication and effective collaboration. Commitment to a Quality Service Demonstrate: • High attention to detail in their work, along with a commitment to maintaining and promoting high standards of quality. • The ability to manage multiple competing priorities while maintaining performance and accuracy. • A strong commitment to excellence and continuous improvement in public health service delivery. • A values-driven approach, with a commitment to delivering person-centred, high-quality, sustainable services. • Flexibility and resilience, with the ability to respond effectively to urgent demands and tight deadlines, particularly in the context of public health emergencies and outbreak response.
Campaign specific selection process Ranking/shortlisting / interview	A ranking and or shortlisting exercise may be carried out based on 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
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.
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.	

Eipidéimeolaí / Epidemiologist
Terms and conditions of employment

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, 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 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual leave	The annual leave associated with the post will be confirmed at 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. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First 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/service¹, 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 need 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 managed appropriately and investigated in accordance with HSE procedures². • 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

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.

	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.
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