



**Theatre Porter**  
**HSE Mid West, Acute & Older Persons Services**  
**HSEMW248-26**  
**Job Specification & Terms and Conditions**

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| <b>Job Title, Grade Code</b>       | <b>Theatre Porter</b><br><b><i>Teicneoir Doirseoir</i></b><br><br>(Grade Code: 5363)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Remuneration</b>                | The Salary scale for the post is (as at <b>01/06/2026</b> ):<br><br>€36,651; €38,130; €39,687; €40,101; €41,118; €41,998; €43,264; €44,577; €45,939<br><br>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. |
| <b>Campaign Reference</b>          | HSEMW248-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Closing Date</b>                | Thursday 3 <sup>rd</sup> of September 2026 at 5pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Proposed Interview Date (s)</b> | Proposed interview dates will be indicated at a later stage. Please note you may be called forward to an in person interview at short notice.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Taking up Appointment</b>       | A start date will be indicated at job offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Location of Post</b>            | <b>HSE Mid West Acute and Older Persons Services</b><br><br><b>Acute Services</b><br>There is currently one whole-time vacancy available in Surgical Hub, O'Connell Avenue.<br><br>A panel may be formed as a result of this campaign for <b>HSE Mid West, Acute and Older Persons Services</b> , from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.<br><br>The specifics of the posts will be indicated at expression of interest stage.                                                              |
| <b>Informal Enquiries</b>          | <u>We welcome enquiries about the role:</u><br><b>Name:</b> Mr. Danny Downes – Porter Services Manager, HSE Mid West, Acute Services<br><b>Telephone:</b> 061 588 261<br><b>Email:</b> <a href="mailto:Danny.Downes@hse.ie">Danny.Downes@hse.ie</a><br><br><b>Name:</b> Ms. Lorraine Noonan – Assistant Facilities Manager, University Hospital Limerick, HSE Mid West Acute Services<br><b>Email:</b> <a href="mailto:lorraine.noonan@hse.ie">lorraine.noonan@hse.ie</a><br><b>Mobile:</b> 087 2383591                                                                   |
| <b>Reasonable Accommodations</b>   | Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Jennifer Greene, Campaign Lead <a href="mailto:Jennifer.greene2@hse.ie">Jennifer.greene2@hse.ie</a>                                                                                                                                                                                                                                                                                                              |
| <b>Details of Service</b>          | <b>HSE Mid West</b><br>The newly established HSE Mid West Health Region will manage and deliver all public health and social care services for Limerick, Clare and North Tipperary serving a population of over 413,059 people. The redesign of services will allow new pathways to be developed between acute hospitals, community services, primary care, health & wellbeing and voluntary sectors to develop more integrated, patient-centred care. HSE Mid-West includes all hospital, community healthcare and public health services in the region. Ennis Hospital  |



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|                                              | <p>This includes: HSE Mid West Acute Services consisting of:</p> <ul style="list-style-type: none"> <li>• University Hospital Limerick</li> <li>• Surgical Hub, O'Connell Avenue</li> <li>• University Maternity Hospital Limerick</li> <li>• Ennis Hospital</li> <li>• Nenagh Hospital</li> <li>• Croom Hospital</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Reporting Relationship</b>                | Report to and work under supervision and direction of the nominated Supervisor(s) / designated service coordinator (theatre coordinator/ CNM), as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Purpose of the Post</b>                   | <p>The provision of high quality support service to all patients and service users in line with hospital service needs, national standards, national and local policies, procedures and guidelines and cleaning standards.</p> <p>Support the provision of a high quality, safe and professional customer focussed service.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Principal Duties and Responsibilities</b> | <p><b>Principal Duties and Responsibilities:</b></p> <p>The person holding this post is required to:</p> <ul style="list-style-type: none"> <li>• Support the principle that the 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.</li> <li>• Maintain throughout, HSE Mid West's awareness of the primacy of the patient, in relation to all hospital activities.</li> <li>• Maintain the confidentiality of all information made available to him / her during the course of his / her work.</li> <li>• The person holding this post is required to work in a Support Service Team within the Theatre department/complex.</li> <li>• Maintain a high standard of personal and general hygiene in the work place as per work schedules, existing policies and procedures and Infection Prevention &amp; Control guidelines.</li> <li>• Performance management systems are part of role and you will be required to participate in the organisation's performance management programme.</li> <li>• Have knowledge of the Health Information &amp; Quality Authority (HIQA) Standards and how they apply to the role, e.g. Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Infections, Hygiene Standards, etc.</li> <li>• Adhere to HSE national and local policy, procedure, protocol and guidelines (PPPG's).</li> <li>• To be aware of Statutory Occupational Health &amp; Safety Legislation under the Safety, Health &amp; Welfare Act, 1989.</li> <li>• Ensure safe, efficient and economical use of materials and equipment.</li> <li>• Ensure proper use of cleaning materials and equipment, reporting any defects for repair to the Supervisor.</li> <li>• Carry assigned bleep/phone and be contactable at all times.</li> <li>• Ensure that duties are carried out as directed and specified.</li> <li>• Be responsible for the general cleaning and decontamination of equipment used in the service area as per cleaning specification and schedules including the completion of relevant checklists and application of 'I am Clean' tags; Staff are expected to familiarise and receive relevant training for all equipment</li> <li>• Ensure completion and maintenance of relevant documentation, checklists and records i.e. signing off on work completed.</li> <li>• Be responsible for checking all portable oxygen / medical gas supplies and associated equipment to ensure that all oxygen / medical gas supplies are always maintained to meet requirements. This includes ensuring manifold / gas bank cylinders are replaced and connected safely and appropriately.</li> <li>• Assist with patient care as required including working with multidisciplinary staff in all areas of the HSE Mid West Acute Services.</li> <li>• To participate in any service developments as may be required from time to time.</li> <li>• To be aware of and comply with policies, directives, guidelines and</li> </ul> |



recommendations from statutory bodies in relation to Health & Safety, Manual Handling, Infection Prevention & Control, Environmental Health, HACCP, HIQA and Waste Management.

- To present for work in full and proper clean uniform at rostered time
- To demonstrate a friendly and co-operative attitude towards visitors/relatives/staff.
- Rotate with roster duties when required.
- Participate in the induction and on-the-job orientation of new staff, providing appropriate guidance and support during periods of shadowing.
- Report immediately to Supervisor / designated service coordinator on any irregularities that might adversely affect the carrying out of assigned duties.
- Prepare such other duties appropriate to this employment as may be assigned.

#### **Theatre Porter Duties**

- To undertake / maintain a satisfactory standard of work.
- Present a professional approach when dealing with the public, staff and patients, while performing the duties of Theatre Porter.
- To perform such duties as may be assigned. These duties include:
  - Transportation of patients to and from all areas within the facility
  - Safe movement of patients on/off trolleys, tables, beds etc.
  - Assist with positioning of patients intra-operatively and post-operatively
  - Assist with setup and positioning of props/equipment
  - Store and stock management, as directed
  - Keeping workstations clean and tidy
  - Preparing cleaning solutions
  - Cleaning equipment and fittings
  - Moving equipment and furniture within the theatre complex and other departments, as directed
  - Delivery/collection of laundry packs, stores and other items, as directed
  - Removal of used linen/scrubs to designated area, as directed
  - Regular removal of waste
  - Ensure adequate supply of scrubs, gowns, fresh linen and laundry bags
  - To provide proper care and attention to all service users
  - Transport specimens to laboratory as requested
  - Transport of blood / blood products from laboratory to place in satellite fridge or into theatre as required, as per blood tracking guidelines and procedure
- The Theatre service operates over 7 days per week (depending on deployment and service requirements), working hours will / can include: Night Duty, Evening duty, Weekend Work, Unsocial Hours and Shift work

**THIS JOB DESCRIPTION IS NOT TO BE REGARDED AS EXHAUSTIVE OR RESTRICTIVE AS SERVICE NEEDS / DEVELOPMENTS MAY DICTATE ADDITIONS OR MODIFICATIONS FROM TIME TO TIME.**

#### **Health & Safety**

- In accordance with Health and Safety at work legislation and policy, it is each staff members responsibility to observe all rules relating to Health and Safety and Conduct at Work.
- To use all equipment provided in a safe and responsible manner and in line with manufacturer guidelines.
- Understand and adhere to all relevant HSE policies, comply with health and safety, infection, prevention and control and risk management procedures and comply with statutory obligations.
- Report any risk, incident or potential incident which may compromise the health and safety of service users, staff or visitors and take appropriate action.

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|                                                                                    | <ul style="list-style-type: none"> <li>• Report any accidents or near misses to the person in charge and ensure completion of incident / near miss forms (NIMS).</li> <li>• Report any equipment faults / defects to person in charge (e.g. department manager / Supervisor) and ensure all equipment is stored safely.</li> <li>• Undertake duties related to patient / client / resident care for which he / she is trained.</li> <li>• Attend training courses as required e.g. Cleanpass, HACCP, Manual Handling, Fire Prevention, IP&amp;C, medical gases, etc.</li> <li>• Conduct his / herself in a manner that ensures safe patient / client care.</li> </ul> <p>Support. Promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service amongst staff.</p> <p>Adhere to the Public Health (Tobacco Amendment Act 2004), smoking within the campus and grounds is not permitted.</p> <p><b><u>Education &amp; Training</u></b></p> <ul style="list-style-type: none"> <li>• Attend induction and mandatory in service education and re-education.</li> <li>• As directed participate in the induction of new staff.</li> <li>• Maintain continuous personal development and participate in team based development, education, training and learning.</li> <li>• Participate in appraisal and the development of a personal development plan in conjunction with his / her line manager.</li> <li>• Participate in Performance Improvement Plans with line manager, as required</li> </ul> <p><b>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder will 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.</b></p> |
| <p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p> | <p><b><u>Eligible applicants will be those who on the closing date for the competition</u></b></p> <p>Possess a 2nd level education to Junior Certificate Level at a minimum.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.</p> <p style="text-align: center;"><b><u>And</u></b></p> <p>Have a minimum of three years' relevant experience in a healthcare setting (e.g., hospital, surgical centre, or similar), including consistent exposure to operating theatre protocols or equivalent high-risk environments.</p> <p><b><u>Health</u></b></p> <p>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.</p> <p><b><u>Character</u></b></p> <p>Each candidate for and any person holding the office must be of good character.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Post Specific Requirements</b></p>                                           | <ul style="list-style-type: none"> <li>• Demonstrate depth and breadth of experience as relevant to the role of Theatre Porter</li> <li>• Flexibility regards working hours to meet the demands of the service as post operates 24/7</li> <li>• Commitment to infection prevention &amp; control standards, including cleaning equipment</li> <li>• Understanding of manual handling and waste protocols.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                                              | <ul style="list-style-type: none"> <li>• Respect for line management, reporting lines, and escalation protocols; directions are expected to be followed without resistance.</li> <li>• Team-based attitude with no resistance to fair task rotation.</li> <li>• Openness to cross-cover and redeployment across sites, as needed.</li> <li>• Support the safe and timely turnaround of operating theatres, including the removal and disposal of waste and soiled linen in line with proper infection control practices.</li> <li>• Assist with the safe transport of patients under anaesthesia or post-surgery, ensuring full coordination with anaesthetic and surgical staff and using appropriate dignity-preserving methods.</li> <li>• Maintain aseptic awareness in all movements through clean and sterile zones.</li> <li>• Handle specialised theatre trolleys, tables, and handling equipment according to manual handling protocols and manufacturer guidance.</li> <li>• Escort and deliver specimens to Pathology Lab/Blood Lab in line with urgent/time-sensitive protocols.</li> <li>• Support the maintenance of emergency theatre readiness, including the collection and placement of theatre equipment, irrigation fluids, and any other items that may be relevant or urgent.</li> <li>• Perform daily checks of theatre equipment and work areas associated with the portering function (e.g. trolleys, tables, clinical waste facilities), escalating any mechanical issues or sanitation concerns.</li> <li>• Demonstrate full compliance with infection prevention and control standards (including hand hygiene, PPE, and equipment cleaning).</li> <li>• Adhere strictly to HSE and hospital protocols regarding the handling and transport of formalin, surgical specimens, and theatre waste.</li> </ul> |
| <b>Additional eligibility requirements:</b>  | <p><b>Citizenship Requirements</b></p> <p>Eligible candidates must be:</p> <p>(i) EEA, Swiss, or British citizens</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>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.</p> <p>To qualify, candidates must be eligible by the closing date of the campaign.</p> <p>Read more about <a href="#">Department of Enterprise, Trade &amp; Employment Work Permits</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Skills, competencies and/or knowledge</b> | <p><b><u>Professional Knowledge &amp; Experience</u></b></p> <p>The successful candidate must demonstrate:</p> <ul style="list-style-type: none"> <li>• Evidence of knowledge of DGSA, EHO, HIQA and HACCP regulations and the requirements in this role to adhere to same.</li> <li>• Evidence of knowledge to carry out the duties and responsibilities of the role</li> <li>• Evidence of knowledge in the area of healthcare</li> <li>• An ability to apply knowledge to best practice</li> <li>• A commitment to continuing professional development</li> <li>• A commitment to assuring high standards and strive for a patient centred service</li> <li>• An ability to take full responsibility for preparing and equipping designated theatres in advance of scheduled procedures.</li> <li>• An ability to prioritise conflicting calls between multiple theatres, coordinating with</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



colleagues where needed.

- An ability to document all relevant/accurate data or incident details where may be required (e.g. incident reports, logs).

#### **Planning and Managing Resources**

The successful candidate must demonstrate:

- An ability to manage deadlines and effectively handle multiple tasks and experience in working effectively under pressure.
- Proactive initiative and sound judgment in resolving day-to-day logistical issues, as they may arise.
- An ability to plan work effectively and efficiently
- A flexible approach to working hours, rostering, e.g. unsocial hours/shift work, night duty, on call, attitude to work

#### **Building & Maintaining Relationships including Leadership and Team Skills**

The successful candidate must demonstrate:

- Teamwork skills including the ability to work with multi-disciplinary team members.
- An ability to work on own initiative or as part of a team.
- A commitment to maintaining high work standards and delivering a quality service.
- An ability to carry out instructions and appreciate the importance of providing quality care to patients.
- A willingness to support colleagues and be accountable for fair task-sharing and team outcomes.
- An ability to maintain professional conduct in all interactions, particularly under pressure.
- An ability to contribute to a respectful and inclusive working environment.

#### **Commitment to Providing Quality Care/Customer Focus**

The successful candidate must demonstrate:

- Evidence that they can focus on quality.
- Evidence of ability to empathise with, and treat patients, relatives and colleagues with dignity and respect.
- Evidence of motivation to fulfil the role and contribute to improving the service.
- Evidence of their ability to maintain confidentiality.
- An ability to recognise the porter's role in the overall patient experience and service reputation.
- Evidence of a heightened awareness of patient dignity and comfort during transfers.
- Evidence of an ability to uphold the principles of patient safety and privacy, especially where anaesthetised or sedated individuals are concerned.
- Evidence of understanding the impact of delay in the theatre environment and shows urgency in executing duties without compromising standards.

#### **Communication & Interpersonal Skills**



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|                                                                                                  | <p>The successful candidate must demonstrate:</p> <ul style="list-style-type: none"> <li>• Evidence of effective communication skills including the ability to present information in a clear and concise manner.</li> <li>• Evidence of analytical skills and the ability to evaluate complex information.</li> <li>• Evidence of effective decision making skills including ability to work within a multi-disciplinary team to resolve problems and implement solutions.</li> <li>• Evidence of clear and legible writing skills, along with basic competence in using computers, email, internet, printers, and standard applications.</li> <li>• An ability to communicate clearly, respectfully, and professionally with patients, staff, and the public.</li> <li>• An ability to listen attentively and actively, follow instructions without resistance.</li> <li>• An ability to maintain composure and courtesy during high-pressure or sensitive situations.</li> <li>• Proficiency in using any assigned communication systems/devices responsibly and with operational discipline.</li> <li>• Evidence an ability to clearly log all relevant information within checklists, dispatch logs, or assigned documentation.</li> <li>• Evidence an ability to escalate key issues promptly and take responsibility for the impact of their communication on team function and patient experience.</li> <li>• An ability to communicate professionally and efficiently with surgical teams under time-critical conditions, maintaining composure and clarity of instruction at all times.</li> <li>• An understanding of the importance of non-disruptive conduct in high-focus zones, especially during live procedures or sterile setup.</li> </ul> |
| <p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p> | <p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</u></p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Diversity, Equality and Inclusion</b></p>                                                  | <p>The HSE is an equal opportunities employer.</p> <p>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.</p> <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|                                                                                                                                                                                                                                                                                                                                                                                   | <p>tolerated.</p> <p>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.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <a href="https://www.hse.ie/eng/staff/resources/diversity/">https://www.hse.ie/eng/staff/resources/diversity/</a></p>                                                                 |
| <b>Code of Practice</b>                                                                                                                                                                                                                                                                                                                                                           | <p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>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.</p> <p>Read the <a href="#">CPSA Code of Practice</a>.</p> |
| <p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>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.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



## Theatre Porter

### Terms and Conditions of Employment

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| <b>Tenure</b>                                          | <p>The current vacancy available is permanent and whole time.</p> <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Working Week</b>                                    | <p>The standard working week applying to the post is 39 hours per week.</p> <p>The standard weekly working hours of attendance for your grade are 39 hours per week. Your normal weekly working hours are 39 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.</p>                                                                                                                                                                                                                                         |
| <b>Annual Leave</b>                                    | <p>The annual leave associated with the post is <b>23 days</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Superannuation</b>                                  | <p>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 01<sup>st</sup> 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 31<sup>st</sup> December 2004</p>                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Age</b>                                             | <p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* <i>Public Servants not affected by this legislation:</i></b><br/>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                |
| <b>Probation</b>                                       | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Protection of Children Guidance and Legislation</b> | <p>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.</p> <p>All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.</p> <p>Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.</p> <p>You should check if you are a <a href="#">Mandated Person</a> and be familiar with the related roles</p> |

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|                            | <p>and legal responsibilities.</p> <p>Visit <a href="#">HSE Children First</a> for further information, guidance and resources.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Infection Control</b>   | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Health &amp; Safety</b> | <p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p> |

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

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