



**Grade VI Health and Safety
Job Specification & Terms and Conditions**

Job Title, Grade Code	Grade VI Health and Safety (Grade Code: 0574)
Remuneration	The salary scale for the post as of 01/06/2026 is: €58,477 €59,871, €61,573, €64,767, €66,677 €69,056 71,441 LSIs 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	HSEMW253-26
Closing Date	Thursday 10 th September 2026 at 5pm
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 Mid West Acute Service, Health and Safety Dept., Unit 2 Loughmore Avenue, Raheen Business Park, Limerick V94 P7X9 There is currently 1 permanent whole-time vacancy available in the Health and Safety Department A panel may be formed as a result of this campaign for Grade VI Health and Safety from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	We welcome enquiries about the role. Contact Nora Barry, General Manager H&S nora.barry@hse.ie or 087 - 3679031 for further information about the role. Contact UHLRecruitment@hse.ie for enquiries relating to the recruitment process.
Details of Service	HSE Mid-West Health Region 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. This includes: • Acute Hospitals Midwest, consisting of • University Hospital Limerick • University Maternity Hospital Limerick • Ennis Hospital • Nenagh Hospital • Croom Hospital • St John's Hospital (voluntary) • Mid-West Community Healthcare • Deliver a broad range of community services, provided within and outside of the acute hospital system, and includes Primary Care, Older Persons, Disabilities, Mental Health, and Health & Wellbeing. Community services are delivered through a range of direct and indirect services delivered directly or through partnerships with HSE teams, Section 38/39 agencies, and private providers under SLA agreements. • Public Health Mid-West • The Public Health team works to protect, support, enable, and advise on the health and wellbeing of the population. They deliver services across four public health domains: ▪ Health Protection ▪ Health Improvement ▪ Health Service Improvement Health Intelligence
Reporting Relationship	Reporting to the General Manager, Health and Safety
Purpose of the Post	The Grade VI Section Officer is a pivotal role within the structure of the HSE Mid West H&S Dept which will support the development, implementation and continuous improvement of health and safety systems in the Mid West. The post holder will ensure compliance with statutory requirements, promote a positive safety culture and provide expert training guidance to staff.
Principal Duties and Responsibilities	Professional Responsibilities • Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation. • Work within his/her scope of practice and take measures to develop and maintain the competence necessary for professional practice. • Maintain a high standard of professional behaviour and be accountable for his/her practice. Be aware of ethical policies and procedures which pertain to their area of practice. • Follow appropriate lines of authority within the Management structure. Education, Training & Development

- Work closely with stakeholders in the planning and development of the HSE Moving & Handling and Fire training programme.
- Deliver direct practical manual handling teaching programmes and on-site education as required. Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation.
- Take a lead role in the administration of H&S programmes to include receiving, inputting and updating course bookings, managing files, preparing course materials and incorporating NHSF Manual Handling policy into training.
- Updating training records database, statistics spreadsheet
- Maintain records and submit activity data / furnish appropriate reports to Management as required.
- Contribute to Manual Handling policy development and formulation, business planning and budgetary control.
- Maintain professional standards. Contribute to ongoing monitoring, audit and evaluation of the service as appropriate.
- Ensure that equipment is safe to use and report any malfunctions in a timely manner.
- Undertake risk assessments for People Moving and Manual Handling in addition to DSE RAs and other H&S risk assessments as assigned by Line Manager
- Generate Reports from NIMS/Qpulse as required.
- Promote local awareness regarding the need for training and supports available both locally and nationally.
- Support services to maintain training records within each local area.
- Closely track and monitor training data in line with assigned KPIs and make proposals for improving same.
- Deliver training programmes as required.
- Partake and lead out on Manual Handling and H&S audits as required
- Monitor feedback from training sessions and develop QIPs on training as required
- Investigate H&S incidents as requested by Line Manager

Operational Management

- Promote a positive safety and health culture in the Mid West Acute Service (MWAS) and assist management and duty holders in securing the effective implementation of safety and health policy.
- Support management and duty holders in ensuring a proactive and systematic approach to managing health and safety training.
- 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.
- Assist in making submissions on behalf of MWAS to HSA

Communication

- Effective verbal communication skills, delivering complex information clearly, concisely and confidently



	• Excellent written communication skills including strong report writing and presentation skills • Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders. • Ensure that senior managers are informed of changes to legislation/policies and actions required to ensure compliance. Other • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	Candidates must have at the latest date of application: - An appropriate qualification in Manual Handling (FETAC Level 6 or equivalent), Risk Management or Health and Safety And Experience working in the area of health or social care And (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Character Each candidate for and any person holding the office must be of good character.
Other requirements specific to the post	Access to appropriate transport to fulfil the requirements of the role as the post will require travel
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.
Skills, competencies and/or knowledge	Skills, competencies and/or knowledge Professional Knowledge & Experience Demonstrate: • Knowledge and understanding of safety statements, risk assessments/risk reporting, monitoring, auditing and training in a H&S setting in the health sector • Expertise in preparing for internal and external standards assessments. • Understanding of the statutory requirements relating to health and safety and demonstrate the ability to interpret the law in the context of the organisation. • Demonstrate theoretical and specialist practical knowledge of relevant national policies and strategy in relation to health and safety. • Ability to translate strategic goals into operational plans • Comprehensive knowledge of all aspects of manual handling training • An understanding of healthcare standards and their application to the healthcare setting. • Excellent MS Office skills to include, Word, Excel, PowerPoint and Outlook • Knowledge of the health service including a good knowledge of HSE reform Planning & Organising and Delivery of Results Demonstrate: • The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines • The ability to proactively identify areas for improvement and to develop practical solutions for their implementation • The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes • The ability to use resources effectively, challenging processes to improve efficiencies where appropriate Evaluating Information, Problem Solving & Decision Making Demonstrate: • Excellent analytical, problem solving and decision-making skills • The ability to quickly grasp and understand complex issues and the impact on service delivery • The ability to confidently explain the rationale behind decision when faced with opposition • Ability to make sound decisions with a well-reasoned rationale and to stand by these • Initiative in the resolution of complex issues

	Building and Maintaining Relationships including Teamwork & Leadership Skills Demonstrate: • The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working. • The ability to build influential relationships in order to establish credibility with internal and external stakeholders, regulatory and investigatory/auditing organisations. • The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment • The ability to lead the team by example, coaching and supporting individuals as required. • The ability to manage and motivate staff to achieve optimum performance, and address performance issues as they arise. • The ability to present advice independently and effectively. • Flexibility, adaptability and openness to working effectively in a changing environment Commitment to a Quality Service Demonstrate: • Evidence of incorporating the needs of the service user into service delivery • Evidence of practicing and promoting a strong focus on delivering high quality training and provision of H&S advice and knowledge to all staff • Demonstrate on-going Health and Safety CPD activity • Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility Communications & Interpersonal Skills Demonstrate: • Effective verbal communication skills, delivering complex information clearly, concisely and confidently to a variety of audiences • Excellent written communication skills including strong report writing and presentation skills • Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not 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.	



Grade VI Health and Safety

Terms and Conditions of Employment

Tenure	The current vacancy available is permanent and wholetime. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
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. <u>* Public Servants not affected by this legislation:</u> 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. 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. 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. You should check if you are a <u>Mandated Person</u> 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 needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE 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.

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.



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