



**General Manager
Regional Human Resources
Job Specification & Terms and Conditions**

Job title, grade code	General Manager, Human Resources / Bainisteoir Ginearálta, Acmhainní Daonna (Grade Code: 0041)
Remuneration	The salary scale for the post is 01/06/2026: €87,471 €89,679 €93,178 €96,703 €100,200 €103,706 €108,804 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	DSEGMHR2026
Closing date	Monday 19th October 2026 no later than 12noon <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	<u>HSE Dublin & South East</u> Carlow/Kilkenny, South Tipperary, Waterford, Wexford, Wicklow East and South Dublin <u>FSS Bhaile Átha Cliath agus an Oirdheiscirt</u> Cheatharlach, Chill Chainnigh Thiobraid Árann Theas, Phort Láirge, Loch Garman, Cill Mhantáin Thoir agus Deisceart Bhaile Átha Cliath There are currently one permanent whole-time vacancies available in the HR Function, of Dublin & South East Health Region The post holder will be assigned to a service role at the discretion of the Regional Director of People across either of the two sites outlined below: • HSE Offices, Iveagh Building, Carrickmines Park, Carrickmines, Dublin 18. D18 X015 • HSE Offices, Lacken, Dublin Road, Kilkenny. R95 NV08 A panel may be formed as a result of this campaign for General Manager grade within HSE Dublin & South East region 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: Anne Marie Kennedy General Manager Recruitment, Resourcing and Medical Workforce AnneMarie.Kennedy1@hse.ie for enquiries relating to the recruitment process, please contact: Tiegan Barnaville, Campaign Lead Email: tiegan.barnaville@hse.ie

Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Tiegán Barnaville, Campaign Lead tiegan.barnaville@hse.ie
Details of service	Human Resources (HR) provides strategic and operational leadership, advice and support across the health service. It recognises that staff capability and engagement are central to the delivery of high-quality, patient and service-user centred care. The Health Services People Strategy 2025–2027 underpins the development of current and future health and social care leaders, supporting the delivery of safer, better healthcare and public value. This strategy aligns with the Sláintecare reform agenda, which seeks to create a more sustainable, equitable and integrated health and social care system. Sláintecare represents a shift towards a community-led model of care, improving access to services across the life course, delivering care closer to home and improving population health outcomes. Achieving this requires new ways of working, cultural change and a strong focus on patient-centred, integrated care. HR is committed to building organisational capacity for change and addressing people and culture priorities on an integrated basis. Health Regions Implementation The Health Regions Implementation Programme involves restructuring the HSE into six operational regions responsible for the planning and coordinated delivery of services within defined geographies. Established in March 2024, this multi-year reform will continue through 2024 and 2025. The regional model is designed to improve access to timely, integrated care aligned to local population needs, supported by appropriate planning and funding arrangements. It promotes continuous improvement in access, quality and efficiency by refining processes, reducing structural barriers and strengthening accountability. Changes to governance arrangements aim to improve transparency, enable integrated care delivery and support local innovation, contributing to improved outcomes for service users and a better working environment for staff. This regionalised, population-based approach reflects international best practice and represents a fundamental shift in the planning, funding and delivery of health and social care services in Ireland. National HR/People Function. National HR retains responsibility for engagement with Government Departments and for setting national HR standards, policies and frameworks to ensure consistency and best practice across the HSE. It works in partnership with Health Regions to identify workforce requirements and develop resourcing strategies. National HR provides corporate and transactional HR services including recruitment, personnel administration, Garda vetting, agency management and pensions. It oversees the design and management of the HR organisational structure (supported by SAP) and delivers workforce analytics to support regional workforce planning and development. National HR also manages national employee and industrial relations, working closely with the Department of Health and trade unions. It leads the development of leadership and learning programmes and manages the national deployment of NiSRP, providing guidance and support to Health Regions. Regional HR/People Function Regional HR has responsibility for managing the regional workforce in line with nationally agreed policies, standards and frameworks. National and Regional HR work collaboratively to address resourcing priorities and support service delivery in line with the HSE Recruitment Operating Model. Regional HR is responsible for recruitment of the regional workforce, local workforce development, delivery of national learning initiatives and the development of region-specific training where

	required. Employee and industrial relations are managed locally, supported by national policies and procedures. With support from National functions, Regions ensure effective operation of SAP HR and Payroll, including within s38 organisations. Regional HR ensures compliance with employment legislation, ethical standards and governance requirements and supports IHA managers in workforce performance monitoring, metrics and continuous improvement.
Reporting relationship	The post holder will be a member of the Senior HR Management Team and will report directly to the Regional Director of People (RDOP) or a designated other. The post holder will have operational responsibility for all HR teams within their assigned pillar(s) as agreed under the new HR Regional Operating Model.
Key working relationships	The post holder will be a member of the Regional HR Management Team. They will have a key working relationship with the Regional Director of People and the Heads of Service - HR. They will work collaboratively with other members of the Management Team and at IHA management team level, assisting the IHA manager(s) on all workforce matters relating to the provision of health and social care services.
Purpose of the post	The primary purpose of the General Manager role is to operationally manage the Human Resources pillar / function as assigned within the Regional HR Team and provide HR supports as appropriate to the designated IHA area. The Regional HR pillars are: • Recruitment, Contracting and Resourcing • Medical Workforce • Workforce Analytics • HR Employee Relations • Health and Wellbeing • Learning and Development The post holder will actively contribute to the delivery of patient / client centred services. The post holder is responsible for the delivery and implementation of a range of generalist HR services within their assigned remit and the provision of advice and guidance on HR issues in order to support the IHA manager(s), Heads of Service - HR and RDOP in the achievement of its business objectives. Working with the HR Senior Management Team the post holder will provide operational support and guidance on HR related topics to the IHA manager(s) and their teams in the delivery of the organisational strategy in line with Slaintecare and the new Health Regions structure.
Principal duties and responsibilities	The post holder is required to 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. They must maintain awareness of the primacy of the patient in relation to all service delivery activities throughout the Health Region. In performing their duties, the General Manager must operate within the relevant HR policies and financial guidelines of the HSE including those laid down by the National Director of HR. The following are the key duties and responsibilities for this role: Operational Management: • Provide operational HR support and expert advice to IHA managers and senior management in relation to the assigned Regional HR pillar(s). • Work collaboratively with National HR and Corporate HR services (e.g. Recruitment, ER, Workforce Planning, Leadership & Development) to ensure regional needs are met.

- Support and influence organisational and workforce change with a focus on leadership capability, change management and development.
- Ensure consistent application of HR policies, legislation and governance requirements, contributing to best practice policy development where appropriate.
- Support the design, implementation and continuous improvement of HR systems, processes and performance management frameworks aligned to regional objectives.
- Contribute to employee engagement initiatives, including surveys, action planning and feedback mechanisms, working with HR colleagues to implement improvements.
- Promote consistency of HR advice and service delivery across services through collaborative working with HR colleagues.
- Engage with Employee Representative Organisations and manage industrial and employee relations matters, including representation at third-party forums where required.
- Participate in HR forums and governance groups and deputise for Heads of HR as required.
- Engage in S38/S39 performance processes and report on KPIs and workforce metrics as required.

Leadership & Direction

- Lead the operational delivery of HR initiatives supporting organisational design, workforce affordability and evolving regional structures.
- Ensure timely, high-quality HR service delivery aligned with regional priorities and national frameworks.
- Drive the implementation of the HR Strategy locally within assigned pillar(s).
- Manage, develop and motivate HR staff to deliver responsive, effective and consistent HR services.
- Lead and support change management activities to embed new HR processes, practices and ways of working.
- Promote a positive organisational culture, collaboration, staff engagement and empowerment.
- Support standardisation, integration and streamlining of HR functions in line with the HR Regional Operating Model.
- Build strong working relationships with internal stakeholders, external partners and voluntary agencies to support service delivery.
- Provide operational support to the RDOP and Heads of HR and deputise as required to ensure continuity of service.

Reform

- Support the operational rollout of the Regional HR Operating Delivery Model across local, regional and national levels.
- Assist with the implementation of revised HR and management structures by coordinating changes to workflows, processes and team operations.
- Actively support change and innovation initiatives through effective communication, engagement and staff support.
- Identify operational issues within existing processes and contribute to solutions that enhance service delivery and patient-centred care.
- Ensure effective two-way communication channels are in place to support staff engagement and clarity throughout reform initiatives

Governance & Accountability & Risk Management

- Ensure consistent application of HR standards, policies, procedures and controls in line with national policy and public sector reform requirements.
- Support implementation of the HSE Accountability Framework through monitoring compliance, reporting and engagement with regional leadership.
- Apply best practice HR approaches to resolve issues, strengthen service delivery and build organisational capability.

	• Act as an operational HR contact or spokesperson as required, in line with communication protocols. • Maintain effective communication with internal and external stakeholders to ensure timely and accurate information exchange. • Ensure compliance with relevant HIQA standards and associated HSE policies and protocols. • Support sustainability initiatives relating to energy, water and waste management. • Identify, assess and manage HR-related risks, ensuring appropriate controls, escalation and reporting. • Support managers to understand and fulfil their governance, risk and training responsibilities. • Ensure adherence to the HSE Risk Management Strategy and reporting requirements within the HR function. Workforce Development • Develop and maintain a workforce development plan that supports skills development, learning and continuous professional development. • Coordinate and monitor delivery of education, training and development programmes within approved resources and budgets. • Identify workforce learning and development needs in collaboration with managers and staff. • Support succession planning by identifying critical roles and ensuring development plans are in place. • Ensure workforce development initiatives are delivered in an efficient, cost-effective and coordinated manner across the region. 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	<u>Candidates must have at the latest date of application:</u> • Hold a relevant third level qualification in HR or related area Or • Have business related experience in a similar HR environment as relevant to the role And • Extensive experience at a senior level in a Human Resource role within a civil or public service environment or comparable and relevant business environment of equivalent complexity And

	• Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office 1. 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. 2. Character Each candidate for and any person holding the office must be of good character.
Post specific requirements	• Demonstrated experience operating at a senior level within a large, complex HR function, ideally within the public service or a similarly regulated, multi-stakeholder environment. • Proven experience in the delivery and implementation of generalist HR services, including providing expert HR advice and guidance to senior managers and operational leaders. • Experience leading and managing services or projects across at least two of the following HR domains, with evidence of understanding and collaboration across all: Recruitment, Contracting & Resourcing Medical Workforce Workforce Analytics / Workforce Planning HR Employee Relations Health & Wellbeing Learning & Development • A track record of successfully leading, managing and delivering complex HR or organisational programmes involving multiple internal and external stakeholders. • Evidence of working collaboratively in environments with competing priorities, interdependencies, and organisational constraints. • Significant experience in leading and contributing to change initiatives, including organisational redesign, workforce reform, policy implementation, cultural change programmes, or service improvement initiatives. • Experience contributing to or supporting the development of HR strategies, workforce plans or HR policy implementation. • Knowledge of public sector HR frameworks, employment legislation, industrial relations practices, and organisational policy environments.
Other requirements specific to the post	• Access to appropriate transport to fulfil the requirements of the role • Flexibility in relation to working hours 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 • Demonstrated experience operating at a senior level within a large, complex HR function, ideally within the public service or a similarly regulated and multi-stakeholder environment. • In-depth knowledge and proven capability in the delivery and implementation of generalist HR services, including providing expert HR advice and guidance to senior managers and operational leaders. • Demonstrated experience leading and managing services or projects across at least one major HR domain, with a clear understanding of and collaboration across all: ○ Recruitment, Contracting & Resourcing ○ Medical Workforce ○ Workforce Analytics / Workforce Planning ○ HR Employee Relations ○ Health & Wellbeing ○ Learning & Development • A strong track record of successfully leading, managing, and delivering complex HR or organisational programmes involving multiple internal and external stakeholders. • Demonstrated ability to work effectively in environments with competing priorities, interdependencies and organisational constraints, ensuring alignment and collaboration across teams. • Significant experience contributing to and leading change initiatives, including organisational redesign, workforce reform, policy implementation, cultural change programmes, and service improvement initiatives. • Proven experience supporting the development and implementation of HR strategies, workforce plans, or HR policy frameworks. • Comprehensive understanding of best practice approaches, current developments, and emerging trends across relevant HR domains within complex organisational settings. Leadership & Delivery of Change • Demonstrates strong leadership in complex, changing environments, maintaining a clear strategic focus while delivering immediate and long-term priorities. • Acts as a positive driver of change, translating organisational vision into practical plans, structures and operational actions. • Balances transformation with service continuity, fostering innovation, improvement and resilience under pressure. • Leads and contributes effectively across multidisciplinary and multi-agency teams, showing confidence, professional judgement and accountability. • Communicates a compelling vision, using influencing, negotiation and persuasion skills to secure commitment and engagement. • Sets clear performance expectations, providing context and direction aligned to organisational goals. • Supports, develops and empowers staff through periods of change, maintaining high performance within resource constraints. • Demonstrates adaptability and initiative in responding to evolving priorities, challenges and reform agendas. Managing and Delivering Results (Operational Excellence) • Demonstrates a strong results focus, taking personal responsibility for driving objectives through to completion. • Effectively prioritises, plans and manages complex workloads, balancing competing demands and deadlines while maintaining high standards. • Translates plans and strategies into effective action, ensuring accountability, follow-through and delivery of outcomes. • Uses data, performance metrics and evidence to monitor progress, inform decisions and drive continuous improvement. • Shows resilience, perseverance and sound judgement when operating in demanding and pressured environments.
--	---

	- Identifies opportunities to improve service delivery, efficiency and organisational performance. - Operates independently with initiative, ensuring compliance with organisational, regulatory and quality standards. Working With & Through Others - Influencing to Achieve - Builds and sustains strong, productive relationships with internal and external stakeholders to achieve shared objectives. - Demonstrates strong influencing, negotiation and persuasion skills to gain buy-in and commitment at all levels. - Leads and works collaboratively within multidisciplinary and multi-agency teams, maintaining a cooperative and solutions-focused approach. - Effectively manages conflict and challenging interactions to maintain progress and positive working relationships. - Commands professional credibility through high standards, contextual understanding and consistent delivery. - Partners with stakeholders to drive reform, improvement and high-quality service outcomes. Critical Analysis & Decision Making - Quickly analyses and reads complex information from multiple sources to identify key issues and risks. - Applies evidence-based and balanced decision-making approaches, considering options, implications and organisational impact. - Demonstrates strong professional judgement, knowing when and how to involve others to strengthen decisions and ownership. - Solves complex operational problems using inclusive, practical and outcome-focused approaches. - Takes calculated risks where appropriate to progress organisational priorities. - Makes timely, decisive decisions and adapts as necessary in response to new information or changing circumstances. - Develops innovative, pragmatic solutions that maintain or enhance service performance. Communication & Interpersonal Skills - Communicates clearly, confidently and effectively both verbally and in writing, tailoring messages to diverse audiences. - Presents complex information in a clear and accessible manner to support understanding and informed decision-making. - Demonstrates excellent interpersonal skills, fostering trust, collaboration and professional relationships. - Influences and negotiates effectively to achieve positive outcomes. - Maintains high standards of professional written communication. Personal Commitment and Motivation - Is personally committed and motivated for the complex role. - Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role - Strong capability to manage competing demands without a diminution in performance - A core belief in and passion for the sustainable delivery of highquality customer / user centred focused services - A commitment to continuing professional development
Campaign specific selection process	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

Ranking/shortlisting / interview	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.	



**General Manager
Regional Human Resources
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 01 st 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 st 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 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

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.



	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 .
--	--