Regional Director of People
HSE Dublin South and East
Job Specification & Terms and Conditions

Job title, grade code	**Regional Director of People/ Stiúrthóir Réigiúnach Daoine** (Grade Code: 0107)
Remuneration	The salary scale for the post is 01/06/2026: €128,743 €134,465 €140,188 €145,907 €151,631 €157,351 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	**DSE1412026**
Closing date	**Wednesday 2nd December 2026 no later than 12noon** ***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***
Proposed interview date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	**HSE Dublin & South East/ Baile Átha Cliath & Oirdheisceart** There is currently one permanent and whole-time vacancy in the HR Function, HSE Dublin and South East. The post holder may be assigned to 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 **<u>No panel will be formed as a result of this campaign</u>**
Informal enquiries	**HSE Dublin and South East** Martina Queally, Regional Executive Officer Reo.dublinsoutheast@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 Tiegan Barnaville, Campaign Lead Tiegan.Barnaville@hse.ie
Details of service	HSE Dublin and South East has been formed as part of the Sláintecare programme and is one of six operational regions with responsibility for the planning and delivery of health and social care services. According to Census 2022, the region serves a population of 971,093 representing 18.9% of the national population. The region has three integrated health areas (IHAs):

1. Dublin South and Wicklow
2. Waterford Wexford
3. Carlow, Kilkenny and South Tipperary.

HSE Dublin and South East is responsible for the delivery of integrated community and acute healthcare across these IHAs. Community services range from prevention and primary care to specialist service provision (e.g. Health and Wellbeing, Primary Care, Older Persons, Disability and Mental Health). Acute services include two model 4 hospitals (University Hospital Waterford and St Vincent's University Hospital), three model 3 hospitals (St Luke's General Hospital, Kilkenny, Tipperary University Hospital and Wexford General Hospital), and two model 2 hospitals (St Michael's Hospital and St Columcille's Hospital). The region also has specialist hospitals including the National Rehabilitation Hospital, the National Maternity Hospital and the Royal Victoria Eye and Ear Hospital.

Human Resources (HR) provides strategic and operational support, direction, advice, and interventions to all areas of the health service, recognising that all staff throughout the system are key to the delivery of excellent people capability and ultimately patient and service user outcomes.

The implementation of the Health Services People Strategy 2019 - 2024 supports the development of current and future health and social care leaders. Our shared purpose is to deliver safer better healthcare and staff and public value, and collectively support the significant reform and change agenda in Ireland, particularly in light of the objectives of Slaintecare.

Sláintecare signals a new direction for the delivery of health and social care services in Ireland with the potential to create a far more sustainable, equitable, cost-effective system and one that delivers better value for patients and service users. At its core, the strategy focuses on establishing programmes of work to move to a community-led model, providing local populations with access to a comprehensive range of services at every stage of their lives. This will enable our healthcare system to provide care closer to home for patients and service users, to be more responsive to needs and deliver better outcomes, with a strong focus on prevention and population health improvement. To achieve this, new ways of working including change culture will be required in the strive to deliver enhanced patient-centered and integrated care.

HR is committed to building capacity for change and addressing the people and culture priorities that impact the organisation.

Health Regions Implementation

The Health Regions Implementation involves the internal reorganisation of the HSE into six operational regions with responsibility for the planning and coordinated delivery of health and social care services within their respective defined geographies. While the full implementation will be a multi-year journey, the Health Region approach was stood up in March 2024 and will continue to progress throughout 2024 and 2025. These new arrangements aim to improve the health service's ability to deliver timely integrated care to patients and service users, care that is planned and funded in line with their needs at regional and local level.

The primary objective of this reform is to help deliver universal and integrated care for people, providing them with timely access to the care they need, when they need it. This will help to ensure that the needs of people are prioritised by promoting a culture that seeks to continuously improve the access to, and quality of, health and social care services. This will be achieved by refining processes and minimising structural barriers to integrated care thereby increasing productivity and the consistency, effectiveness, and efficiency of services.

The changes in healthcare governance arrangements are being designed to make our services easier to navigate for people, and to facilitate more integrated care, stronger accountability, and greater transparency across the sector. This in turn aims to foster change and innovation at a local level to deliver high-quality services to populations based on their needs, making our service a better place to work for our staff.

The move to a regionalised approach, represents a major shift in the approach to the planning, funding and delivery of health and social care services. In line with international best practice, the

	new arrangements will support a population-based approach to the planning and resourcing of the geographic delivery of services to improve health outcomes people in Ireland. **National HR Function** The National HR function will maintain responsibility for engaging with the Department of Health, DCEDIY and Department of Finance in relation to Government policy. It will work will Health Regions to determine future workforce needs and develop a resourcing strategy to support Health Regions to address those needs. National HR will develop national standards, policies and frameworks to provide guidance on best practice and ensure consistency across the HSE workforce. To drive administrative efficiencies, it will provide a suite of transactional HR services including National Recruitment, Personnel Administration, Garda Vetting, Agency Management and Pensions. National HR will be responsible for strategic and operational organisational management including the design, maintenance and management of the HR organisational structure (supported by SAP) to ensure services in the revised HSE Centre and Health Regions are supported, It will support regional leaders including IHA Leads and managers by conducting people analytics for the HSE, giving Health Regions the information they need to better manage and develop their workforces and staff. National HR will manage matters relating to national employee and industrial relations, collaborating closely with DOH and Unions to maintain partnerships through open engagement and dialogue. National HR will develop leadership content and training on behalf of the entire system, working with the Regional Directors of HR to drive HR excellence across the HSE by planning, building and supporting a health and social care workforce that can deliver high-quality services and care for service users and patients. Finally, National HR will manage the deployment of NiSRP across the HSE system providing nationally defined guidance and support to the Health Regions. **Regional HR Function** Regional HR will be empowered to have overall responsibility for their regional workforce (in line with nationally agreed standards, frameworks and policies). Regional and National HR will work closely together to co-develop solutions to resourcing needs, ensuring focus on priority areas to maximise impact on services having regard for the HSE's Recruitment Operating Model (August 2022). Regional HR will be responsible for the recruitment of the regional workforce and will engage with National HR to provide input to proposed changes in the organisation structure. Regional HR will support IHA Managers in developing their regional workforce by delivering nationally designed training and development initiatives. If the needs of the regional workforce are not met by the nationally designed training modules, Health Regions will have the flexibility to develop and deliver their own region-specific content. Regional employee and industrial relations will be managed locally, supported by nationally defined policies, procedures, guides and standards. With the support of National HR and the national NiSRP Programme, Health Regions will be responsible for ensuring that SAP is operational (including s38 organisations) in line with national guidance and processes. Regional HR will be responsible for ensuring local compliance with all applicable people-related legislation, regulations, rules and ethical standards, by adhering to nationally developed procedures and internal controls to prevent and detect anomalies, driving HR excellence regionally. Finally, Regional HR will support IHA Managers on the production, oversight and delivery of performance metrics and work with them to improve workforce performance.
Reporting relationship	The post holder will be a member of the Health Region Executive Management Team and will report directly to the Regional Executive Officer.

	Health Region HR team will report to the post holder on all matters relating to HR to include workforce planning, resourcing, recruitment and management.
Key working relationships	The post holder will be a member of the Health Region Executive Management Team and will work collaboratively with other members of the EMT assisting the Regional Executive Officer on all workforce matters relating to the provision of health and social care services. In the execution of the role, the Regional Director of People will work alongside, and be supported by the Health Region Executive Management Team comprising of: • Regional Clinical Director • Regional Director of Planning and Performance • Regional Director of Nursing and Midwifery • Regional Director of Health and Social Care Professionals • Regional Director of Population and Public Health • IHA Managers • Regional Director of Finance • Regional Director Technology and Transformation • Regional Director of Communications and Public Affairs • Office of the Regional Executive Officer The post holder will also work closely with HR staff across the Health region.
Purpose of the post	The primary purpose of the Regional Director of People role is to lead the Human Resources function within and across the Health Region. He/she will have a clear focus on ensuring the highest calibre of staff with the appropriate skill mix in a culture that values, empowers and develops our people The post holder will support the Regional Executive Officer and their Executive Management Team in the delivery of improved organisational effectiveness, as well as contributing to the overall mission, vision, values and strategy of the Health Region and wider HSE. The post holder will provide guidance on HR policy issues, and governance on people related matters; to influence, monitor and support the changing structure and workforce with a focus on change management, leadership and development support. The post holder will manage medical manpower.
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 Regional Director of HR 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: **<u>HR Strategy</u>** • Develop a Regional Human Resources Implementation Plan relative to the needs of and available resources within the Region in line with HSE National HR strategy and support the REO and Regional Management Team in delivering on the full implementation of same. • In conjunction with National HR and available national HR supports, to design and implement of the regional HR operating model reflective of the services needs within the Region • Review current HR practices and initiatives across the region and ensure they are in keeping with current HSE corporate management processes. • Provide HR direction, guidance and management of the regional HR function to the Regional Executive Officer, IHA Leads and the regional HR teams. • Work with the Regional Executive Officer, IHA Leads and the regional HR teams to provide regional HR input to both the local and National Service Plan/Operational Plans.

- Work with the National HR function and local teams to ensure implementation of agreed People Strategy, HR related developments, National policies and standardised procedures.
- Within available resources and insofar as is practicable, ensure the Regional Executive Officer and the HSE Chief People Officer have access to the necessary people management support to assist them in delivering on their accountability in respect of HR matters.
- Ensure that HR processes are in place in delivering the highest standard of HR service delivery, business intelligence, reporting and support for compliance with best HR practice.
- Progress HR related challenges to resolution, ensuring performance metrics and KPIs are achieved.
- Deliver on all relevant HR reporting requirements.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate

Management of HR Teams across the Region

- Within available resources, to build and develop a HR team that will support IHA Leads, service managers and staff to implement innovative initiatives across the Region.
- Work with the Regional Executive Officer and Regional Management Team in the delivery of a safe and quality service by supporting Service Managers in the organising and control of staffing resources and skill-mix as approved for the Region
- Influence, monitor and support the changing structure and workforce with a clear focus on leadership, change management and developmental support.
- Work with the Regional Executive Officer and Regional HR teams in implementing HR systems and processes that supports the Regions objectives through performance management and good governance.
- Work collaboratively with HR colleagues at a national level and across all Regions to ensure consistency in HR approach and support.
- Liaise with HR Corporate Functions such as Workforce Planning, Leadership & Capability, to ensure collaborative working with Corporate HR leads.
- Demonstrate pro-active commitment to all communications with internal and external stakeholders.
- Participate on HR Working and agreed corporate working groups as required both at regional and national level.

Communication

- Build effective, constructive relationships with internal and external stakeholders to include Voluntary Agencies
- Be in attendance at Health Region EMT meetings to support and advise the Management Team on their remit of ensuring strong HR stewardship and governance.
- Provide assurance to the Regional Executive Officer that processes are in place to support the optimum utilisation of staffing resources in the delivery of a safe and quality Health and Social Care Services across the Health Region.
- Put in place a mechanism to provide communication to and feedback from the Region on the effectiveness of HR in all areas across the organisation and work with HR colleagues to action feedback.
- Act as spokesperson for the organisation as required.

Employee Relations

- Assist the Regional Executive Officer to develop and maintain partnerships and effective working relationships with Employee Representative Organisations.
- Engage with Employee Representative Organisations to manage industrial relations and employee relations issues, as appropriate.

- Represent and / or support the Health Region at third party representations, where appropriate
- Develop and maintain partnerships with other health care organisations, the DOH, HSE and other funding agencies as well as academic partnerships with educational establishments.

Performance Management

- Work with the Regional Executive Officer, the Regional Director of Finance and Regional Senior Management Team, to provide input to the HSE National Service Plan and ensure processes are in place to monitor progress against specific targets.
- Continuously review HR processes to ensure efficiency and effectiveness with particular emphasis on benchmarking against contemporary best practices.
- Implement the HR decisions and policies of the Regional Executive Officer expeditiously within the framework of a balanced budget and report on their implementation.
- Act as spokesperson for the Organisation as required
- Demonstrate pro-active commitment to all communications with internal and external stakeholders

KPI's

- Identify and develop Key Performance Indicators (KPIs) which are congruent with the regions service plan targets including controls and monitoring against employment targets.
- Develop Action Plans to address KPI targets.
- Drive and promote a Performance Achievement and Management culture.
- In conjunction with line managers, support the rollout of the Performance achievement process/ system for staff within the region.
- The management and delivery of KPIs relative to HR as a routine and core business objective

Employer of Choice

- Assist the Regional Executive Officer in leading the HSE/Health Region's vision to be the employer of choice in the health service.
- Assist in the development and implementation of strategies that promotes the HSE as an employer of choice to attract the highest calibre of staff with the appropriate skill mix.
- Assist in the development of an organisational culture that values people, their skills, ideas and contribution and genuinely seeks to empower individuals.
- Lead on implementation of the HSE staff survey recommendations for the Health Region.
- Enhance the quality of patient care and improve both staff and patient satisfaction by recruiting, selecting and developing all employees to enable them to achieve their potential.
- Plan and promote open communications throughout the region and across regions, creating a culture of respect for staff and a sense of value and empowerment.

Workforce Development

- In line with allocated and approved resources, put in place a comprehensive workforce development plan in order to ensure staff are skilled and take part in continuous professional development activities required for their role. This plan should consider succession planning requirements as well as the delivery of education, training and development requirements in a cost-effective manner.

Reform

- In line with HSE National HR and ER, support the implementation of the Health Region management and reform structures relative to the needs of the Region.
- Champion change and innovation and communicate the vision of change within the Region to ensure an understanding and buy-in into the change.
- Challenge and assist in the development of processes, systems and structures that reflect the strategic objective of world class delivery of patient centre care.
- Take a lead role in the development and implementation of appropriate internal communication channels to and from staff.

Governance, Accountability and Risk Management

- Ensure that the agreed HR standards, practices, policies and procedures are in operation within the Health Region in line with Government Policy and the wider civil and public sector reform.
- Support the implementation of the HSE's Accountability Framework in partnership with the Health Region EMT and with other relevant stakeholders within the Health Region.
- With the support of HSE National HR, draw on international HR trends to identify solutions and build capabilities within HR.
- Identify, assess, manage and monitor risk relative to the HR brief.
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Support Line Management in ensuring awareness of and access to the necessary education, training and support available to enable the post holder to meet their responsibility.
- Be familiar with the requirements stated within the Risk Management Strategy and compliance with the Risk Management Reporting Policies and Procedures.

Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- Be familiar with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
    - Continuous Quality Improvement Initiatives
    - Document Control Information Management Systems
    - Risk Management Strategy and Policies
    - Hygiene Related Policies, Procedures and Standards
    - Decontamination Code of Practice
    - Infection Control Policies
    - Safety Statement, Health & Safety Policies and Fire Procedure
    - Data Protection and confidentiality Policies
- Responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- Foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
- Take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
- Cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- Bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- Be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

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. It should be noted that further design work

	of health regions is ongoing and the outputs of which will further inform the list of duties as set out in this job specification.
Eligibility criteria **Qualifications and/ or experience**	Candidates must have at the latest date of application: • 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 • A proven ability to develop, manage and deliver effective HR strategies And • Have a proven record of successful and innovative leadership in the development and delivery of Human Resources services And • A strong record of delivering large scale change in a complex environment And • Experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role. 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. **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	• Flexibility in relation to working hours to fulfil the requirements of the role. • Access to appropriate transport to fulfil the requirements of the role
Additional eligibility requirements:	**Citizenship requirements** Eligible candidates must be: (i) EEA, Swiss, or British citizens **OR** (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.

	To qualify candidates must be eligible by the closing date of the campaign.
Skills, competencies and/or knowledge	**Professional Knowledge and Experience** • Detailed knowledge of the issues and developments and current thinking in relation to best practice in human resources, health care policy and service delivery. • Excellent knowledge of relevant legislation (e.g. Employment legislation, FOI, GDPR etc). • Knowledge of current public policy with regard to health system transformation • Knowledge of Irish Health Service structures and health service reform • Strategic advisory knowledge and implementation skills • Knowledge and understanding of the complexities of the health service and the interdependencies that contribute to their successful delivery. • Developed understanding of people and culture relevant to the Irish Health and Social Care context. • Knowledge and experience of Industrial Relations procedures • A proven ability to develop, lead, manage and deliver effective strategies and programmes in line with Sláintecare. • Excellent IT and writing/editing skills to support development of resources to standards required at national and local levels, including the ability to produce professional reports. **Leadership and Direction** • Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions. • Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. • Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long-term objectives. • Ability to perform strategically and provide HR direction for all levels. **Managing & Delivering Results - Operational Excellence** • Demonstrates flexibility, adaptability and openness to working effectively in a changing environment. • Perseveres and sees tasks through. • Places strong emphasis on achieving high standards of excellence. • Ability to develop / implement strategic action plans and programmes. • Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals. • Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion. • Adequately identifies, manages and reports on risk within area of responsibility. **Working with and through others - Influencing to achieve** • Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment. • Is persuasive and effectively sells the vision; commands attention and inspires confidence. • Sets high standards for the team and puts their work and the work of the organisation into meaningful context. • Have excellent influencing and negotiation skills. **Critical Analysis and Decision Making** • Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.

	• Is willing to take calculated risks and consider the range of options available to support improved practice. • Makes timely decisions and stands by those decisions as required. • Recognises when to involve other parties (at the appropriate time and level). **<u>Building Relationships / Communication</u>** • Possesses highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders. • Has a strong focus on ability to achieve results through collaborative working. • Has the ability to explain, advocate and express facts and information clearly and convincingly in a manner that is sensitive to wider issues and has the ability to advocate for a position which allows for the ongoing improvement of services. • Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. **<u>Personal Commitment and Motivation</u>** • Is personally committed and motivated for the complex role of Regional Director of People. • Demonstrates a willingness to learn from experience and to identify opportunities to further grow and develop. • Demonstrate a commitment to continuing professional development. • Demonstrate a patient/service user centred approach to provision of health and personal social services. • Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
Campaign specific selection process **Ranking/shortlisting / interview**	A ranking and or shortlisting exercise may be carried out based on information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, equality and inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.

	Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.
The reform programme outlined for the health services may impact on this role, and as structures change the job specification may be reviewed. This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	

Regional Director of People
HSE Dublin South and East
Terms and conditions of employment

Tenure	The current vacancy available is permanent and whole time. The post is pensionable. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, the Public Service Management (Recruitment and Appointments) Act 2004, and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working week	The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. *** Public Servants not affected by this legislation:** Public servants joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of children guidance and legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons.

	In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources. .
Infection control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service[1], 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 procedures[2]. • 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

[1]A 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.

	of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year. B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website.