MUIRÍOSA FOUNDATION

Person Specification
Risk & Safety Officer

Reports to: Quality, Risk & Safety Manager

Education and Qualifications	• Relevant recognised Third Level Qualification in the field of Risk Management, Health and Safety, or Healthcare. • Alternative relevant professional qualification at this level relevant to the role. • Further education and courses specific to the duties of the role is highly desirable.
Work Experience	• Practical experience supporting or leading risk management processes (e.g., risk assessments, risk registers, reviews). • Experience in a role with clear health & safety responsibilities within a service setting. • Experience coordinating and/or supporting incident and near-miss management (reporting, follow-up actions, learning). • Experience completing or supporting audits/inspections and progressing findings to action and closure. • Experience coordinating improvement action plans/QIPs and tracking actions to completion. • Experience preparing reports/updates for managers and governance groups/committees. • Experience supporting staff supervision/mentoring or leading workstreams/projects. • Experience in the community/voluntary/public sector (desirable).
Skills & Competencies	• Knowledge of relevant legislation, standards and regulatory requirements and ability to translate these into practice. • Strong ability to analyse information (incidents, audits, risks) and identify trends, themes and priorities. • Ability to develop practical recommendations and controls, agree actions with stakeholders and monitor implementation/close-out. • Strong report writing skills, including producing clear, governance-ready summaries and action logs. • Effective stakeholder engagement skills, with ability to influence, coach and constructively challenge. • Ability to plan and deliver training/briefings and promote learning and a positive safety culture.

	• High standard of IT literacy, including databases/systems and Microsoft Office (Word, Excel). • Strong planning and organisational skills; ability to manage a varied workload and competing deadlines. • Commitment to and understanding of Muiríosa's Vision, Mission and Values.
Attributes	• Proactive and uses initiative; works well independently and as part of a team. • Flexible, adaptable and calm under pressure. • High attention to detail with strong follow-through to completion. • Sets and maintains high standards; takes pride in quality work. • Improvement-focused; identifies opportunities to improve and supports change. • Professional, approachable and confident communicator. • Collaborative and respectful; builds positive working relationships. • Integrity and discretion; maintains confidentiality and handles sensitive information appropriately. • Positive advocate for risk management, safety and person-centred practice. • Commitment to ongoing learning and professional development.
Other factors	• Willing to undertake education and training required for the role. • Willingness and ability to travel between locations as required. • Commitment to comply with organisational policies and procedures, including data protection, confidentiality and information governance.