Job Description
Risk & Safety Officer

Tenure: Fixed Term (Full-time)

Pay Scale: Grade VI (Clerical) - Department of Health Consolidated Pay Scale

Location: Mullingar or Tullamore (negotiable)

Reporting to: Quality, Risk & Safety Manager

Job Summary

The Risk & Safety Officer will support the Quality, Risk & Safety (QRS) Manager and services across the organisation to identify, assess and manage organisational, service-user and workplace risks. The role supports compliance with relevant legislation, regulation and standards; coordinates key risk and safety processes; contributes to audits and improvement planning; and promotes a positive safety culture.

Valuing Life; helping people build meaningful lifestyles.

Duties and Responsibilities

Risk Management

- Support the identification of organisational and service-user risks through risk assessment, service engagement, and review/analysis of accidents, incidents and near misses.
- Support the development, maintenance and review of risk registers, including action tracking and escalation of high risks.
- Monitor the implementation and effectiveness of agreed risk controls/mitigations and support managers to implement corrective actions.
- Provide guidance and practical support to services on risk management processes and documentation.

Health & Safety

- Support the maintenance and implementation of the organisation's health & safety policies and procedures in line with legislation and organisational practice.
- Coordinate and support health & safety reviews, inspections and audits; document findings and support timely close-out of actions.
- Promote a positive health & safety culture through engagement, communication and learning.

Audit, Compliance and Improvement

- Work with members of the QRS Team and services to plan, coordinate and support compliance audits and gap analyses, as required.
- Support the organisation to meet relevant legislation, regulation and standards (e.g., Care and Support Regulations (HIQA), New Directions and Home Supports).
- Support the development, coordination and monitoring of improvement action plans / QIPs arising from audits, incidents, complaints, inspections or reviews.
- Participate in improvement projects and initiatives, as required, and support implementation of agreed actions.

Training and Culture

- Participate in staff training and development programmes as required.
- Support the development and updating of training materials/briefings relevant to risk and health & safety.
- Be available to advise and guide staff and managers within the organisation in relation to risk and safety processes.
- Relate to people who use the service, families and colleagues in a respectful manner that supports positive working relationships and person-centred practice.

Reporting and Governance

- Produce clear reports, dashboards and trend summaries to support decision-making, assurance and governance.
- Maintain action logs and evidence of completion/close-out for audits, incidents and improvement actions.
- Support preparation of committee documentation as required (e.g., papers, reports, data exports and action tracking; minutes where specifically assigned).

Team & General responsibilities

- Work collaboratively with the QRS Team to support delivery of the department team plan and Muiríosa's strategic priorities.
- Maintain high professional standards, confidentiality and appropriate information governance at all times.
- Adhere to organisational policies, processes and procedures.
- Participate in supervision and the organisation's Performance Management System, as required.
- Adhere to and support the QRS Team working agreement.
- Undertake any other duties of a reasonable nature as agreed from time to time.

Decision-making and escalation

- Escalate urgent and/or high risks promptly to the QRS Manager and relevant managers, and support implementation of immediate controls as required.

Confidentiality and Privacy

- Confidentiality in the course of employment is critical. Employees are expected to comply with the organisation's Privacy Statement, Data Protection Policy, and Records Management/Record Retention Policy throughout the course of their work.
- Communication to outside bodies on behalf of the Muiríosa Foundation must be approved in advance by the Chief Executive Officer.

Employee Benefits

Employees of the Muiríosa Foundation can avail of a range of employee benefits, such as:

- **Health & Wellbeing:** We are committed to supporting our employees on their health and wellbeing journey by providing a range of courses aimed at supporting staff during their employment. We also have an Employee Assistance Programme (EAP) which is available 24/7 to our employees.
- **Training & Professional Development:** Extensive education and training courses are provided for all roles. We also have QQI accredited Education and Training available inhouse, and we support further education as relevant to roles.
- **Varied, meaningful work:** Working with the Muiríosa Foundation provides employees with the opportunity to be engaged in meaningful, varied work across different locations, where they can make a positive impact on the lives of others, both directly and indirectly.
- **Competitive Salary:** We offer salaries in line with Department of Health pay scales, including the awarding of annual incremental credit subject to satisfactory performance.
- **Public Sector Pension Scheme:** All new employees are automatically enrolled in the Single Public Service Pension Scheme. Existing Public Sector employees can also transfer to the relevant pension scheme upon commencement.
- **Leave Benefits:** Paid Maternity, Paternity Leave and Parents Leave. Generous paid Annual Leave above statutory leave. Sick Leave Scheme with paid sick leave entitlements.
- **Health Insurance Group Schemes:** We have group schemes with some of the main health insurance providers in Ireland which offers reduced rates for eligible employees, and we facilitate monthly deductions from pay.
- **Cycle to Work Scheme:** Eligible employees can apply for the Government's Cycle to Work Scheme where we facilitate monthly deductions from pay.

Pay Scale

The Risk & Safety Officer will be remunerated on the Grade VI (Clerical) Department of Health Consolidated Pay Scale (January 2024) which is currently:

54,548	55,848	57,435	60,415	62,197	**64,415**	**66,642**	**LSIs**

Appointments will be made in accordance with public sector pay provisions.

Muiríosa Foundation

The Muiríosa Foundation is a voluntary health organisation, providing services to people for almost 80 years. The Department of Health, through the HSE, publicly fund the operational cost of the service. We operate in

locations across the midlands in counties Laois, Offaly, Westmeath, Meath, Longford, Kildare, Tipperary, and Kilkenny.

Since its foundation, the main growth of activities and services has been in the midland region with the provision of an extensive variety of services to people of all ages with an intellectual disability, but catering mainly for people at the moderate, severe/profound level of disability and/or autism. Muiriosa Foundation now employs approximately 1,500 staff, provides residential and day services to over 500 people and an advisory service to a further 300 people and their families. We have in recent years been working intentionally to promote a view of the person with an intellectual disability as a participating citizen in society, participation embedded within a broad range of roles and relationships.

Muiríosa Foundation Vision Statement:

Individuals living out a life which:

- Best reflects the individual's will and preference;
- Connects the individual to a rich network of relationships, with a nucleus of strong, committed, personal relationships at its core;
- Is inclusive and valued;
- Is meaningful and fulfilling.

We are seeking enthusiastic candidates who are eager to engage in meaningful work, with the opportunity to make a positive difference, directly or indirectly, in the lives of others.

More information on our values, mission and vision can be found here.

Equality, Diversity & Inclusion

The Muiríosa Foundation is an Equal Opportunity Employer, and we welcome applications from candidates of all backgrounds. We appreciate the value that diversity brings, and we believe diversity creates a workforce truly reflective of the society we live in. We actively welcome applications from people from diverse backgrounds, in particular, underrepresented groups in our workforce.

If you have a disability and require accommodations to be made during the recruitment process, please let us know in advance and we would be happy to assist.

Data Protection

The Muiríosa Foundation will process any personal data provided by you in connection with an application for this role, in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at the Muiríosa Foundation, your personal data will continue to be processed in accordance with our Data Protection Policy and Privacy Statement.

This Job Description will be subject to review in the light of changing circumstances to include any other duties and responsibilities as determined by Management.

March 2026