

<b>Job Title and Grade</b>	Service Improvement Lead (SIL), Ireland East Hospital Group
<b>Campaign Reference</b>	This 2-year seconded post to the IEHG Service Improvement programme will support the IEHG transformation programme. The SIL team will be assigned to hospitals within the group to support service and change improvement projects.
<b>Closing Date</b>	Thursday 19 <sup>th</sup> July 2018
<b>Proposed Interview Date(s)</b>	August/September 2018
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Organisational Area</b>	Ireland East Hospital Group
<b>Informal Enquiries</b>	Anne-Marie Keown, Director of Service Improvement IEHG, email: <a href="mailto:amkeown@iehg.ie">amkeown@iehg.ie</a> Tel: 01 960 2416
<b>How to Apply</b>	Applications should be made by CV with a covering letter to Ms. Norah Mason, Group HR Director, IEHG. Email: <a href="mailto:annemarie.kennedy1@hse.ie">annemarie.kennedy1@hse.ie</a> . Tel: 045 988 383
<b>Details of Service</b>	<p>Ireland East Hospital Group (IEHG), with its Academic Partner University College Dublin (UCD), is the largest and most diverse hospital group in Ireland in terms of population, budget, staffing, number of hospitals, geographical spread and number of Community Healthcare Organisations. The Ireland East Hospital Group Programme for Transformation aims to deliver consistently high quality safe care, while transforming and integrating clinical services across the 11 hospitals in the Group to meet the needs of the people we serve.</p> <p>Our 11 hospitals are:</p> <ul style="list-style-type: none"> <li>• Mater Misericordiae University Hospital</li> <li>• St Vincent's University Hospital</li> <li>• Wexford General Hospital</li> <li>• St Luke's General Hospital, Carlow-Kilkenny</li> <li>• Regional Hospital Mullingar</li> <li>• St Michaels Hospital, Dun Laoghaire</li> <li>• National Maternity Hospital</li> <li>• Royal Victoria Eye and Ear Hospital</li> <li>• Cappagh National Orthopaedic Hospital</li> <li>• St Columcille's Hospital, Loughlinstown</li> <li>• Our Lady's Hospital Navan</li> </ul> <p>The Strategic Development Plan for Ireland East Hospital Group will see</p> <ol style="list-style-type: none"> <li>i. formation of a single coherent Hospital Group structure and organisation with the ambition to evolve into an Academic Health Science Centre reorganisation of services within the Group to ensure optimal care provisions to the population served.</li> <li>ii. the provision of safe effective, efficient and relevant patient services within budget</li> </ol>

	<ul style="list-style-type: none"> <li>iii. maximum integration and synergy within the Group and with other Hospital Groups and all other Health Services, particularly primary and community care services</li> <li>iv. a unique opportunity to deliver integrated models of care, and to bring research and innovation to the core of the clinical service delivery model</li> </ul> <p>The ambition of IEHG is “to be the national leader in healthcare delivery, with a strong international reputation, improving the quality of healthcare and better patient outcomes through education, training, research and innovation for the 1.1 million people we serve”. To achieve this ambition, we have developed a ten-point programme, which will see IEHG established as an independent hospital group, with an Academic Health Sciences Centre as its core.</p>
<b>Reporting Relationship</b>	Reports directly to Anne-Marie Keown, Director of Service Improvement, IEHG.
<b>Key Working Relationships</b>	Working with the IEHG Executive Team, Service Improvement Team (SIT), Hospital CEOs/GMs and hospital staff in IEHG Group to assist and support all hospitals in the delivery of transformational change and continual service improvement. The proper execution of duties will involve the development of appropriate communication arrangements with key stakeholders, both internal and external.
<b>Scope and Purpose of the Post</b>	<p>IEHG, as a leader in the arena of service improvement and change management, has established a service improvement team to support both clinical and corporate functions in delivering excellent services, transforming operations and maximising development opportunities for the group to meet our patient’s needs going forward.</p> <p>IEHG has opportunities for talented service/process improvement professionals to join the Team as Service Improvement Leads (SILs) working in IEHG. The IEHG Group is building a solid foundation in process improvement, operational excellence, change management and data-driven decision making. The programme will train and facilitate local staff in process improvement and change management to give them the capability to execute positive change. By making service improvement part of ongoing operations and the responsibility of each IEHG staff member, we will ensure our staff focus on improving services every day.</p> <p>The SIL will provide support to hospitals in developing and delivering realistic cost saving and service improvement projects, through Lean Improvement methodology. The SIL will track and report project performance in terms of finance, quality and key milestones. Post holders will have responsibility for the effective planning, delivery and evaluation of identified cost and service improvement projects, ensuring that projects are delivered within the quality assurance framework. This will include appropriate risk management controls, securing staff engagement and active participation. Through leadership and delivery, SILs will drive and support business and cultural changes across clinical services.</p> <p>Post holders will ensure robust programme and project management methodology is applied to the development and implementation of all nominated projects, working with service managers and clinicians to identify opportunities to improve operational productivity and efficiency, to support the development and implementation of project plans.</p>

	<p>This is a leadership role within IEHG, which required problem solving and implementing complex change. Strong practice within all these disciplines is essential.</p> <p><b>This is a great opportunity to be at the heart of an evolving organisation and as such we expect your own values align with those of IEHG.</b></p>
<p><b>Principal Duties and Responsibilities</b></p>	<p>The principal duties and responsibilities of the post are as follows:</p> <p><b>Leadership and Performance Management</b></p> <ul style="list-style-type: none"> <li>• Working through ‘distributed leadership’ and networks, ensure effective involvement and engagement of key stakeholders from across the Hospital Group to support and enhance successful delivery of transformational change.</li> <li>• Demonstrate a commitment to service excellence and deliver transformational service improvement and clinical services redesign in line with the requirements of IEHG’s Strategic Framework Programme Action Plan.</li> <li>• Ensure that all projects are properly planned, resourced, communicated and progressed throughout the project lifecycle to enable successful long-term programme performance, delivery and sustainability.</li> <li>• Ensure that service improvements are aligned with the IEHG Framework Programme, are in keeping with the national health agenda (e.g. HSE Quality &amp; Clinical Care Programmes) and are fit for purpose.</li> <li>• Drive the strategy for service improvement, supporting and ensuring alignment across the system. Ensure compliance with and rigorous application of relevant HSE and IEHG methodologies, processes and tools.</li> <li>• Identify examples of national and international best practice and ensure that the health and care sector benefits from relevant innovations in healthcare.</li> <li>• Support development of an innovation and shared learning infrastructure and capacity in organisations.</li> <li>• Implementing a benefits realisation framework across the Programme to achieve targeted and measurable benefits through the delivery of change.</li> <li>• Maintain oversight of the progress of all projects and service improvement programmes and provide evaluation reports to the Hospital Group Executive, Senior Management Team, Programme for Health Service Improvement and Acute Hospitals Division as required.</li> <li>• Manage conflict around changes required to deliver efficiencies and improvements, ensuring creative solutions for resolution.</li> <li>• Provide a facilitative and inclusive leadership and management style establishing and maintaining productive, collaborative relations with internal and external stakeholders, with a focus on driving a positive cultural change that recognises and embraces the role all staff must contribute to the change process.</li> <li>• Promote a culture of high standards, expectations and continuous improvement that values and empowers staff and encourages team members to maximise their potential through continuous learning whilst challenging and dealing with underperformance.</li> <li>• Role model appropriate leadership behaviours to support the vision of the</li> </ul>

role and liaise with external stakeholders as required.

### **Project and Quality Management**

- Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.
- Maintain own knowledge of relevant regulations, policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by SIT.
- Pursue continuous professional development to develop management expertise and professional knowledge.
- Ensure a consistent and high-quality approach to all projects and programmes, by building organisational competency and understanding through the provision of guidance and support.
- Remain up to date on relevant developments within the Hospital Group and Community Health Organisations within the geographical area.
- Provide an effective interface between Clinical Services Redesign Framework outputs and IEHG's corporate business planning and budgeting processes.
- Implement robust project management methodology in line with the relevant programme management methodologies and processes to enable successful project performance and delivery.
- Ensure effective involvement and engagement of key stakeholders across the Hospital Group to define project requirements and scope.
- Develop, manage and control the programme scope and project plan. Monitor all project dependencies and to ensure that any issues between projects are resolved.
- Identify and manages all resources and funding assigned to projects, ensuring that required supports are available to enable successful delivery of the project.
- Initiate the Benefits Realisation process for the project, developing a benefits plan and benefits tracker and supporting delivery of outcome metrics identified.
- Manage the progress and completion of all project tasks and activities and ensure approval and acceptance of programme / project deliverables to agreed quality standards.
- Manage all aspects of programme/project delivery through the full lifecycle from initiation to closure. In line with the IEHG transformation programme undertake Value Stream Analysis to identify hospital and group-specific programmes of work.
- Facilitate training and coaching on site to the local team in A3 thinking, quality and process.
- Have superior data analytical skills, reviewing all relevant data in ensuring a focus on quality improvement towards attainment of national patient targets, developing achievement trajectories and developing a performance management approach to achievement of agreed metrics.

### **Communication and Relationships**

- Build trust and understanding with all stakeholders and ensure highly

effective programme communication strategies, mechanisms and processes are in place to manage, motivate and influence multiple stakeholders.

- Work in partnership and support of others in creating a vision for transformational change and use as an effective communication and engagement mechanism.
- Develop constructive and productive working relationships with corporate support functions including HR, Finance, Estates, Procurement etc. to support and encourage collaborative working.
- Develop and communicate the vision for the role of innovation, and the development of strategy and operational policies to support this vision; encourage creativity, and innovation amongst staff while modelling and promoting the culture and behaviors required to deliver the transformation.
- Facilitate interdisciplinary workshops and service improvement activities where there may be resistance to support effective implementation of change.
- Promote work of Clinical Services Redesign Framework Programme ensuring that its aims and objectives are understood and that staff are engaged and motivated.
- Act as spokesperson for the Organisation as required.
- Liaise with external mentors (including Technical Partners, Mater Lean Academy and UCD, IEHG's academic partner) to ensure the standardised delivery of lean methodologies.

#### **Risk, Issue and Dependency Management**

- Identify impediments and issues facing delivery and ensure that appropriate mitigation actions are in place that can include issues being escalated to the Project Sponsor where required.
- Map and plan for the management of dependencies and liaise with other Project Managers to ensure that dependencies are effectively managed.
- Managing interdependencies with other programmes and organisational initiatives to ensure a coordinated delivery of change across the organisation.
- Ensure that risks are escalated appropriately and are resolved in a timely and effective manner.

#### **Resource management**

- Ensure all resources necessary to the success of the Programme are identified.
- Liaise with Finance, HR, Estates and Procurement to ensure that resources are maintained in accordance with all relevant policies and regulations.

#### **Note:**

**These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital Group. The Service Improvement Lead will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate. The job description must be regarded as an outline of the major areas of accountability now, which will be reviewed and assessed on an on-going basis.**

<p><b>General Responsibilities and Accountabilities</b></p>	<p><b>Confidentiality</b> You will be aware of the confidential nature of Hospital work and the right of patients to confidentiality.</p> <p><b>Policies &amp; Procedures</b> You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.</p> <p><b>Hygiene Standards</b> The highest standard of hygiene must be maintained in the Hospital always and all staff members are responsible for ensuring compliance with the Hospitals requirements and standards regarding hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental &amp; site hygiene standards.</p> <p><b>Health and Safety</b> Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital’s mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.</p> <p><b>Information Technology</b> Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.</p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p>Candidates must have at the latest date of application possess the following experience at a senior level:</p> <ul style="list-style-type: none"> <li>• Proven track-record of delivering complex, multidisciplinary programmes of work.</li> <li>• Significant experience of operating within a service improvement, planning or programme management role and / or function within a large complex multi stakeholder environment utilising and / or overseeing some or all the relevant disciplines including: <ul style="list-style-type: none"> <li>○ Programme Delivery and Management</li> <li>○ Risk and issue Management</li> <li>○ Resource Demand &amp; Supply Planning</li> <li>○ Strategic Planning</li> <li>○ Change Management</li> <li>○ Service / Business / Operational Planning.</li> </ul> </li> <li>• Experience of managing a team and working collaboratively with multiple internal and external stakeholders, as relevant to this role.</li> <li>• The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.</li> </ul>

	<p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p> <p><b>Age</b> Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
<p>Post Specific Requirements</p>	<ul style="list-style-type: none"> <li>• Access to transport as travel to hospitals within the Group may be required.</li> <li>• A flexible approach to working hours is required to ensure deadlines are met.</li> <li>• As an integral part of the SIT, you will also be assigned to relevant sites to ensure local delivery and effective communications sites.</li> </ul>
<p>Additional information</p>	<ul style="list-style-type: none"> <li>• During the secondment, accredited training in lean methodology will be provided which will equip the Service Improvement leads with the skills and tools to lead on quality improvement. This will equip individuals with skills and experience to transfer to their place of work.</li> <li>• Individuals who have lean methodology qualifications such as Lean Six Sigma Green Belt qualification (NFQ level 8) or Bronze training (level) and / or have experience of engaging with stakeholders in quality improvement projects or recent IEHG events will have an advantage.</li> <li>• In year 2 the opportunity will be afforded to undertake a Lean Black belt training at UCD. This will require a commitment to work with the IEHG SIT as required for a period of 12 months following accreditation.</li> </ul>
<p>Professional Knowledge &amp; Experience</p>	<p><b>Professional knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or other relevant experience within Healthcare or similar organisation, you should also have a qualification in service improvement tools and techniques, e.g. Prince 2, Lean, Six Sigma or equivalent relevant experience. You will have experience of working in an acute healthcare environment or similar organisation in a change environment and understand patient pathways and service delivery, developing effective relationships.</li> <li>• Demonstrate on-going self-lead CPD knowledge and an understanding of clinical and corporate governance and risk management systems and processes.</li> <li>• Demonstrate a detailed knowledge of the issues, developments and current thinking on best practice in relation to Programme Management to deliver improvements and change.</li> <li>• An understanding of Irish health services and health services reform.</li> <li>• An understanding of the services provided by the Hospital Group.</li> <li>• Knowledge of government and national HSE policy as it relates to this role.</li> </ul>

**Strategic vision and healthcare insights:**

- Provide knowledge, experience and insight of Irish and international health care and policy systems to look strategically at challenges and issues that may arise.

**Leadership & Delivery of Change**

- Track record as an effective leader with a can-do attitude who has led, organised and motivated staff in times of rapid change in a challenging environment.
- Remain fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required to achieve immediate and long-term Programme objectives.
- Understand challenges of leading a complex change programme with significant technology, process, clinical change, interdependencies and HR challenges.
- Continually strives to improve service delivery, create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex, demanding conditions.

**Working With & Through Others - Influencing to Achieve**

- A track record of building and maintaining key internal and external relationships in furtherance of organisational goals.
- 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.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the health service improvement agenda.
- You will have the ability to adapt to change and have a flexible approach to meet the demands of the role. You will be self-motivated / reliant and able to work on own initiative with minimum supervision. It is essential you can develop credibility with your colleagues and members of professional groups, and demonstrate a high level of discretion and confidentiality whilst ensuring that responses to deadlines are met.

**Critical Analysis & Decision Making**

- The ability to think and act strategically and develop practical, innovative and creative solutions to the management of strategic issues and complex problems.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- The ability to turn complex data into easily understandable information to support the SIT, be ICT literate with excellent keyboard skills. The continuous ability to source, assimilate and analyse data and information relating to wide range of services and translate into an easily understood

	<p>format is essential.</p> <ul style="list-style-type: none"> <li>• Knowledge and application of evidence based decision making practices and methodologies.</li> <li>• Ability to rapidly analyse and evaluate, in a rational objective, consistent and systematic manner, a range of complex information to identify the core issues and arguments that are most salient to the situation at hand</li> <li>• Ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances.</li> <li>• Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.</li> <li>• Places strong emphasis on achieving high standards of excellence.</li> </ul> <p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Possess ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.</li> <li>• Committed to building a professional network to remain up-to-date with and influence internal and external politics.</li> <li>• Has strong results focus and ability to achieve results through collaborative working.</li> <li>• Has excellent influencing and negotiation skills across a range of communication media including verbal and IT presentations.</li> <li>• Strong written communication skills.</li> </ul> <p><b>Personal Commitment and Motivation</b></p> <ul style="list-style-type: none"> <li>• Is personally committed and motivated for the complex role.</li> <li>• Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.</li> <li>• Strong capability to manage competing demands without a diminution in performance.</li> <li>• A core belief in and passion for the sustainable delivery of high quality customer / user centred focused services.</li> <li>• A commitment to continuing professional development.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p>	<p>A ranking and or shortlisting exercise may be carried out based on information supplied in your Curriculum Vitae. 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 considering those requirements.</p> <p><i>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</i></p> <p>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.</p>
<p><b>Code of Practice</b></p>	<p>The IEHG will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice</p>

sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. **Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".**

**Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled Practice, Information for Candidates" or on [www.cpsa.ie](http://www.cpsa.ie).**

#### PERSON SPECIFICATION

Factors		Essential	Desirable
Qualifications	Candidates must possess, on the closing date:		
	HSE approved award qualification for relevant profession	√	
	Management/ leadership course		√
	Relevant post graduate education e.g. Diploma/Masters/Doctorate		√
	Experience in field of lean process improvement methodology and integrated care.		√
	Have completed Lean Six Sigma Green Belt Programme/ Bronze training at NFQ Level 8 / or another accredited provider.		√
Experience	Managerial, leadership and administrative capacity to fulfil functions of the role	√	
	Minimum of 10 years' satisfactory post qualification experience of working in a hospital setting in a leadership role.	√	
	Evidence of continuous personal & professional development	√	
	Current advanced knowledge and skill in specialty	√	√
	Participation in Clinical Audit & Practice Development/research		√
	People management experience, such as supervision and line management of relevant staff, appraisals, education provision and peer review		√
	Evidence of excellent communication, working relationships		√

	with stakeholders		
Organisational Knowledge	Knowledge of operational procedures in local hospital and IEHG	√	
	Awareness of Health Service reform programmes	√	
Professional Knowledge	Sound application of theoretical knowledge in the management of un-scheduled care	√	
	Awareness of national and current Healthcare developments	√	
	Evidence of ability to use motivational skills, prioritise and delegate workload	√	
	Demonstrate understanding of audit and clinical effectiveness		√
	Experience of working on an un-scheduled care project or in the delivery of aspects of un-scheduled care.		√
	Clinical Governance and Risk Assessment		√
	Research, Clinical Audit of Practice		√
	Leadership, Coaching, Teaching and mentoring		√
Core Aptitudes	Excellent organisational skills, ability to act on own initiative, to prioritise work and manage multiple tasks for self and other.	√	
	Excellent interpersonal, communication, team working and leadership skills and the ability to work collaboratively.	√	
	Excellent organisational skills, ability to act on own initiative, to prioritise work and manage multiple tasks for self and other.	√	
		√	
	Time management, Negotiation, Presentation skills	√	
	Understanding of Change management, Strategic and Operational Planning		√
	Evidence of knowledge in outcome measurement, change management, future planning		√
	Evidence of teaching and assessing skills		
Special Aptitudes	Proactive approach and ability to contribute to service improvement	√	
	Ability to analyse complex problems, formulate solutions and implement sustainable change.	√	

<p><b>Tenure</b></p>	<p><b>Only staff employed in the Ireland East Hospital Group are eligible to apply at this time. Assignment to this role will be on a grade to grade basis with current terms and conditions applying for a period of 2 years.</b></p> <p><b>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.</b></p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<p><b>Remuneration</b></p>	<p><b>Assignment to this role will be on a grade to grade basis with current terms and conditions applying for a period of 2 years.</b></p>
<p><b>Working Week</b></p>	<p>The standard working week applying to the post is 37 hours.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the post will be confirmed at job offer stage.</p>
<p><b>Superannuation</b></p>	<p>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<sup>st</sup> 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<sup>st</sup> December 2004</p>
<p><b>Probation</b></p>	<p>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.</p>
<p><b>Infection Control</b></p>	<p>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.</p>

<p><b>Ethics in Public Office 1995 and 2001</b></p> <p><b>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€66,471 as at 01.01.18)</b></p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€66,471 as at 01.01.2018) 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;</p> <p>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 31<sup>st</sup> January in the following year.</p> <p>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.</p> <p>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 <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>
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