



SLRON/08-2026/865

Director of Physics

**Job Specification & Terms and Conditions**

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| <b>Job Title and Grade</b>         | <b>Director of Physics</b><br><br><i>Remunerated on the Chief Physicist salary scale<br/>(Grade Code: 3832)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Remuneration</b>                | <p>The salary scale for the post as of 01/06/2026 is:</p> <p>€126,484 - €130,175 - €133,873 - €136,886 - <b>€141,270 - €145,646 LSIs</b></p> <p>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.</p>                                                                                                                                                       |
| <b>Campaign Reference</b>          | SLRON/08-2026/865                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Closing Date</b>                | 12:00pm on Monday 14 <sup>th</sup> September                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Proposed Interview Date (s)</b> | To be confirmed. Please note that due to the nature of this role, you may be called to interview at short notice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Taking Appointment up</b>       | A start date will be indicated at job offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location of Post</b>            | <b>St. Lukes Radiation Oncology Network (SLRON) - HSE Dublin &amp; Midlands</b><br><br>Incorporating all SLRON sites and any associated clinical, academic or networked locations as required by the duties of the post<br>The incumbent is expected to attend from time to time at locations other than his/her designated location                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Informal Enquiries</b>          | <b>Name:</b> Prof. Charles Gillham<br><b>Position:</b> SLRON Network Director<br><b>Email:</b> <a href="mailto:charles.gillham@slh.ie">charles.gillham@slh.ie</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>HR Point of Contact</b>         | SLRON is committed to providing information and services which are accessible to all, if you require accessibility assistance throughout any stage of the recruitment process or if you have any queries, please contact:<br><br><b>Name:</b> Ruairi Fortune<br><b>Position:</b> HR Officer<br><b>Email:</b> <a href="mailto:recruitment@slh.ie">recruitment@slh.ie</a><br><b>Tel:</b> 01- 4065209                                                                                                                                                                                                                                                                                                                       |
| <b>Details of Service</b>          | <p>The SLRON Physics Department provides medical physics services to radiation oncology, Nuclear Medicine and Imaging. The department also includes Clinical Engineering which provide engineering and clinical ICT support throughout the network. Medical Physics and clinical engineering services are delivered through a network model across the following locations: St. Luke's Hospital, Dublin, the HSE facility on the campus of Beaumont Hospital, Dublin or the HSE facility on the site of St. James's Hospital, Dublin.</p> <p>The Department contributes to a strong education and research programme within SLRON and through several Universities. The Physics Department has strong academic links</p> |

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|                               | through the MSc and PhD programmes in University College Dublin and is part of an all-Ireland, CAMPEP accredited radiotherapy physics residency programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Reporting Relationship</b> | The Director of Physics will report to the SLRON Network Director. Where a joint academic appointment is established, the post holder will also have an agreed academic reporting relationship with the University, in accordance with the relevant partnership agreement between SLRON and the University. The Post Holder will be part of the Network Executive Management Team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Purpose of the Post</b>    | <ul style="list-style-type: none"> <li>The Director of Physics / Chief Physicist will provide strategic, professional, scientific, academic and managerial leadership for the Physics Department across SLRON. The post holder will ensure the delivery of a safe, high-quality, innovative, research-active and internationally connected medical physics service that supports excellent patient care, service development, education, training and clinical research.</li> <li>The post holder will have responsibility for radiotherapy physics across the network and will also have a leadership role in nuclear medicine physics and clinical engineering. The post holder will ensure that the department remains clinically effective, scientifically excellent, nationally engaged and internationally visible</li> <li>The Director of Physics / Chief Physicist will lead, manage, develop and represent the Physics Department across SLRON. The post holder will be accountable for the scientific quality, safety, compliance, resilience and strategic development of physics services, including radiotherapy physics, nuclear medicine physics and clinical engineering within the agreed remit.</li> <li>The post holder will provide professional leadership to a highly specialised multidisciplinary scientific and technical workforce and will ensure that physics services support current and future clinical needs across all sites. The Director will promote a culture of excellence, collaboration, innovation, continuing professional development, research, teaching and international benchmarking.</li> <li>The Director will be expected to operate at senior hospital, national and international levels; to contribute to policy, professional standards and collaborative clinical-academic networks; and to ensure that SLRON remains strongly connected to other radiotherapy centres in Ireland and to relevant international organisations.</li> <li>The Director of Physics will be part of the SLRON Network Executive Management Team (NEMT) coordinating operations and developing strategy across the network.</li> <li>It is anticipated that a Deputy Director of Physics post will be in place, or in the process of being established, to support operational management, continuity, succession planning, workforce planning and day-to-day service delivery across the network. The Director will retain overall accountability for the department while delegating appropriate operational responsibilities to the Deputy Director and other senior staff.</li> </ul> |

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| <b>Principal Duties and Responsibilities</b> | <p><b><u>Strategic Leadership</u></b></p> <p><i>The Director of Physics will:</i></p> <ul style="list-style-type: none"> <li>• Provide strategic vision and leadership for the delivery and development of a professional, safe, innovative and sustainable medical physics service across SLRON.</li> <li>• Develop, maintain and regularly review a strategic plan for Physics that aligns with SLRON's clinical objectives, hospital strategy, national cancer policy, academic partnership priorities and international best practice.</li> <li>• Lead the department in anticipating and responding to technological, clinical, regulatory, workforce and academic developments in radiotherapy, nuclear medicine, imaging, and clinical engineering.</li> <li>• Ensure that the Physics Department contributes proactively to service planning, capital planning, equipment replacement, procurement, new builds, major infrastructure projects and the introduction of new clinical techniques.</li> <li>• Engage closely with local and national bodies to lead on medical equipment replacement specification and processes in line with clinical requirements and aspiration.</li> <li>• Promote SLRON as a national and international centre of excellence in radiotherapy physics, medical physics research, education and clinical innovation.</li> <li>• Develop collaborative relationships with hospital groups, national programmes, professional bodies, regulatory agencies, universities and international partners</li> <li>• Support network-wide consistency of standards, procedures, training and quality across all SLRON sites</li> <li>• Represent the department across a wide range of departmental activities.</li> </ul> <p><b><u>Clinical and Scientific Leadership</u></b></p> <p><i>The Director of Physics will:</i></p> <ul style="list-style-type: none"> <li>• Have overall responsibility for the scientific leadership, governance and development of radiotherapy physics services across SLRON.</li> <li>• Ensure the safe, accurate and effective delivery of radiotherapy physics services.</li> <li>• Provide expert scientific advice to Radiation Oncologists, Radiation Therapists, Nuclear Medicine staff, Clinical Engineering staff, hospital management and other clinical and technical groups.</li> <li>• Ensure appropriate Medical Physics Expert services are provided in accordance with relevant legislation, standards and professional guidance.</li> <li>• Ensure appropriate Radiation Protection Adviser and radiation safety expertise is available across the relevant services.</li> <li>• Ensure that new technologies, equipment, treatment techniques and clinical workflows are assessed, commissioned, validated and implemented safely and effectively.</li> <li>• Ensure appropriate scientific advice is available for procurement, health technology assessment, equipment lifecycle management, risk assessment, clinical trials, innovation and clinical service development.</li> <li>• Ensure robust systems are in place for calibration, quality control, equipment performance, safety testing, documentation and audit.</li> </ul> <p><b><u>Governance, Quality, Safety and Risk</u></b></p> <p><i>The Director of Physics will:</i></p> <ul style="list-style-type: none"> <li>• Ensure compliance with relevant national legislation, regulatory requirements, professional standards, hospital policies and international best practice.</li> <li>• Lead the development, implementation and review of departmental policies, procedures, protocols, quality systems and safe systems of work.</li> <li>• Ensure robust quality management systems are in place across radiotherapy physics, nuclear medicine physics and clinical engineering.</li> </ul> |
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- Ensure the department participates in relevant internal and external audits, accreditation processes, dosimetry audits, incident reviews and quality improvement programmes.
- Provide significant input to managing KPI's in the pre-treatment phase of the patient pathway.
- Ensure effective systems exist for incident reporting, investigation, learning and implementation of corrective and preventive actions.
- Promote a culture in which patient safety, staff safety, scientific integrity, openness, learning and continuous improvement are central to all departmental activity.
- Ensure appropriate physics representation on relevant hospital committees, including radiation safety, risk management, quality, equipment, research, innovation, clinical governance and safety committees.
- Ensure compliance with health and safety requirements and promote sustainable, efficient and responsible use of resources.

### **Academic Leadership, Research and Innovation**

*The Director of Physics will:*

- Lead the development of a strong clinical-academic culture across the Physics Department.
- Establish, maintain and develop strong academic links with UCD and other relevant academic institutions, in accordance with agreed hospital-university arrangements.
- Supervise, and encourage others in the department to supervise, PhD candidates in UCD Physics and SLRON
- Build, promote and support research programmes that are clinically relevant, scientifically rigorous, collaborative and capable of improving patient care.
- Initiate, support and supervise research and development projects involving physicists, clinicians, radiation therapists, engineers, students and academic collaborators.
- Seek, support and manage external research funding, industry collaboration and philanthropic support where appropriate and consistent with hospital governance.
- Support staff in developing academic profiles, research outputs, postgraduate supervision capacity and collaborative grant activity.

### **Education, Training and Workforce Development**

*The Director of Physics will:*

- Provide leadership in education and training for all relevant professional groups.
- Support undergraduate, postgraduate and professional teaching in collaboration with UCD and other relevant educational partners.
- Promote staff progression towards Medical Physics Expert status, professional registration, specialist expertise and continuing professional development.
- Ensure appropriate induction, competency assessment, supervision, mentorship and training are in place for all relevant staff.
- Encourage staff participation in teaching, research, professional development, clinical audit and quality improvement.

### **Financial, Resource and Capital Planning**

*The Director of Physics will:*

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|                                                                             | <ul style="list-style-type: none"> <li>• Advise senior management on the resources required to deliver safe, compliant, high-quality and innovative physics services.</li> <li>• Contribute to business cases, capital planning, procurement processes, service development proposals and equipment replacement strategies.</li> <li>• Advise on the long-term cost-effectiveness, risks and benefits of investment in new technology, staffing, infrastructure, training and research.</li> <li>• Identify opportunities for external funding, research partnerships, innovation funding and industry collaboration where appropriate.</li> <li>• Ensure departmental resources are managed responsibly, transparently and in line with hospital policies.</li> </ul> <p><b>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 him/her from time to time and to contribute to the development of the post while in office.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Eligibility Criteria</b><br><br><b>Qualifications and/ or experience</b> | <p><b>Candidates must at the latest date of application:</b></p> <p><b>1. <u>Professional Qualifications, Experience, etc.</u></b></p> <p>a)</p> <p>i) Hold a recognised first or second class honours degree in which Physics was taken as a major subject and honours obtained in that subject..</p> <p style="text-align: center;"><b>And</b></p> <p>ii) Hold a postgraduate (M.Sc. or PhD.) degree in Medical Physics</p> <p style="text-align: center;"><b>Or</b></p> <p>iii) Hold recognised qualifications at least equivalent to (i), (ii) above.</p> <p style="text-align: center;"><b>And</b></p> <p>b) Have at least ten years satisfactory relevant experience in Radiotherapy Physics, (at least three of which were at Principal level).</p> <p style="text-align: center;"><b>And</b></p> <p>c) Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office.</p> <p><b>2. <u>Age</u></b></p> <p>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><b>3. <u>Health</u></b></p> <p>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>4. <u>Character</u></b></p> <p>Each candidate for and any person holding the office must be of good character.</p> |
| <b>Post Specific Requirements</b>                                           | <ul style="list-style-type: none"> <li>• Demonstrated significant depth and breadth of experience in radiotherapy physics, including advanced radiotherapy techniques and clinical service development.</li> <li>• Evidence of successful leadership and management of a comprehensive medical physics or radiotherapy physics service.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                                | <ul style="list-style-type: none"> <li>• Experience of leading multidisciplinary scientific, technical or clinical teams.</li> <li>• Experience of service planning, workforce planning, quality management, risk management, equipment procurement and implementation of new technologies.</li> <li>• A strong record of research, development, innovation, teaching and postgraduate or professional supervision.</li> <li>• Evidence of national and/or international professional engagement, such as participation in professional bodies, guideline development, scientific meetings, collaborative networks, external audit, policy work or international research collaborations.</li> </ul> <p>It would be desirable for candidates to have:</p> <ul style="list-style-type: none"> <li>• A PhD or equivalent evidence of substantial research achievement.</li> <li>• Eligibility for appointment to an appropriate university academic position, potentially at Associate Professor or Professor level depending on university criteria and agreed arrangements.</li> <li>• Experience supervising MSc, PhD, clinical-academic or professional training projects.</li> <li>• A track record of peer-reviewed publication, successful grant applications, invited presentations, international committee work or leadership in professional organisations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Other requirements specific to the post</b> | The individual will be required to be available on site in any of the Dublin network centres when required and to ensure consistency across the network.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Skills, competencies and/or knowledge</b>   | <p><b><i>Candidates must demonstrate:</i></b></p> <p><b><u>Professional Knowledge and Experience</u></b></p> <ul style="list-style-type: none"> <li>• A high degree of professional, scientific and technical knowledge of radiotherapy physics and related medical physics disciplines.</li> <li>• Strong understanding of relevant legislation, standards, guidance, radiation protection requirements and quality systems.</li> <li>• Ability to lead a complex, multi-site, multidisciplinary department with high clinical, scientific, technical, academic and regulatory demands.</li> <li>• Strategic vision and the ability to translate that vision into practical service, workforce, research and academic plans.</li> <li>• Proven ability to lead change, develop services, introduce new technology and deliver innovation safely.</li> <li>• Excellent judgement in balancing patient safety, clinical need, scientific evidence, staff capacity, financial constraints and long-term service development.</li> <li>• Strong academic credibility, including awareness of current research and its potential to influence clinical service delivery.</li> <li>• Ability to develop and maintain national and international networks.</li> <li>• Excellent communication, presentation and influencing skills.</li> <li>• Ability to communicate complex scientific and technical information clearly to clinical, scientific, managerial, academic and public audiences.</li> <li>• Strong people management skills, including the ability to motivate, mentor, delegate, manage performance and support staff development.</li> <li>• Strong planning, organisational, analytical and problem-solving skills.</li> <li>• Commitment to patient-centred care, equity, accountability, quality, safety, innovation, research integrity and continuous professional development.</li> </ul> |





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| <b>Competition Specific Selection Process</b><br><br><b>Ranking/Shortlisting / Interview</b>                                                                                                                                                                                                                                                                                     | <p>A ranking and or shortlisting exercise may be carried out on the basis of 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></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>                                                                                                                                                                                                                                                                                                                       |
| <b>Code of Practice</b>                                                                                                                                                                                                                                                                                                                                                          | <p>The Public Appointment Service will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilitates for 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.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.careersinhealthcare.ie">www.careersinhealthcare.ie</a> in the document posted with each vacancy entitled "Code of Practice, information for candidates or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p> |
| <p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>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.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



**Director of Physics**  
**Terms and Conditions of Employment**

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| <b>Tenure</b>                                          | <p>The current vacancy available is permanent and whole-time.</p> <p>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.</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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>                                                                             |
| <b>Working Week</b>                                    | <p>The standard weekly working hours of attendance for your grade are <b>35</b> hours per week. Your normal weekly working hours are <b>35</b> 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.</p> <p>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.</p>                 |
| <b>Annual Leave</b>                                    | <p>The annual leave associated with the post will be confirmed at Contracting stage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Superannuation</b>                                  | <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>                                                                                         |
| <b>Age</b>                                             | <p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b><u>* Public Servants not affected by this legislation:</u></b><br/>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.</p> <p>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.</p> |
| <b>Probation</b>                                       | <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>                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Protection of Children Guidance and Legislation</b> | <p>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.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer</p>                                                                                            |



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|                                              | <p>and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p><b>Visit <a href="#">HSE Children First</a> for further information, guidance and resources.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Infection Control</b>                     | <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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Health &amp; Safety</b>                   | <p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p> |
| <b>Ethics in public office 1995 and 2001</b> | <p>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:</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 31st January in the following year.</p> <p>B) In addition to the annual statement, a person holding such a post is</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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|  | <p>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</p> <p>.</p> |
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