



JOB SPECIFICATION

HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT

Job Title, Grade and Grade Code	Head of People and Organisational Development Grade Code: 0655
Competition Reference	SJL11-20224
Whole Time Equivalent	1 WTE
Closing Time and Date	12.00 noon Monday 12th December 2022
Proposed Interview date(s)	Week commencing 5th January 2023
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Post
Location of Post	Management Administration, St. John's Hospital, John's Square, Limerick V94H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/
Informal Enquiries	Informal enquiries to Emer Martin, CEO ceo@stjohnshospital.ie
Details of Service	<p>St John's Hospital, Limerick is a Voluntary Hospital founded in 1780 by the Little Company of Mary Sisters. It is a Model 2S, acute general hospital funded by the HSE and member of University of Limerick Hospitals Group (ULHG). It is a longstanding teaching hospital for medical, nursing and allied healthcare professional staff and is an academic partner of the University of Limerick. The hospital provides a wide range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. The Injury Unit is the busiest in the Midwest region and second busiest Unit nationally after the Mercy Hospital (Source: HSE BIU data October 2022)</p> <p>We are committed to providing the highest quality service to all our patients in a professional, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner at all times with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and to promote patient participation in their care. We encourage good interpersonal relationships and we collaborate extensively with key external stakeholders including the HSE, Voluntary Healthcare Forum and other local healthcare providers. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for both present and future health service staff.</p>

	<p>The Hospital has a total of 99 beds – 89 In-Patient beds and 10 Day Care beds. The In-Patient specialties are General Medicine, General Surgery and Gynaecology. We also have an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. We are a Teaching Hospital affiliated to the University of Limerick.</p> <p>Our 5-year Strategy (2022-2027) includes a key business plan for a new in-patient bed block to be built on site, bringing the total number of beds on site to 200. We are working with the HSE to support our business plan by approving funding for the development and resources needed for the additional bed capacity.</p> <p>Other clinical services provided on site include:</p> <ul style="list-style-type: none"> • Consultant Out-Patient Clinics • Diagnostic Radiological and Laboratory services • Day Surgery • Clinical Nurse Specialists in the areas of Diabetes, Continence Management, Respiratory Care, Tissue Viability, Infection Control, Palliative Care and Pain Management • A Dietetic service providing nutritional assessment, dietary advice, education and evaluation • Occupational Therapy • Speech and Language Therapy • Social worker support • Physiotherapy services • Chaplaincy Service <p>Clinical Research and Innovation:</p> <p>We have an active Audit, Research and Innovation Committee and an on-site Rapid Innovation Unit which collaborates with clinical staff across UL Hospitals to enhance patient experience, producing many pioneering quality improvement initiatives. This “Science Foundation” sponsored unit uses 3D printing and other engineering pathways to find live patient-centric digital manufacturing solutions to bedside care issues.</p>
<p>Our purpose, mission, vision and values</p>	<p><u>Our Purpose</u> Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day.</p> <p><u>Our Vision</u> To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience.</p> <p><u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p><u>Our Values</u> To listen to each other and seek opportunities to help and support one another</p> <p>To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.</p>

	<p>To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning and training.</p> <ol style="list-style-type: none"> 1. To deliver excellence in care through monitoring, evaluating and continually improving our services.
<p>Reporting Arrangements</p>	<p>The post holder will:</p> <ul style="list-style-type: none"> • Report directly and be accountable to the Chief Executive
<p>Purpose of the Post</p>	<p>The Head of People and Organisational Development will be responsible for optimising people policies, processes and programmes across St. John’s Hospital including (but not limited to) resourcing, employee engagement and talent management & development. The post holder will also be responsible for the strategic development of the organisation’s people resources, and organisational development within the organisation as a whole.</p> <p>This role combines the requirement for the Head of People and Organisational Development to attend internal Executive Team meetings and related committees, and to attend the monthly Performance Review meetings with the executive team of University of Limerick Hospitals Group.</p> <p>The role is outward facing, developing the people strategy, leading on workforce transformation and with overall responsibility for organisational development in the areas of talent development, learning and engagement support functions in the Hospital, including training and education support provided in the staff education centre.</p> <p>Line management accountability of the role is to the Chief Executive. However, the post interfaces on a day to day basis with the Deputy CEO and all other service heads, by supporting the day to day operational leadership and management of the organisation. This post will also involve working closely with the other Executives/ members of the Executive Management Team.</p> <p>The post is supported by an Assistant HR Manager, medical manpower and recruitment officers, Occupational Health Nurses and access to a full time pensions officer based in the Finance Department.</p> <p>The Organisational Development element of the post is supported by a HR clerical officer and other staff who provide in-house training and education on a full-time and part-time basis.</p> <p>Operating in accordance with local, regional and national service plans, the post holder will work in collaboration with other professionals and service managers to achieve the service goals of the hospital, through our people resources, and to contribute to the wider development of the organisation. As a key member of the Executive Management Team, the post holder will share responsibility with fellow senior managers for developing the hospital’s overall strategic direction and for achieving a high level of performance in workforce and staff development functions.</p>

	<p>The post holder will be an experienced Human Resources and People professional with a full range of leadership skills and a strong ability to develop system wide relationships with other departments and services. They will be a confident, collaborative and approachable leader who is able to both inspire and drive cultural change to deliver improved outcomes and experiences for our colleagues.</p> <p>The post holder will be responsible for the delivery and implementation of a range of generalist HR services within the Hospital and the provision of robust advice and guidance on HR issues to the Chief Executive, Service Managers and colleagues in order to support the Hospital in the achievement of its business objectives.</p>
<p>Principle Duties and Responsibilities</p>	<p>Strategic and Executive Function</p> <ul style="list-style-type: none"> • The Head of People and Organisational Development is a key member of the Executive Management Team and will partake in the Executive On-Call Rota one weekend in six. • In performing their duties, the Head of People and Organisational Development must operate within the relevant HR policies and guidelines of St. John's Hospital and the HSE. • Operate effectively in a flexible and demanding environment and proactively engage with key stakeholders, internally and externally. • To continuously develop the Organisational Development (OD) Strategy by creating a 'living strategy' which considers changes and adapts to meet the Hospital's needs, the external environment, and best practice and which drives the Hospital's success in its desire to attract, recruit, retain, develop and motivate a high performing workforce. • To interpret overall national health service policy and strategy in relation to employee experience, workforce and education and incorporate into relevant people and OD strategies/services. • Ensure the Hospital's people and organisational development strategy is formulated, understood by all stakeholders and is delivered utilising all available resources efficiently and effectively. • Ensure appropriate systems and processes are in place to enable the implementation of the strategy, operating at a macro level and delegating across the HR and OD resources accordingly. • Proactively manage the key risks and issues, ensuring appropriate and timely actions are taken to mitigate or respond. • Responsible for the overall planning of the strategy and for providing vision and strategic direction to the Executive Management Team and other managers. • Manage the governance processes of the strategy. • Chair or attend as appropriate, meetings with varied internal and external stakeholders to facilitate the delivery of the key strategic objectives. • Responsibility for ensuring the function/strategy is delivered to time and quality standards and in a cost-effective manner, adjusting plans and resources as required. • Operate within and provide enhancements to current management information systems and reporting to enhance decision making processes. • Lead corporate policy and discussions as appropriate,

<p>Principle Duties and Responsibilities</p>	<p>including leading the relevant elements of the Hospital's Strategy and ongoing annual business planning from a HR perspective.</p> <ul style="list-style-type: none"> • To develop fair, appropriate and motivational reward strategies to be consistent with and support the organisations goals and values. • Develop strategies to enable workforce associated cost improvement. • In consultation with the Occupational Health Nurse, manage and oversee the delivery of an effective Occupational Health Nurse service and staff assistance programmes within available resources. <p>Operational Management</p> <ul style="list-style-type: none"> • Provide Human Resource support and advice to the Chief Executive and Executive Management Team in relation to the full HR remit including leadership development, succession and talent management, attrition and absenteeism, employee satisfaction and motivation, performance management, employer branding, employee relations, manpower planning, resourcing, learning & development, employment control, re-deployment, HR Data and reporting, change management, culture & core values • Be the HR link person between St John's Hospital and the University of Limerick Hospitals Group HR Director and National HR services e.g. employee relations, workforce planning, leadership development, HR best practice etc. • Influence, monitor and support the changing structure and workforce with a clear focus on leadership, change management and developmental support. • Oversee the provision of proper, timely and comprehensive staff induction for all disciplines and grades of staff. • Research and prepare submissions for third party hearings such as Labour Court, Workplace Relations Commission and Conciliation Conferences. • Ensure fit for purpose application of current HR best practice legislation and contribute to the development of HR policies and strategies that reflect same. • Ensure all HR policies and procedures are continually reviewed and updated. • Ensure that staff grievance and disciplinary matters are dealt with in accordance with Hospital policy and best practice, and that an open culture for reporting concerns is actively promoted across the organisation. • Work with the Chief Executive in designing and implementing HR systems and processes that support the hospital's objectives through performance management and good governance. • Provide assistance and guidance from a HR perspective in working with internal and external stakeholders and ensuring that the needs of the Hospital are being met through this process. • Assist in the development of an Employee Engagement Strategy Action Plan to be implemented in consultation with the Executive Management team and service leads. • Assist in the implementation of regular employee opinion surveys and assist in implementing findings and actions in conjunction with the Executive Management Team.
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<p>Principle Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Put in place a mechanism to provide communication to and feedback on the effectiveness of HR in all areas across the organisation and work with HR colleagues to action feedback. • Working collaboratively with colleagues, ensure consistency in approach and support to the Executive Management Team and all departmental managers. • Engage with Employee Representative Organisations to manage industrial relations and employee relations issues, as appropriate. Represent and / or support the Hospital at third party representations, where appropriate. • Participate on HR Working Groups as required. • Implement People Strategy priorities in the Hospital, including the Hospital's Performance Achievement Framework and other initiatives such as IBEC's "Keep Well" staff wellbeing framework. <p>Leadership & Management</p> <ul style="list-style-type: none"> • Interpret and process highly complex, sensitive and potentially contentious information including presenting information about projects to a range of internal and external stakeholders in formal settings where there may be significant resistance, and manage/overcome same. • Ensure the implementation of a Human Resources and Organisational Development Strategy for the Hospital in support of the efficient and effective development and deployment of human resources to achieve business objectives. • Provide leadership in the area of change management to ensure the HR policies, programmes and activities are aligned to the Hospital's goals. • Develop a model for leadership development programmes as determined by the Chief Executive in conjunction with service managers. • Assist in the development and implementation of strategies that promote the Hospital as an employer of choice to attract the highest calibre of staff with the appropriate skill mix e.g. IBEC's "Keep Well Mark" initiative. • Assist in the development of an organisational culture that values people, their skills, ideas and contribution and genuinely seeks to empower individuals. • Build effective, constructive relationships with internal and external stakeholders. <p>Organisational Development</p> <ul style="list-style-type: none"> • Assist in the implementation of a HR delivery model to be applied across the organisation to maximise efficiencies, avoid duplication and ensure consistency. • Support the implementation of revised management (e.g. organisation design) and reform structures as necessary. • Champion change and innovation and communicate the vision of change within the hospital to ensure an understanding and buy-in into the change.
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<p>Principle Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Challenge and assist in the development of processes, systems and structures that reflect the strategic objective of world class delivery of patient centred care. • Assist in the development and implementation of appropriate internal communication channels to and from staff. <p>Governance & Accountability</p> <ul style="list-style-type: none"> • Ensure that the agreed HR standards, practices, policies and procedures are in operation in line with local and national HR Policy and the wider civil and public sector. • Lead out on the implementation of a Performance Achievement Framework in partnership with the Executive Management Team and other relevant stakeholders within the Hospital. • Maintain corporate responsibility for monitoring compliance with all mandatory training and in conjunction with service leads; devise systems to monitor and improve compliance, where necessary, • Ensure that continuous professional development opportunities are widely available to all staff and that these are promoted as a benefit to working at St John’s Hospital. • Draw on internal and external HR trends in the area of expertise to identify solutions and build capabilities within the workforce. • Act as a spokesperson for the organisation on matters relating to workforce and organisational development. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated local and national protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in local and national/ Government initiatives to create a more sustainable and efficient health service. <p>The above 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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>1. Professional Qualifications & Experience</p> <p>Applicants, by the latest date of application, must demonstrate all of the criteria listed below:</p> <ul style="list-style-type: none"> • Significant management experience in a HR role • Experience of handling a range of complex HR issues and extensive experience of leading change programmes • A proven ability to develop, manage and deliver effective HR strategies • Strong interpersonal and communications ability

<p>Eligibility Criteria</p>	<ul style="list-style-type: none"> • Experience of managing and working collaboratively with multiple internal and external stakeholders • Candidates must possess the requisite leadership, managerial and administrative knowledge, experience and ability for the proper discharge of the duties of the office • A qualification in Human Resources <p>Desirable</p> <ul style="list-style-type: none"> • Public sector workforce experience • Healthcare sector experience • Qualification in management and/or leadership • Professional membership of the CIPD • Significant evidence of successful implementation of a range of quality initiatives to develop practice <p>Age Age restriction shall only apply to a candidate where she/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 68 years of age.</p> <p>Health Candidates 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. Pre-employment Occupational Health Screening is required</p> <p>Character Candidates for and any person holding the office must be of good character.</p> <p>Garda Vetting In accordance with Hospital policy, Garda Vetting will form part of the selection process. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Hospital's requirements in this regard will be excluded from the competition.</p>
<p>Post Specific Requirements</p>	<p><u>Competencies</u></p>
<p>Essential Skills, competencies and/or knowledge</p>	<p>Professional Knowledge</p> <ul style="list-style-type: none"> • A detailed knowledge of the issues and developments and current thinking in relation to HR and Organisational Development best practice in health care policy and service delivery. <p>Leadership & Management</p> <ul style="list-style-type: none"> • Demonstrable experience of operating at a management/ macro level within a public service setting with a proven track record of producing high quality results in the management and leadership of HR functions. • Remains fully informed in a dynamic and challenging environment. • Is able to transform vision into a framework and structures for moving forward.

<p>Essential Skills, competencies and/or knowledge</p>	<ul style="list-style-type: none"> • Team player with ability to contribute effectively at corporate level, with the ability to take and remain accountable for actions and decisions. • Excellent people management skills with the ability to lead individuals and influence without direct line management authority. • Excellent presentation skills both verbal and written. Intellectual flexibility. • Continually strives to improve service delivery to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasingly complex, ever-changing and demanding conditions. • Highly developed interpersonal and facilitation skills, with ability to gain and sustain credibility with executive colleagues, HSE partner organisations and other stakeholders. • Demonstrable experience and expertise in managing complex change processes while maintaining sustained improvement in performance. <p>Strategy</p> <ul style="list-style-type: none"> • Demonstrable extensive experience and understanding of the national strategic context and governance agenda as set by the regulatory and compliance requirements (e.g. HSE/HIQA/DPER). • Comfortable with operational detail and wider, longer-term strategic visions, and to articulate these to others and the ability to cope with ambiguity and perform through uncertainty where necessary. • A proven ability to plan strategically. Proactive and innovative strategic thinker with ability to convert strategy into operational reality. • Understanding of the Voluntary Healthcare sector and the HSE, its infrastructure and partner healthcare organisations. • Political awareness, with the ability to understand the wider interest groups and stakeholders within and outside of the Hospital Group, and to work sensitively to overcome their differing positions and interests. Ability to work flexibly and to work in partnership with University of Limerick Hospital Group. Highly effective negotiating and influencing skills. <p>Critical Analysis & Decision Making</p> <ul style="list-style-type: none"> • Has the ability to rapidly assimilate and analyse complex information. • Considers the impact of decisions before taking action; anticipates problems and can robustly assess risk. • Recognises when to involve other parties (at the appropriate time and level). • Is willing to take calculated risks in the interests of furthering the designated care group agenda. Makes timely decisions and stands by those decisions as required. <p>Building Relationships / Communication</p> <ul style="list-style-type: none"> • Possesses the ability to explain, advocate and express facts and ideas in a convincing manner and actively liaise with individuals and groups, internally and externally.
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Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.

The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.

This job description 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. It 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.



TERMS AND CONDITIONS OF EMPLOYMENT

HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT GRADE VIII

Tenure	The appointment is whole-time, permanent and pensionable. A panel may be created from which future vacancies in this post may be filled.
Remuneration	The salary scale for the post as at 01/10/2022 is: €73,941; €74,605; €77,523; €80,453; €83,359; €86,279; €89,181 Incremental credit may be granted in respect of previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad.
Working Week	The standard working week applying to the post is: 35 hours delivered on a Monday to Friday basis. Flexibility on hours of attendance in consideration of service needs is required. The successful candidate is expected to partake in the executive on-call rota for St. John's Hospital. 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 th 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).
Annual Leave	The annual leave entitlement is 30 working days per annum. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.
Terms of Employment	All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment. A job description will form part of the contract documentation.
Probation	Employment will be probationary for the first twelve months, during which time the Department Head will carry out periodic probation assessment reviews.

	The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.
Proficiency in the English Language	Fluency in the English language is a requirement of this role. Proficiency in spoken English is assessed during the interview process.
Uniform	The appointee will be required to comply with and actively promote the existing dress code regulations. The appointee will also be required to wear an identity badge in line with existing conditions.
Place of residence	The person appointed will be required to reside within a reasonable distance of the Hospital.
Sick Leave	There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospital's absence management procedures.
Superannuation Contributions	New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. All other appointees will be required to register with the Voluntary Hospitals Superannuation Scheme and will pay superannuation contributions as follows: (a) Persons who become pensionable officers of the Hospital, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) (b) Persons who become pensionable officers of the Hospital who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation, to contribute to the Hospital at the rate of 5% of their pensionable remuneration in accordance with the terms of the Scheme. (c) All persons who become pensionable officers of the Hospital, are required, in respect of the VHSS (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
P.R.S.I.	An officer's date of employment will be the determining factor in deciding which PRSI Class is applicable:- (a) officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance. (b) Officers appointed before 6th April, 1995 who resign from the health service prior to or after that date and who are subsequently re-appointed or re-admitted to pensionable posts on or after 6th April, 1995 will be covered by Class A insurance. (c) The Class A rate of PRSI contribution will apply to persons appointed to pensionable health service officer posts on or after 6th April, 1995 unless:

	<p>(i) any person who is, immediately prior to employment, serving elsewhere in the public sector and paying the Class B, C or D rate of PRSI contribution.</p> <p style="text-align: center;">Or</p> <p>(ii) any person who is serving with an agency to which the Local Government Superannuation Code or the Voluntary Hospitals Superannuation Scheme or, in the case of Medical Officer posts, the Nominated Health Agencies Superannuation Scheme applies on 5th April 1995 and is paying full PRSI (Class A) on that date and, without a break in employment, is subsequently appointed to a pensionable health service officer post will pay Class D PRSI.</p>
Confidentiality	<p>In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business.</p> <p>Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must ever be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.</p>
General Data Protection Regulation (GDPR)	<p>The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.</p>
Hospital Policies and Procedures	<p>All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures and the Hospital's ethical codes of practice.</p> <p>Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.</p>
Infection Prevention and Control	<p>During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.</p>
Mandatory Training and Health and Safety at Work Act	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post.</p> <p>All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety</p>

	procedures are carried out to maintain a safe environment for employees, patients and visitors.
Children First Act	You are required to comply with the Children First Act 2015. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard.
Open Disclosure	You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.
Adult and Child Safeguarding	The post holder must comply with all relevant statutory safeguarding requirements and undertake training as necessary
Covid -19	The post holder must comply with government and local policy guidelines pertaining to management of Covid-19 in the workplace.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020) 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.
Professional Registration	<p>If you are employed in an area of work which requires membership of a professional body in order to practise, it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body's code of practice.</p> <p>You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.</p>
Termination of Employment	<p>Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p>