

Risk Manager – National Office

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The ASI is currently recruiting a Risk Manager who will report to the Head of Risk, Compliance and Dementia Advisor Services. This is a permanent contract, working 35 hours per week.

Job Location: Blackrock, Dublin with flexibility to be based at various ASI locations regionally and to work remotely.

You will need excellent leadership, communication, IT and decision-making skills. The successful candidate will be expected to carry out the role with a high level of professionalism working closely with internal departments and external stakeholders.

The successful candidate will have an academic award in Risk Management or equivalent OR A professional qualification in a health related area and Significant (+5yrs) experience of working in the health/social care services in a post that has involved safety improvement, risk management, incident management and investigations as relevant to this role.

Salary will be commensurate with the care sector, and dependent on relevant experience.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie.

Closing date for applications: 25th November 2024

The Alzheimer Society of Ireland is an Equal Opportunities Employer.



JOB DESCRIPTION

Risk, Health & Safety Manager

Purpose of Position:

ASI is committed to ensuring that risk management is seen as the concern of everyone and is embedded both as part of normal day to day business and informs the strategic and operational planning and performance cycle.

The purpose of this role is:

To provide advice and support to senior management and duty holders in maintaining and improving systems that underpin an effective integrated risk management governance system within ASI

To ensure a proactive approach to risk and incident management across ASI, with consistent application of ASI risk and incident management policies and guidance.

To further develop, implement and evaluate ASI's risk management framework and health & safety system with associated structures, policies and processes.

To working collaboratively with ASI Quality, Safety & Practice Development (QSPD) team, Operations team, HR & Learning & Development (L&D) team to support service colleagues in improving incident and risk management processes, with a focus on continuous quality improvement initiatives

Main Duties and Responsibilities:

This will involve supporting the implementation of the ASI risk and incident management framework, including:

- Review and update structures and processes in relation to risk and incident management framework within ASI including risk assessments, risk register, and reporting systems.
- Provide advice and support on all aspects of risk and incident management and support ASI's compliance with statutory and regulatory obligations.
- Working with ASI's Learning & Development team, develop and deliver uniform risk and incident management training programmes to build capacity at all levels in the organisation and embed a consistent approach which is reflected in ASI's training matrix, monitoring and reporting systems.
- Working with ASI QSPD team, develop and support systems and processes for incident management including communication and escalation of serious incidents (internally and to external agencies eg HSE, HIQA etc)
- Contribute to the development of performance indicators for risk management system which can be monitored (quality and safety profile).
- Monitor incident management activity and processes and prepare risk and incident activity reports.
- Where required, liaise with ASI insurer/solicitors for cases / claims in conjunction with ASI HR department, oversee the preparation of relevant files and documentation and represent ASI when required in relation to ASI risk and health & safety management systems and incident management policy and process.



- Tracking and reporting on implementation of major reports/investigations recommendations
- Working with QSPD Manager, ensure ASI has a defined process to ensure learning from safety incident and risk management is disseminated within the organisation and enables mitigation of future risk
- Manage ASI's Health & Safety function including develop and report on the annual work plan and line management of the H&S Coordinator.
- Manage the review, update and dissemination of ASI Safety Statement to support ASI's compliance with statutory and regulatory obligations.
- To assist with data protection compliance and notifications - training will be provided if required.
- Review, develop and update ASI policies and procedures assigned to the function and maintain relevant sections of ASI Staff Hub with a particular focus on health and safety.
- Contribute to ongoing development of ICT systems such as those relating to ASI Risk Register and Incident Reporting Form (IRFs).
- Promote and participate in the implementation of change.
- Participate in and lead project working groups
- Represent the department on committees and groups as required.
- Attend meetings and committees as requested.
- Develop and maintain positive working relationships with key stakeholders both internal and external.
- Undertake special assignments and investigations as directed.
- Carry out any other appropriate duties or assignments as requested by senior management team.



PERSON SPECIFICATION:

Knowledge/Experience :

Candidates must by the closing date for receipt of applications:

- An academic award in Risk Management and Health & Safety or equivalent **OR** A professional qualification health/social care **AND** Significant (+5yrs) experience of working in the health/social care services in a post that has involved health & safety improvement, risk management, incident management and investigations as relevant to this role.
- Demonstrate knowledge of Risk Management in Health/Social Care setting including risk assessment, risk register, risk reporting and monitoring.
- Demonstrate knowledge of health & safety management systems including safety statement and relevant risk assessments.
- Demonstrate knowledge of the Incident Management process
- Experience of leading change in a complex organisation
- Experience of developing and delivering training programmes
- Experience of managing and working collaboratively with multiple stakeholders
- Strong level of knowledge regarding Health and Safety standards and issues, ideally in a care environment involving persons with dementia or older persons.
- Experience and knowledge of human resources policies and practices.
- Good facilitation and analytical skills
- High level of knowledge and understanding of the issue relating to people with dementia and older persons and related issues

Experience in the voluntary/NGO sector desirable

Skills/Competencies:

Managerial/ Leadership

- Ability to lead and motivate staff and management to champion and work to best practice and highest quality care standards
- Ability to develop and document accessible and compliant policies
- Ability to analysis data and produce reports, statistical information, management information, etc
- Accessible and supportive approach

Communications

- Excellent communication skills both verbal and written
- Can communicate effectively with staff and managers in order to resolve issues relating to risk and incident management.
- Ability to communicate at all levels of organisation – Board, Director, Senior and Middle Management, and front line staff
- Ability to build effective working relationships both internally and externally



- Ability to represent ASI in appropriate fora when necessary

Decision Making

- Can contribute to major decisions at management level
- Can make decisions on own initiative and expertise, regarding reasonably complex issues under general policy guidelines
- Can identify and solve/ propose solutions to any problems/obstacles arising in delivery of service in collaboration with team

Accountability/Responsibility/Professionalism

- Can consistently maintain high standards of behaviour and performance, exercising due care and discretion, ensuring necessary and sufficient controls are in place to safeguard the integrity and reputation of ASI
- Ability to plan and work efficiently to establish priorities and allocate time and effort accordingly
- Ability to direct and motivate staff
- Ability to manage own time and personal activities
- Ability to organise and ensure quality administration
- Seeks out new and / or additional duties, demonstrates ability to generate new ideas and acts on them accordingly
- Maintains appropriate professional boundaries with external parties and colleagues.

Other: Full clean drivers license with access to own vehicle and flexibility to travel as required

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KEY RELATIONSHIPS

Internal

QSPD Team

Head of Operations & Operations team

Human Resource Team

Learning & Development Team

External

HSE

HIQA

Health & Safety Authority

Partnership Groups

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