

Candidate Booklet

**Staffline**  
*Executive Search*

# CANDIDATE BOOKLET

06/12/2024

---



Point of Contact: Steve Morrow  
Title: Head of Executive Search  
Email: [stephen.morrow@stafflinerecruit.com](mailto:stephen.morrow@stafflinerecruit.com)  
Mobile: 07384218405  
[www.stafflinerecruit.com](http://www.stafflinerecruit.com)  
Staffline Recruitment Ireland

Chief Medical Officer  
Irish Rail

**Staffline**  
*Executive Search*



---

[www.stafflinerecruit.com](http://www.stafflinerecruit.com)

# WHO WE ARE

---

## Iarnród Éireann Irish Rail

A subsidiary of Córas Iompair Éireann, Iarnród Éireann provides passenger and freight rail services as well as operating Rosslare Europort.

Intercity rail passenger services operate between Dublin and Belfast, Sligo, Ballina, Westport, Galway, Limerick, Ennis, Tralee, Cork, Waterford and Rosslare Europort and Iarnród Éireann jointly operates the Dublin to Belfast Enterprise service with Northern Ireland Railways.

Regional services include the new Limerick to Galway line, Cork commuter network including the new Cork-Midleton line, Limerick Junction to Waterford, and Limerick to Ballybrophy (via Nenagh) services.

In addition to the DART service, which operates between Greystones and Howth/Malahide, we also run the commuter service in the Dublin area between Gorey, Drogheda, the new M3 Parkway line and Maynooth, as well as the commuter service to Kildare.



# JOB DESCRIPTION

---

## **Job Purpose**

To advise senior management of Iarnród Éireann and the affiliate companies of the CIE Group (Bus Atha Cliath; Bus Éireann; CIE Holding Company) on all aspects of a Specialist Occupational Health Service required by the National Public Transport company.

To work collaboratively with the Health & Wellbeing teams across the CIE Group on their various strategies, working towards a culture of health and wellbeing both within the Occupational Health Unit and across the CIE Group.

## **Reporting to:**

Chief Executive Officers, CIE Group of companies  
Director of Human Resources – Iarnród Éireann

## **Working Relationships with:**

The post interfaces with a wide range of company departments (internal customers), with the following as key relationships:

- Director Human Resources, Bus Éireann
- Director Human Resources, Dublin Bus
- Head of Group Human Resources
- HR Department Managers Iarnród Éireann, Bus Éireann and Dublin Bus
- Managers, Corporate IR
- Managers, Corporate HR Services
- Equality Officers
- Operating Managers
- HR Managers
- Health & Wellbeing Programme Managers

## **Key Responsibilities**

Interfaces with external agencies that support in respect of Occupational Health and Medicine  
This job description is not exhaustive and merely outlines the key duties and responsibilities of the position

## **Quality and Governance**

- Provide support the safety management systems of the operating and maintenance companies within Iarnród Éireann and the CIE group by the provision of a Specialist Occupational Health Service.
- Advise management on all aspects of compliance with statutory legislation in respect to employee health and safety.
- Administer the provision of Health Promotion to all employees via the Health Promotion Unit, which resides within the Occupational Health Unit, to all employees.
- Liaise with national and international organizations to ensure the standards of practice of the Occupational Health Unit comply with the best national and international norms.

# JOB DESCRIPTION

---

## Key Responsibilities

### Quality and Governance continued

- Provide management of all CIE companies with specialist advice in respect of medical Ill Health Retirement of employees.
- To provide professional advice as requested in statutory arenas.
- Engage with the Faculty of Occupational Medicine of the Royal College of Physicians of Ireland in the provision of training for Specialist Registrars enrolled in the higher specialist training scheme of the Royal College of Physicians of Ireland in Occupational Medicine.
- Promote and support the dissemination of medical standards of fitness for safety critical work as it specifically relates to public transport among the medical community.
- Ensure compliance with Health, Safety and Welfare legislation by all employees within the CIE group in accordance with the Company Safety operating standards and other external legislative requirements.
- Understand the business and ensure that all Health, Safety and Welfare practices and procedures comply with the best national and international standards.
- Administration of the Occupational Health services for all departments to the CIE group of companies.

### Clinical

- Create the overall framework to monitor the delivery of high-quality, safe patient care provided under the remit of the Department.
- Proactively manage the fitness for work of employees, especially employees in safety critical positions.
- Administer provision of a welfare, well-being and counselling service to the employees of the CIE group of companies.
- Set medical standards of fitness to work for all positions within the CIE group of companies with emphasis on safety critical positions.
- Manage the administration of a Primary General Practitioner service to the employees and their families of the CIE group of companies.
- To interpret and report the results of Drug and Alcohol Testing Programmes as a Medical Review Officer

### Leadership

- Undertake managerial functions as required and lead a team of Medical and administrative staff in the performance of the objectives of the Chief Medical Officer Department.
- Work as a dynamic, innovative leader using a positive, strong influencing style to provide visionary leadership to the Medical team.
- Demonstrate a strong commitment to the strategic development of the Department in association with relevant stakeholders.
- Manage the medical training and certification with accrediting bodies, in relation to the Department's Occupational Physicians.
- Identify all training requirements for all the Occupational Health Unit staff.
- To provide Continuing Professional Development programmes for the healthcare staff within the Occupational Health Unit.

# JOB DESCRIPTION

---

## Key Responsibilities continued

### Communications & Working Relationships

- Provide expert medical advice to respective stakeholders across the operating companies.
- Proactively assess and analyse data, intelligence and evidence to inform Managers and Directors.
- Work collaboratively on both a formal and ad hoc basis with relevant Managers across the Operating companies to contribute to the success of teams and projects tackling important issues as identified by the Department's senior management.
- Work closely with and provide medical advisory support and assistance to General Practitioners (GP) in relation to employees.
- Undertake any other duties which may be assigned from time to time as appropriate to the position of Chief Medical Officer.

The above list is intended to be a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be subject to periodic review.

# PERSONAL SPECIFICATION

---

## Essential Criteria

- Primary Qualification in Medicine from a recognised Medical School/University.
- Membership of the Irish College of GPs or Royal College of Physicians Ireland or equivalent.
- Membership of the Faculty of Occupational Medicine, Royal College of Physicians of Ireland or equivalent.
- On the Specialist Register of the Medical Council of Ireland in Occupational Medicine.
- Fellowship of the Faculty of Occupational Medicine of the Royal College of Physicians of Ireland or equivalent.
- Experience in and Knowledge of Occupational Health & Safety legislation.

## Desirable Criteria

- Accredited Certificate in Traffic Medicine from the Royal College of Physicians of Ireland.
- Previous experience in the provision and administration of an Occupational Health Service in a Transport setting.
- Accredited Trainer for the Higher Specialist Training programme of the Faculty of Occupational Medicine of the Royal College of Physicians of Ireland.
- Proven Leadership, delegating and motivating skills.
- Certification or experience in the provision of Medical Review Officer reporting for an established work-based Drug and Alcohol testing programme
- Knowledge of modern business focused medical standards and procedures.
- Ability to communicate in a clear and simple language.



# REMUNERATION PACKAGE

---

- Excellent salary - €180,000 per annum
- Attendance: Mon-Fri 36hrs per week
- Annual leave: 25 days up to a max of 28
- After 1 month, PTI card issued for self and spouse and dependents.
- Entry into the pension scheme, CIE scheme has an age cut off from 55 yrs, we also have a PRSA scheme which is quite competitive.

