



Senior Genetic Counsellor
Children's Health Ireland
Job Specification and Terms & Conditions

Job Title & Grade	Senior Genetic Counsellor with a special interest in Paediatric Cancer Genetics
Campaign Reference	146649
Closing Date	Wednesday 28 th September 2022 by 5pm
Duration of Post	Permanent
Location of Post	<p>Children's Health Ireland (CHI), comprises of the three children's hospitals at CHI at Crumlin, Dublin 12, CHI at Temple Street, Dublin 1 and CHI at Tallaght, Dublin 24 and the Paediatric Outpatients and Urgent Care Centre, CHI at Connolly Hospital, Dublin 15. The new OPD and Emergency Care Unit in Tallaght opened in November 2021.</p> <p>CHI's Programme Office, CHI Herberton is located in Rialto, Dublin 8 adjacent to the new children's hospital which is on the campus shared with St James's Hospital.</p> <p>This role will be based in CHI at Crumlin</p>
Context/ Background	<p>Children's Health Ireland (CHI) operates as a single service across the existing Dublin children's hospitals, Crumlin, Temple Street and Tallaght. Also, the paediatric outpatients and urgent care centres, Connolly which opened in July 2019 and Tallaght which opened in November 2021. CHI governs and operates local paediatric services for the Greater Dublin Area and all national paediatric specialist services, some of which are on an all-island basis.</p> <ul style="list-style-type: none"> • Just under 25% of our population are children under 18 years of age. It was estimated in 2016 that 16% of our children have a chronic disease, such as, diabetes, allergies and asthma and this was increasing. 2% are acutely ill or have complex and multiple care needs requiring national services • CHI currently has a staff of 4,150 delivering care annually to 334,500 children, young people and their families through 39 clinical specialties and 442 in-patient & day care beds • 2019 activity: In-patients 24,500; Day cases 33,500; Outpatients 147,500; ED 129,000 <p>Ireland will have a world class new children's hospital that is purpose built to deliver the best care and treatments that are available for future generations to come</p>



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	<p>The new children's hospital, which will open in 2023 will bring together the three children's hospitals into a world class building on a campus shared with St James's Hospital. This will be a leading campus in healthcare and research in Ireland, a leading adult teaching hospital, a children's hospital and in time, a new maternity hospital, when the Coombe Women and Infants University Hospital is relocated on the campus.</p> <p>CHI is leading on the clinical and operational transformation on how children's healthcare will be delivered in the future to deliver better, safer and more sustainable healthcare in the future. The new hospital is planned as the first 'Digital Hospital' in the system with the implementation of an Electronic Healthcare Record, as well as, other evidence based standards, such as, 100% single rooms.</p> <p>Children's Hospital Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children, young people and their families, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete.</p> <p><i>For further information about CHI, check out our recruitment website WWW.CHI.jobs</i></p>
<p>Reporting Arrangements</p>	<p>This post will report to the Principal Genetic Counsellor or their nominee, and to the Clinical Lead, Department of Clinical Genetics.</p>
<p>Key Working Relationships</p>	<p>The post holder will work closely with:</p> <ul style="list-style-type: none"> • Clinical Lead, Department of Clinical Genetics • Principal Genetic Counsellor • Consultant Clinical Geneticists • Consultant Oncologist with a special interest in Cancer Genetics • Consultant Haematologists and Oncologists within the NCCS • Genetic Counsellors • Administrative and laboratory colleagues <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i></p>



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<p>Purpose of the Role</p>	<p>The purpose of this post is to contribute to the development and provision of a comprehensive, high quality, cancer genetics and genetic counselling service for patients with cancer and their families, in the National Children's Cancer Service, in the Republic of Ireland.</p> <p>The post holder will deliver this by carrying out the duties and responsibilities of a Genetic counsellor:</p> <ul style="list-style-type: none"> • Comprehend the medical facts of a patient's case, including the diagnosis, probable course of the disorder, and the available management • Appreciate the way in which heredity contributes to the disorder, and the risk of recurrence in relatives • Understand the options for dealing with the risk of recurrence, playing a vital role in providing one off and ongoing support to patients and their families, in choosing the course of action most appropriate to them • Support patients/families in making the best possible adjustment to the disorder/risk of the disorder
<p>Principal Duties and Responsibilities</p>	<p>Professional duties and responsibilities:</p> <p>Clinical- Direct patient care</p> <ul style="list-style-type: none"> • Deliver specialist paediatric cancer genetic counselling clinics for patients and their families, in the National Children's Cancer Service CHI, Department of Clinical Genetics CHI, regional clinics in the Republic of Ireland, or using telemedicine • Deliver specialist Adolescent and Young Adult (AYA) cancer genetic counselling clinics in CHI, or regional clinics in the Republic of Ireland, or using telemedicine • Participate in molecular tumour boards as required • Contribute to the delivery of non-specialist genetic counselling clinics as required based on service demands • Act as duty genetic counsellor, on a rotational basis, for enquiries from patients and external colleagues • Manage an individual caseload, consulting with the designated Consultant Clinical Geneticist or Oncologist with a special interest in Cancer Genetics, as appropriate • Support the delivery of mainstream cancer genetic testing in the National Children's Cancer Service • Participate in joint consultant -genetic counsellor clinics, and co-counselling genetic counsellor clinics as appropriate • Calculate risks of patients and families being affected by cancer predisposition syndromes and non-cancer genetic conditions, the risks of recurrence and the carrier risks. This can involve making decisions where expert opinion differs or some information is unavailable. In order to do this, sourcing and interpreting complex scientific papers and genetic test results, and review with colleagues in clinical discussions may be needed.

- Order diagnostic and predictive genetic testing and biochemical tests as clinically appropriate and according to agreed departmental guidelines
- Arrange relevant prenatal diagnostic tests and referrals, consulting with the designated Consultant Clinical Geneticist as appropriate
- Discuss complex scientific, counselling or ethical cases with colleagues at weekly clinical genetics meetings or the monthly Paediatric Cancer Genetics MDT meeting
- Ensure the best possible standard of work by applying scientific and clinical understanding and counselling expertise to unique clinical situations
- Assess patients to determine where there is need for specialist therapeutic counselling, psychiatric assessment or screening, and make appropriate referrals
- Work within Genetic Counsellor competency frameworks and recognise when to refer to appropriate healthcare specialists
- Develop a programme of care for the patient. This may involve referring to multiple specialities.
- Provide information on the care of other family members, identify at-risk relatives and advise on how they could obtain genetic counselling or screening
- Support consultant colleagues with referral triage where appropriate
- Document patient contact in the genetics records and departmental genetics IT system and hospital records accurately and in a timely fashion
- Prepare letters to patients summarising clinic discussions and giving test results
- Ensure that the views of patients, or those speaking on their behalf, are well received; and that complaints, both formal and informal, are received courteously and responded to promptly according to departmental and hospital guidelines

Communication with patient and families

- Elicit and accurately document patient's detailed family history
- Elicit patient's concerns and expectations
- Interpret medical, family and psychological history
- Confirm medical and diagnostic information
- Communicate genetic information to patients and their relatives
- Communicate highly complex and possibly conflicting information
- Identify and respond to emerging issues for the patient or family
- Identify changes of risk within the family
- Take responsibility for communicating and applying new scientific information for the benefit of the family
- Interpret and communicate normal and abnormal genetic test results to patients and health care professionals
- Provide advice on factors that reduce and influence risk
- Use non-directive and other counselling skills to counsel patients about various testing options and to facilitate decision-making
- Communicate with patients who are bereaved and provide support

- Use counselling skills to facilitate decision making and promote adjustments in patient and relatives
- Use counselling skills to communicate sensitively in the presence of language, cultural and/or medical issues
- Expertly communicate highly sensitive and potentially distressing information to patients and relatives about their genetic status with implications for biological and social family relationships
- Facilitate effective support to patients who have great difficulty accepting and/or understanding a clinical diagnosis or a genetic test result
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Communication with colleagues

- Liaise with laboratory, Oncology, Haematology and external colleagues to ensure all necessary information to inform a patient's consultation is available in clinic
- Liaise with laboratory colleagues to communicate clinical information necessary to ensure appropriate genetic testing is carried out and to discuss complex test results that are difficult to interpret
- Attend weekly genetics departmental clinical meetings and monthly Paediatric Cancer Genetics MDT meetings to participate in discussion and feedback on clinical cases
- Liaise with other users of the service and laboratory colleagues to ensure continuity of care for patients
- Liaise with colleagues in other genetic centres to obtain and provide information and to establish understanding and co-operation
- Liaise and defer to medical colleagues and other health specialists about issues that have diagnostic or clinical complexity
- Seek medical and other allied healthcare expertise as required on behalf of patients attending clinic where appropriate
- Advise colleagues on issues around informed consent
- Act as patient advocate and educate other health professionals in situations where new testing or technology may be pertinent for patient care and/or service development
- Ensure effective liaising with administrative colleagues

Planning and organisation

- Manage workload based on clinical prioritisation and referral date
- Undertake a proportion of the total genetic counsellors' workload whilst maintaining an appropriate quality of work
- Attend regular Genetic Counsellor and service meetings
- Participate in quality assurance assessments and assurance of Clinical Governance
- Work with data managers on collation of clinical data
- Maintain confidentiality of information about patients, staff and other health service users

- Utilise in-house patient databases, standard letters and protocols to ensure effective liaison with clinicians and patients.
- Maintain good filing practice in accordance with the departmental systems
- Support the activities of the genetic counsellor team and assume responsibility for various related tasks according to personal interest and the needs of the team
- Maintain a full, accurate, up-to-date and legible record of clinical workload undertaken in both manual and computerised records and preserve their confidentiality

Education and training

- Design and deliver professional education and training, including the provision of genetic education to staff in the NCCS and other relevant colleagues
- Contribute to training for Basic Grade Genetic Counsellors, student Genetic Counsellors and Specialist Registrars where appropriate
- Share in organising and delivering educational sessions for patients and professionals
- Contribute to mentoring Genetic Counsellors towards professional registration
- Contribute to the preparation and presentation of scientific articles in departmental clinical and educational meetings

Self-Development:

- Work within the ethical and professional frameworks of any professional organisation to which the post holder may belong e.g. the Association of Genetic Nurses and Counsellors' code of ethics, GCRB Code of Conduct, GCRB Scope of Practice
- Keep up to date with departmental, hospital and national training requirements
- Take personal responsibility for continuing professional self-development and keep up-to-date with changes in the practice of genetic counselling. It is expected this will include regular attendance at local, regional, national, and occasionally international events.
- Participate in appraisal processes
- Attend regular counselling supervision sessions to discuss difficult cases and enhance counselling skills

Policy and Service Development:

- Contribute to the development of standard protocols and guidelines for the CAYA cancer genetics service in conjunction with the Principal Genetics Counsellor and Consultants
- Propose changes to working practices within the genetic clinics team where appropriate.

	<ul style="list-style-type: none"> • Within area(s) of specialty contribute to the development of patient information leaflets and resources in conjunction with the Principal Genetic Counsellor and Consultants • Optimise data recording and collation in collaboration with other members of the unit, using pro-formas and databases • Participate in service development projects, as required <p>Research</p> <ul style="list-style-type: none"> • Contribute to annual audit of clinical genetics to maintain clinical governance and audit profile of the departments • Participate in original research where appropriate to extend knowledge and understanding of genetic conditions and their impact on families • Contribute to research studies within the Clinical Genetics Department and the NCCS, or in collaboration with other departments <p>Other</p> <ul style="list-style-type: none"> • Undertake any other duties within the context of this job description and appropriate grade of the post, necessary for the changing needs of an effective and efficient patient service. This will include cover of appropriate duties during the absence of colleagues. <p><i>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.</i></p>
<p>Eligibility criteria, qualifications and experience</p>	<p><u>Essential Criteria:</u></p> <p>Candidates must on the latest date for receiving completed applications, possess:</p> <ul style="list-style-type: none"> • An Approved Master of Science degree in Genetic/Genomic Counselling <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Attainment of the NHS Scientific Training Programme (STP) in Genomic Counselling <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A professional qualification recognised for professional registration by the GCRB or an equivalent overseas Genetic Counselling Board/Regulatory Body AND hold current registration with that Genetic Counselling Board/Regulatory Body



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	<p><u>In addition, all candidates must also have:</u></p> <ul style="list-style-type: none"> • A minimum of 2 years' full time equivalent post qualification clinical experience in the area of cancer genetics • Current professional registration with the Genetic Counsellor Registration Board (GCRB) or an equivalent overseas Genetic Counselling Board/Regulatory Body <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • Experience in childhood, adolescent, young adult (CAYA) cancer genetics • Experience in general and prenatal genetics • Demonstrate evidence of recent formal continuing professional development relevant to the required area of specialism, in the form of post-graduate qualifications or relevant courses • Experience of supervising trainees or students • Experience in delivering genetics education
<p>Internal Applications</p>	<p>Children's Health Ireland employees, who hold a permanent contract, are eligible to apply for fixed term and specified purpose competitions across the five Children's Health Ireland sites. Employees who take up specified purpose or fixed term posts will retain their permanent substantive grade. In order to apply you must have successfully completed your probation period, in your current post.</p>



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<p>Professionalism at CHI</p>		<p><i>“Professionalism” at CHI involves forming values and developing behaviours and attitudes which foster professional relationships, promote public trust and enhance patient safety.</i></p> <p><i>Staff at CHI should be committed to compassion, effective communication, integrity and honesty, working in partnership with the wider healthcare team/s to promote continuous improvement. Evidence based practice, cultural sensitivity and self-care, all culminating in improved child/patient centred service.</i></p> <p><i>These commitments aspire to excellence, professional identity formation and leadership.”</i></p>
<p>CHI Competencies</p>	<p>Specialist Knowledge, Expertise, Personal Commitment and Motivation</p> <ul style="list-style-type: none"> • Is personally committed and motivated for this complex role. • Be an outstanding communicator. An individual who possesses excellent written/oral communications skills, as well as the ability to present his/her views in a clear and compelling manner. • Demonstrates the required knowledge for the specialist role applied for. • Demonstrates strong experience in their specialist area; specifically highlighting their experience relevant to the role applied for. • Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role. • Demonstrates a commitment to further education in health services management. <p>Leadership & Direction</p> <ul style="list-style-type: none"> • Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment. • Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. • Understands the challenges of leading complex systems change. • Balances change with continuity – 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 and demanding conditions. 	



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	<p>Working With & Through Others - Influencing to Achieve</p> <ul style="list-style-type: none"> • Has significant experience in engaging with healthcare organisations. • Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment. • Is persuasive and effectively sells the vision; commands attention and inspires confidence. • Sets high standards for the team and puts their work and the work of the organisation into meaningful context. • Has excellent influencing and negotiation skills. <p>Managing & Delivering Results</p> <ul style="list-style-type: none"> • Places strong emphasis on achieving high standards of excellence. • Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals. • Perseveres and sees tasks through. • Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion. <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. • Recognises when to involve other parties at the appropriate time and level. • Is willing to take calculated risks in the interests of furthering the reform 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. • Is committed to building a professional network to remain up-to-date with and influence internal and external politics. • Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. • Has strong results focus and ability to achieve results through collaborative working.
<p>Quality, Risk & Safety Responsibilities</p>	<p><i>It is the responsibility of all staff to:</i></p> <ul style="list-style-type: none"> • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety. • Participate and cooperate with Children's Health Ireland Quality and Risk and Safety initiatives as required.

	<ul style="list-style-type: none"> • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: <ul style="list-style-type: none"> ➤ National Standards for Safer Better Healthcare ➤ National Standards for the Prevention and Control of Healthcare Associated Infections ➤ HSE Standards and Recommended Practices for Healthcare Records Management ➤ HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD) ➤ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme. <p><i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department</i></p>
<p>Health & Safety</p>	<p>These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood.</p>
<p>Specific Responsibility for Best Practice in Hygiene</p>	<p>Hygiene in healthcare is defined as <i>“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”</i></p> <ul style="list-style-type: none"> • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to attend hand hygiene and sharps awareness workshops yearly.
<p>Competition Specific Selection Process</p>	<p>Applicants will be shortlisted based on information supplied in the CV and covering letter submitted.</p> <p>Applications for this post must be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.</p> <p>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</p>



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How to Apply & Informal Enquiries	<p>The closing date for submissions of CV's and letter of application is Wednesday 28th September 2022 by 5pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'.</p> <p>Applications will not be accepted through direct email or any other method.</p> <p>For informal enquiries for this specialty/department, please contact Claire Giffney, Principal Genetic Counsellor 01 428 2803, Claire.Giffney@olchc.ie</p> <p>For other queries relating to this recruitment process, please contact recruitment@nchg.ie</p>
Panel/s	<p>A panel may be created from which permanent, fixed term and specified purpose vacancies of a full or part time duration may be filled across the five Children's Health Ireland locations. The tenure of these panels will be indicated at offer stage.</p>
Information on "Non-European Economic Area Applicants" is available from https://dbei.gov.ie/en/	
<p>The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.</p> <p>Children's Health Ireland is an equal opportunities employer.</p>	



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**Terms and Conditions of Employment
Senior Genetic Counsellor**

Duration of post	This is a permanent role.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st October 2021: Grade, Code 3019 and rising annually in increments: €60,724; €62,456; €64,188; €65,920; €67,650; €69,382; €70,045
Annual Leave	Annual Leave entitlement is 30 days per annum
Working Week	<p>The hours allocated to this post are 35 hours as a standard working week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.</p> <p>HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Probation	<p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months' probation will be served:</p> <ul style="list-style-type: none"> • On commencement of employment • Fixed term to permanent contract • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	<p>Employees of Children's Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</p> <p>If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012.</p>



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	The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Place of work/location	This role will be based in CHI at Crumlin
Age	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.
Maternity Leave	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Payment of sick leave	Children's Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children's Health Ireland 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.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Children's Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Children's Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.



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<p>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€70,373 as of 01.10.2021)</p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€70,373 as at 01.10.2021) 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 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 http://www.sipo.gov.ie/</p>
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