

Department of Public Expenditure and Reform

Framework of Assignments – September 2013

Assignment of responsibilities by the Secretary General for the performance of functions under Section 4(1) of the Public Service Management Act 1997

PART ONE

Public Service Management Act

Under the Public Service Management Act 1997 (No.27 of 1977), the Secretary General of the Department has the following responsibilities:

- o managing the business generally of the Department;
- o implementing Government policies appropriate to the Department;
- o monitoring Government policies that affect the Department;
- o delivering outputs as determined by the Minister;
- o providing policy advice to the Minister on all matters within the remit of the Department;
- o preparing Statements of Strategy for submission to the Minister;
- o providing progress reports to the Minister on the implementation of the Statement of Strategy;
- o ensuring proper use of resources and the provision of cost-effective public services;
- o preparing an outline of how specific responsibilities are to be assigned to other officers down through the Department;
- o managing matters relating to appointments, performance, discipline and dismissal of civil servants below the grade of Principal or its equivalent.

Section 4(1) of the Act empowers the Secretary General to assign to other officers of the Department (or grade or grades of officer) responsibility for the performance of his or her functions. The revised framework, as set out in this document, constitutes a consolidated statement as at July 2012 of all assignments under the Act by the Secretary General of the Department of Public Expenditure and Reform.

Interpretation of this document and the assignments herein should have due regard to the factors which from time to time affect the distribution and discharge of responsibilities across the Department, such as the exigencies of work in a particular area, the alignment of activities spanning or involving more than one area, and the co-ordination of shared or contiguous responsibilities. It should also have regard to the assignment of functions in respect of appointments, performance and discipline of personnel under the Civil Service Regulation Acts 1956-2005 which are made from time to time by the Secretary General under separate regulations.

Part 3 of this framework document shows the assignment of responsibility for the performance of functions to each individual officer down to and including Principal level. The responsibilities so assigned shall be articulated through the Department's system of Divisional business plans to reflect the priorities and objectives of the Department, as set out in its Statement of Strategy. The assignment of responsibility for the performance of functions by individual officers, or grade or grades of officer, below Principal level shall be handled administratively on the basis of the personal (or team) work objectives identified under or associated with the Department's Divisional business plans. The latter, which are rolled over on an annual basis to keep pace with changing needs and priorities, are informed both by the Department's Statement of Strategy and by its Performance Management and Development System and provide a practical means of prioritising and managing the day-to-day work of the Department at section, team and individual level.

Subject to overarching budgetary provisions, officers to whom responsibilities have been assigned under this framework will receive the appropriate resources and infrastructural support to enable them to fulfil their obligations under the Act.

Assignments under Section 4(1) of the Public Service Management Act, as specified in this framework document, will continue to be amended from time to time, in writing, by the Secretary General and the framework will be deemed to have been updated accordingly.

The Department's Mission

As stated in the Department's *Statement of Strategy 2011-2014*, the Department has a central role in implementing Government policy and in advising and supporting the Government in managing public expenditure at more sustainable levels in support of economic performance and social progress of the State, and the overall management and development of the public service. In formulating this advice the Department is guided by its mission which is

to serve the country, its people and the Government by delivering well-managed and well-targeted public spending, delivered through modernised, effective and accountable public services.

PART TWO

Structure of the Department

The Department, many of whose activities are carried out on a co-operative basis by two or more Sections, comprises the Management Board, the Office of the Minister, and nine Divisions, as follows:

Civil Service Human Resources Management Policy Division is responsible for the development and implementation of HR policies in the civil service including workforce planning encompassing the workforce planning framework and policies on recruitment; promotion; mobility; secondment and redeployment. The Directorate is also responsible for performance management including policy on induction; probation; PMDS and underperformance. It also deals with the Senior Public Service, the Civil Service Employee Assistance Service, policy on equality and diversity; the establishment of the Civil Service HR Shared Service.

Government Reform Unit is responsible for the delivery of the legislative commitments relating to Government reform in the Programme for Government; restoration and extension of Freedom of Information, Whistleblower legislation, regulation of lobbyists, Civil Service accountability, the Statute Law Revision Project as well as Ethics policy and legislation.

Office of the Government Chief Information Officer (OGCIO) deals with eGovernment and the application of information technology including ICT infrastructure policies and services, ICT Control and IT systems development.

Expenditure Policy Evaluation and Management Division deals with aggregate public expenditure policy and budgeting, including the Medium Term Expenditure Framework and the annual Estimates process; aggregate capital investment policy and budgeting, including PPPs; expenditure evaluation, the Public Spending Code, and the Irish Government Economic and Evaluation Service; aggregate public service numbers policy; National Lottery licence; and manages the Justice and Equality Vote Group.

Expenditure Management, EU Policy and Audit Division is responsible for expenditure policy advice to support optimum resource allocation in various Departmental Vote Groups (Arts, Heritage and Gaeltacht; Communications, Energy and Natural Resources; Defence; Environment, Community and Local government; Finance; Foreign Affairs and Trade; OPW; Public Expenditure and Reform and Taoiseachs) It is also responsible for Cohesion Policy, North/South issues and Departmental co-ordination of EU matters generally. The Division also deals with a range of expenditure issues including evaluating the implications of Climate Change policies and the new funding models for the local government sector, State Property, Houses of the Oireachtas Commission and the operations of the National Lottery. The Division is also responsible for the ERDF Audit Authority and Internal Audit Unit¹.

Labour Market and Enterprise Policy Division manages various Votes (Agriculture, Food and the Marine; Children and Youth Affairs; Education and Skills; Health; Jobs, Enterprise and Innovation; Social Protection; Transport, Tourism and

¹ The Internal Audit Unit provides a shared internal audit service to the Department of Public Expenditure and Reform and the Department of Finance.

Sport); and also deals with Commercial Semi-State Bodies, New Era State Assets and Government Accounting.

Chief Operations Officer & Reform and Delivery Office (RDO). The Chief Operations Officer leads the support functions and processes across the Department, e.g. financial reporting, risk management, corporate support. The RDO is responsible for driving, co-ordinating and supporting the Government's programme of Public Service Reform. The RDO includes a programme management office and four other units which focus on shared services, external service delivery, business consulting / corporate support and Civil Service Renewal. The RDO plays a lead role in communications on the reform programme and supporting a range of reform governance structures such as the Cabinet Committee on Public Service Reform and other groups / networks.

Remuneration, Industrial Relations and Pensions Division deals with public service pay and pension policy development and application, and industrial relations issues across all sectors of the public service (civil service, education, health, local authorities, defence, justice (Garda Síochána, Prisons), non-commercial State agencies), and related matters including Conciliation & Arbitration (C & A) Schemes, administration of certain pension schemes, operation of Vote 12 Superannuation and Retired Allowances. In addition the section deals with pensions terms applying in commercial State bodies where significant matters of policy are involved; atypical pension terms (e.g. professional added years; cost neutral early retirement), employment conditions for EU officials, Board fees; Travel and Subsistence policy, financial supports for Oireachtas members.

Office of Government Procurement deals with national public procurement policy, including construction procurement framework working to expand the range of categories covered by its national contracts and will continue to facilitate cross sectoral collaborative procurement arrangements.

In addition to the above Sections, the Department has a Human Resources Manager and also incorporates the Office of the Chief Medical Officer.

PART THREE

Assignments

Under the powers vested in me as Secretary General under Section 4 (1) of the Public Service Management Act 1997, I hereby make or confirm, as appropriate, the following assignments:

Management Board

The function of the Management Board (MB) is to advise the Secretary General on the overall management of the Department.

The MB shall comprise:

- Secretary General (Chair)
- All Assistant Secretaries and Directors.

In addition, while not a member of the MB, the Human Resources Manager attends MB meetings.

Heads of Division

Overall management of Civil Service Human Resources Management Division	William Beausang Assistant Secretary
Overall management of Government Reform Unit	William Beausang Assistant Secretary
Overall management of Office of the Government Chief Information Office	Bill McCluggage Chief Information Officer
Overall management of Expenditure Policy Evaluation and Management Division	Deirdre Hanlon Assistant Secretary
Overall directorship of Expenditure Management for certain Votes, EU policy and Audit Division	Patricia Coleman Director
Overall management of Labour Market and Enterprise Policy Division	David Moloney Assistant Secretary
Overall management of Public Service Reform and Delivery and Chief Operations Officer	Paul Reid Assistant Secretary
Overall management of Remuneration, Industrial Relations and Pensions Division	Oonagh Buckley Assistant Secretary
Overall management of Government Procurement	Paul Quinn Chief Procurement Officer

Overall management of each Section shall comprise:

- o managing the business generally of the Section;
- o managing and monitoring the overall performance of the Section;
- o providing policy advice to the MB, Secretary General, Minister or the Government, as appropriate;
- o ensuring the implementation of Government policies appropriate to the Section;
- o monitoring Government policies, appropriate to the Section, which affect the Department;
- o ensuring delivery (within the limits of resources provided) of the outputs determined by the Minister and the Secretary General;
- o managing the Section's work in implementing the relevant elements of the Statement of Strategy and overseeing the provision of progress reports to the MB, the Secretary General and the Minister thereon;
- o providing policy advice to the Secretary General and the Minister on all matters within the remit of the Department which are appropriate to the Section;
- o ensuring the effective management of risk within the Section;
- o ensuring the proper use of Section resources, including effective financial management, and the provision of cost-effective public services appropriate to the Section;
- o overseeing the assignment of specific responsibilities to individual officers or groups or grades of officer within the Section;
- o managing matters relating to the appointment, performance and discipline of staff;
- o ensuring the appropriate co-ordination of the Section's activities with those of other Sections.

Section Assignments

- Assistant Secretaries and Directors

Responsibility at Assistant Secretary and Director level shall comprise:

- o the achievement of objectives relevant to the area (as specified in the Department's *Statement of Strategy 2011-2014* and its successors) and managing work to that end;
- o overseeing the day-to-day management of the business of the area;
- o advising Departmental Management and the Minister/Government on strategic direction, the formulation of policy and the implementation generally of relevant Government policies;
- o managing the overall performance of the area, including implementation of the Performance Management and Development System in the area;
- o the general management of staff in the area;
- o preparing the relevant elements of the Statement of Strategy and associated progress reports for approval by Departmental Management and the Minister;
- o strategic planning for the Assistant Secretary/Director area in line with the strategic objectives of the Division and the Department;
- o contributing to dialogue with other Departments, representative bodies (including the social partners) and interested organisations, as well as at EU and international forums, on economic and social matters and strategic developments;
- o ensuring the proper use of resources in the area, including effective financial management, and the provision of cost-effective public services appropriate to the area;
- o overseeing the assignment of specific responsibilities to individual officers or groups of officer within the area;
- o ensuring the maintenance of appropriate systems and structures to support the work of the area;
- o taking appropriate steps to ensure the effective management of risk in the area;
- o ensuring the co-ordination and alignment of the area's activities with those of other areas within the Section and between Sections, as appropriate;
- o participation on the MB and other internal management groups.

- Principal Officers

Responsibility at Principal level shall comprise:

- o acting to achieve, as far as possible, objectives relevant to the section in accordance with Divisional business plans and the Department's *Statement of Strategy 2011 – 2014* and monitoring progress to that end;
- o strategic planning for the section in line with the strategic objectives for the Division
- o the provision of policy advice to senior managers and the Minister;
- o implementation by the section of relevant policies in accordance with Government/Ministerial guidelines and directives;
- o managing the day-to-day business of the section;
- o management of staff in the section;
- o managing the overall performance of the section and promoting the effective performance of staff up to and including Assistant Principal, including through implementation of the Performance Management and Development System in the section;
- o ensuring the proper development of staff in the section through formal training, coaching etc;
- o ensuring the proper use of section-wide resources, including effective financial management, and the provision of cost-effective public services appropriate to the section;
- o overseeing the assignment of specific responsibilities to individual officers or groups of officer within the section;
- o the maintenance of appropriate systems and structures to support the work of the section;
- o taking appropriate steps to ensure the effective management of risk in the section;
- o co-ordinating the section's activities with those of other sections;
- o participation on internal management groups where required.

Civil Service Human Resources Management Policy Division

Function	Officer
Responsibility at Assistant Secretary level for the development and roll out of HR policies for the civil service including workforce planning; recruitment; promotion; mobility; secondment, redeployment and decentralisation; performance management including policy on induction; probation; PMDS and underperformance; the Senior Public Service, policy on equality and diversity; and the establishment of the Civil Service HR Shared Service.	William Beausang, Assistant Secretary
Responsibility at Principal Level for the roll out of the Workforce Planning Framework for the civil service and policies on civil service recruitment including fixed term contracts ; promotion; mobility policy as well as oversight of contracts for Ministerial personal staff.	Gráinne McGuckin, Principal
Responsibility at Principal level for development and implementation of civil service human resources policy; performance management including policy on increments; induction; probation; PMDS and underperformance; employment law policies including: grievance; discipline; the Disciplinary Appeals Board; bullying and harassment; statutory leave; other non-pay terms and conditions such as sick leave; policy on equality and diversity including a variety of flexible working schemes; and retirement age.	Louise McGirr, Principal
Responsibility at Principal level for policy in relation to the Senior Public Service, initially within the civil service, and specifically in relation to mobility and senior management development initiatives; management and development of the Civil Service Employee Assistance Service as a shared service.	Triona Quill, Principal
Responsibility at Principal level for project management of the Civil Service HR Shared Service Project.	Martina Colville, Project Manager (Principal)
Responsibility at Principal level for the management of PeoplePoint.	Siobhan Gaffey, Director (Principal)

Government Reform Unit

Function	Officer
Responsibility at Assistant Secretary level for the implementation of legislative commitments contained in the Programme for Government relating to political reform assigned to the Department of Public Expenditure and Reform; and the Statute Law Revision Project.	William Beausang, Assistant Secretary
Responsibility at Principal level for regulation of lobbyists, Civil Service accountability, powers of Oireachtas inquiries.	Áine Stapleton, Principal
Responsibility at Principal level for Protected Disclosures legislation, Ethics policy and legislation, Code of Standards and Behaviour for civil servants, Ombudsman legislation, restoration and extension of Freedom of Information legislation, CPU FOI policy, review of implementation of FOI Act and development of a Code of Practice, and the Open Government Partnership initiative.	Evelyn O'Connor, Principal

Office of the Government Chief Information Officer (OGCIO)

Function	Officer
Responsibility at Assistant Secretary level for directing OGCIO; for public service policy issues relating to eGovernment, Technology, Telecommunications, Cloud Computing, IT Systems Development, ICT Expenditure Approval and ICT elements of the Reform Delivery Plan; and for chairing and managing the Public Service Chief Information Officer (CIO) Council.	Bill McCluggage, Chief Information Officer
Responsibility at Principal level for the assessment and approval of ICT-related expenditure in the public service under the terms of Circulars 2/09 and 2/11.	Vacancy, Principal
Responsibility at Principal level for directing and managing the planning, design and development of policies, strategies, systems and services appropriate to eGovernment and Systems Development for the public service.	Tadhg O'Leary, Principal
Responsibility at Principal level for directing and managing the planning, design and development of policies, strategies, infrastructures and procurements in relation to technologies and telecommunications for the public service.	Jim Leahy, Principal (on Secondment)

Expenditure Policy Evaluation and Management Division

Function	Officer
<p>Responsibility at Assistant Secretary level for aggregate public expenditure policy advice (current and capital); management of the Medium Term Expenditure Framework and the annual Estimates and multi-annual capital investment processes; sectoral policy issues in a number of Departments/ Offices as set out in the Principal level assignments below (including aspects of policy in relation to bodies operating under their aegis); provision of policy advice on capital investment and on issues impacting on infrastructure delivery; general oversight of Estimates reform and the Public Spending Code; and strategic management of the Central Expenditure Evaluation Unit and the Irish Government Economic and Evaluation Service.</p>	Deirdre Hanlon, Assistant Secretary
<p>Responsibility at Principal level for leading the project that will result in the award of the next National Lottery licence, including the approach on the competitive process for the licence, management of that process, drafting new legislation, the establishment of an independent regulatory office & managing a number of transitional issues leading to the commencement of the next license period. Aim of securing substantial upfront payment for 20 year licence together with strong annual growth in revenues for Good Causes under an appropriate regulatory regime.</p>	John Burke, Principal
<p>Responsibility at Principal level for public service numbers policy and co-ordination of monitoring of public service staffing numbers; head of the Central Expenditure Evaluation Unit, with responsibility for design, oversight and implementation (as appropriate) of the Public Spending Code; and overseeing control and monitoring of expenditure in relation to the Justice and Equality Vote Group, including assessment of sectoral policy proposals arising.</p>	Ronan Gallagher, Principal
<p>Responsibility at Principal level for general public expenditure policy advice; management of the annual Estimates and in-year expenditure management processes; Expenditure Reform and matters relating to performance budgeting and the multi-annual expenditure framework; capital expenditure policy including PPP policy and management of the multi-annual capital investment processes.</p>	Annette Connolly, Principal

Expenditure Management, EU Policy and Audit Division

Function	Officer
Responsibility at Director level for (i) expenditure policy advice to support optimum resource allocation for the following Departmental Votes: Arts, Heritage and the Gaeltacht; Communications, Energy and Natural Resources; Defence; Environment, Community and Local Government; Finance; Foreign Affairs and Trade, OPW; Public Expenditure and Reform and Taoiseachs. (ii) Cohesion Policy and North/South matters including in relation to North South bodies. (iii) the ERDF Audit Authority and internal audit function as set out in the Principal level assignments below (iv) the Climate Change Expenditure Evaluation Unit; (v) State Property, Houses of the Oireachtas Commission and the operations of the National Lottery.	Patricia Coleman, Director
Responsibility at Principal level for the management of the Climate Change Expenditure Evaluation Unit and for expenditure policy advice and overseeing control and monitoring of expenditure in relation to two Vote Groups - Communications, Energy and Natural Resources; Defence.	Stephanie O'Donnell, Principal
Responsibility at Principal level for expenditure and sectoral policy advice (including in relation to bodies under their aegis) and overseeing control and monitoring of expenditure in relation to the Public Expenditure and Reform Group, including the Office of Public Works (except the Superannuation and Valuation Office Votes); State Property; Finance Group; Taoiseach's Group (including Law Offices); Arts, Heritage and Gaeltacht Group; and Foreign Affairs and Trade Group, Houses of the Oireachtas Commission and the operations of the National Lottery.	Dermot Quigley, Principal
Responsibility at Principal level for (i) Cohesion policy, with overall responsibility for the EU Structural and Investment Funds and lead responsibility for the ERDF; (ii) North South issues with overall responsibility for North South bodies and lead responsibility for the PEACE and INTERREG programmes and the SEUPB; and (iii) Departmental co-ordination of EU and North South matters generally.	Gearoid O'Keeffe, Principal
Responsibility at head of unit level for Internal Audit and ERDF Audit Authority ² .	Dermot Byrne, Principal
Responsibility at Principal level for management of the Votes of the Department of the Environment, Community and Local Government, the Valuation Office and Valuation Tribunal. Provision of advice on sectoral policy advice (including in relation to bodies operating under the Department of the Environment Community and Local Government aegis), includes areas such as housing, water environmental issues, local government financing and expenditure. Also responsibility at Principal level for approval of payments from the Central Fund in respect of election expenses under Charges Orders for elections.	Marie McLaughlin, Principal

² The Internal Audit and ERDF Audit Unit is a combined unit since 1 June 2011 and is staffed by civil servants, most of whom are professional accountants. The ERDF Audit Authority was established jointly by the EU and the Department and performs annual programmes of audits of ERDF and Cohesion Fund expenditure. The Unit also provides a shared internal audit service to the Department of Finance and the Department of Public Expenditure and Reform. The Head of Unit reports directly to the Secretaries General and the Audit Committees of both Departments.

Labour Market and Enterprise Policy Division

Function	Officer
Responsibility at Assistant Secretary level for policy issues relating to Commercial Semi-State Bodies; NewEra State Assets; Government Accounting and the following Votes: Agriculture, Food and Marine; Children and Youth Affairs; Education and Skills; Health; Jobs, Enterprise and Innovation; Social Protection; Transport, Tourism and Sport.	David Moloney, Assistant Secretary
Responsibility at Principal level for the management of the Department of Children and Youth Affairs Vote, including bodies under its aegis and advice on sectoral policy issues.	Judith Brady, Principal
Responsibility at Principal level for the management of the Department of Social Protection Vote including administrative budgets and public expenditure within that Department.	Colin Menton, Principal
Responsibility at Principal level for policy on commercial State assets, in the context of <i>NewERA</i> , and management of State asset disposals.	Brendan Ellison, Principal
Responsibility at Principal level for the management of three Vote sections – Agriculture, Food and the Marine; Jobs, Enterprise and Innovation; Transport, Tourism and Sport.	Finbarr Kelly, Principal
Responsibility at Principal level for advice on expenditure policy regarding the Department of Education and Skills.	Dermot Nolan, Principal
Responsibility at Principal level for advice on sectoral policy issues and for the management of public expenditure and employment in the health sector.	Tom Heffernan, Principal
Responsibility at Principal level for government accounting policy for the central government area.	Ronan Fox, Principal

Reform and Delivery Office

Function	Officer
Responsibility at Assistant Secretary level as Chief Operations Officer for the Department and for policy issues relating to public service reform and driving, co-ordinating and supporting the delivery of the Government's programme of public service reform.	Paul Reid, Assistant Secretary
Responsibility at Principal level for governance, reporting and a range of other Programme Management Office and related activities to drive and support the delivery of the Government's programme of public service reform.	David Feeney, Principal
Responsibility at Principal level for Business Consulting, Corporate Support, Risk Management and the BPI Network.	Owen Jacob, Principal
Responsibility at Principal level for leading and co-ordinating the management, development and leadership of corporate shared services deployment as appropriate across the Civil Service and Public Service.	Hilary Murphy-Fagan, Principal
Responsibility at Principal level for leading external service delivery reform in the public service.	Kevin Daly, Principal
Responsibility at Project Manager level for co-ordinating the Civil Service Renewal Programme to renew the vision and strategy for the Civil Service.	Rhona Gaynor, Project Manager
Responsibility at Principal level for leading and co-ordinating the expansion of payroll shared services across the Civil Service.	Barry Conroy, Principal

Remuneration, Industrial Relations and Pensions Division

Function	Officer
Responsibility at Assistant Secretary level for the development of policy on pensions, pay and pay-related matters, including C&A scheme and travel policy and non-pay aspects of remuneration, in the public service and management of its application across the public service; organisation development unit; civil service training; language training; Public Service Agreement implementation body secretariat.	Oonagh Buckley, Assistant Secretary
Responsibility at Principal level for general policy on public service pay and industrial relations, non-capital pay estimates, as well as for managing developments in pay for higher civil servants, the Judiciary, Parliamentarians (including any issues relating to the Review Body on Higher Remuneration), Local Authorities, Health Services, and state industrial employees, in line with policy on pay and pay-related matters in the public service. Oireachtas members' expense allowances.	Vacancy, Principal
Responsibility at Principal level for policy development and implementation in pay for the Education Sector, Non-Commercial State Agencies, North/South Bodies, the Defence Forces and CEOs of Commercial State Companies. Responsible for the C&A Scheme; civil service pay; non pay allowances; fees paid to state board members; Garda C&A Scheme; Garda pay and allowances, Annual Leave; Also responsibility for the Civil Service Training and Development Policy Unit.	Tom Clarke, Principal
Responsibility at Principal level for development and implementation of pension policies relating to Established/Unestablished Civil Servants, the Judiciary, Parliamentarians and Officeholders; policy on specific schemes for public servants (including transfer of service, early retirement, notional service, added years) Administration of civil service pension schemes. Oversight of Vote 12 Superannuation and Retired Allowances.	Mary Austin, Principal
Responsibility at Principal level for development of policy on core pension benefits in the Public Service (and in certain instances in commercial state bodies); legislation (including implementation of Public Service Pensions (Single Scheme) Act 2012); industrial relations; regulatory and advisory issues on public service pensions; co-ordination of Department's input to national pensions policy; EU developments, and the North South bodies pension scheme.	David Denny, Principal
Responsibility at Principal level for the Pensions Insolvency Scheme (PIPS) and for the provision of certain actuarial services to the Department.	John Reilly, Principal

Office of Government Procurement

Function

Responsibility at Assistant Secretary level for the implementation of mandatory arrangements in respect of centralised frameworks organised by the National Procurement Service (NPS), and the increased use of collaborative procurement arrangements across the Public Service relating to public procurement that have been considered by the Government.

Also responsible for an external review of the capacity and capability of the central procurement function examining our procurement structures and processes with a view to identifying the actions required to realise substantial savings in public procurement in the short to medium term.

Officer

Paul Quinn, Chief Procurement Officer

Human Resource Strategy Unit

Function

Responsibility at Principal level for the Human Resources Management within the Department, including HR Policy, Resourcing, Workforce Planning, Training & Development, Performance Management, Employee Relations, Industrial Relations, Attendance Management.

The Department of Finance provides some corporate services on a shared basis to both the Department of Finance and the Department of Public Expenditure and Reform, such as accommodation; health & safety; compliance; customer service standards.

Officer

Shirley Comerford, Head of Strategic HR

Office of the Chief Medical Officer

Function	Officer
<p>Responsibility for the provision of an efficient and cost effective occupational health advice to the civil and public service, including advice on medical fitness for work, early workplace rehabilitation of sick employees and ill health retirements.</p>	<p>Dr. Tom O’Connell, Chief Medical Officer for the Civil Service</p>
<p>Provision of statutory workplace health screening and vaccinations to the civil and public service, in co-operation with the State Claims Agency.</p>	
<p>Policy advice / input on all work and health issues to the Department of Public Expenditure and Reform, Civil Service Personnel Officer Network, Chief State Solicitors Office, State Claims Agency, other areas of public sector as required.</p>	

Press Office

Function

Responsibility for management of the Press Office which comprises responding to questions regarding the Minister or the Department of Public Expenditure and Reform from all members of the broadcast and print media, as well as members of the public; organising press events to inform the press and public on departmental matters; making necessary arrangements in association with the Minister's private office for public events at which the Minister is speaking; and editorial control of the Department's web site.

Officer

Áine Griffin, Press Officer

SIGNED:

Robert Watt
Secretary General
Department of Public Expenditure and Reform

DATE:

September 2013