

**Project Manager, Cork University Hospitals Major Capital Projects**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Project Manager, Cork University Hospitals Major Capital Projects  *(Technical Services Officer, Grade Code: 546Y)* |
| **Campaign Reference** | NRS14363 |
| **Closing Date** | **12:00 Noon Monday 15th July 2024** |
| **Proposed Interview Date (s)** | To be completed by Recruiter: Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | HSE South West – Capital & Estates  There is currently one permanent whole-time vacancy available in Capital & Estates Department, Block 2, St Finbarr’s Hospital, Douglas Road, Cork.  A panel may be formed as a result of this campaign for **Project Manager, Cork University Hospitals Major Capital Projects, Capital & Estates, HSE South West** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Kieran Twomey - A/Assistant National Director – Capital & Estates HSE South West  **E-mail:** [kieran.twomey@hse.ie](mailto:kieran.twomey@hse.ie)  **Tel:** 087 1940797 |
| **Details of Service** | Cork University Hospital (CUH) is the largest statutory / HSE hospital in Ireland, and the only Model 4 (Specialist Academic Teaching) Hospital in the state with all acute surgical and medical specialities integrated on the same campus (Adults, Paediatrics, Maternity and Mental Health). It is consistently one of the busiest Model 4 hospitals in Ireland, and aspires to be the best.  CUH is a regional centre for secondary and tertiary care for the catchment area of HSE South, and also provides a number of supra-regional services in a range of specialities to the entire southern one third of Ireland, spanning 3 other Regional Health Areas, and treating patients from the counties of Limerick, Clare, Kerry, Tipperary, Wexford, Carlow, Laois, Waterford and Kilkenny.  At a national level CUH is one of two designated Level 1 trauma centres in the country, provides neurosurgical and stroke thrombectomy centres, PPCI centres, cardiothoracic surgical centres, comprehensive coagulation & haemophilia centres, a cystic fibrosis centre, and is a (NCCP) Cancer Centre.  CUH has a number of key major capital infrastructural projects to be delivered to meet the needs of the population it serves. A CUH capital programme oversight board has been established to oversee and steer the delivery of these projects in CUH.  The key projects envisaged on the CUH site are :   * Emergency Department Reconfiguration * Inpatient Accommodation Ward * Provision of Hybrid Theatres * Paediatric Inpatient Accommodation * Construction of a Helipad on Campus * Trauma Acute & Critical Care development * Infrastructural improvement around the campus * Revision to Campus Development Control Plan   The intended capital works will be delivered on a phased basis in accordance with the site masterplan to be developed. Significant works are anticipated in respect of utilities, car parking, new helipad etc. as part of the overall campus redevelopment  Additional capital works are being progressed in the region, including a new Elective Hospital is also intended to be delivered. |
| **Reporting Relationship** | The successful candidate will report to Assistant National Director HSE South West Capital & Estates with linkages to the wider local capital & estates team and will also be required to establish a close working relationship with the Regional Director of Planning and operational managers on the CUH site.  The post holder will be accountable to the Assistant National Director HSE South West Capital & Estates CUH Capital Programme Oversight Board for delivery of an agreed programme of works and will work closely with the CUH Capital Programme Oversight Board. |
| **Key Working Relationships** | Capital & Estates National & Regional Colleagues  Regional Director of Planning Cork University Hospital  Operational Managers Cork University Hospital  CUH Capital Programme Oversight Board  Regional Health Colleagues  Department of Health & other relevant government agencies  Design Teams, Construction Contractors |
| **Purpose of the Post** | To lead and manage the ongoing development of an infrastructural masterplan for the CUH campus and the programme of work associated with delivering this updated masterplan including the major capital projects arising. The primary focus of the role will be in respect of the CUH Campus. |
| **Principal Duties and Responsibilities** | Under the general direction of the Assistant National Director Capital & Estates, the project manager will be responsible for development and delivery of an agreed programme of work associated with major capital projects in CUH and assisting in the development of the infrastructural master plan for the campus which includes ownership of the masterplan its coordination and delivery against agreed timescales and milestones.   * Provide support and advise in relation to the management of the various projects arising including capital planning and project management, estate maintenance, environmental management, and infrastructural risk management. * Provide progress reports to the CUH Capital Programme Oversight Board * Works with the project sponsor and all key stakeholders to define each projects requirements and scope * Develop and manage the project plans for each of the projects * Manage the delivery of these individual projects within the overall strategic plan for CUH. * Management of each project team and monitoring and reporting progress and ensuring completion of all project tasks and activities * Ensure project deliverables to agreed quality standards * Manage each projects budget in line with capital and revenue requirements * Ensure highly effective communication mechanisms and processes are in place to manage, motivate and influence multiple project stakeholders * Manage the staff, financial and other resources assigned to the post holder. * Ensure implementation of HSE estate policies and procedures in managing the projects. * Work in a collaborative manner and liaise and consult with the Hospital and Group management, the Capital & Estates function, clinical personnel and other HSE Health Services, Department of Health personnel.   *The post holder* *will:*  **Plan, own and manage and supervise the execution of these major capital projects within the agreed program:**   * Assist in the preparation of comprehensive briefs, business cases and submissions for the proposed projects in consultation with services and clinical staff and Capital & Estates personnel. * Assist in the preparation of budgets for the carrying out the proposed Major Capital work programmes and ensuring that projects are delivered within agreed budgets. * Ensure compliance with EU procurement and HSE financial regulation and government spending code. * Oversee staff, design teams and contractors in the implementation of the agreed programmes. * Assist in defining requirements for all equipment and building, especially in seeking ease of maintenance and operation * Comply with regulatory requirements including permission, licences, certificates and approvals. * Awareness and knowledge of HSE policies on climate change and the relevant action plans * Work with Infection Prevention Control teams CUH on the construction components and the clinical service managers and services and maintenance managers * Knowledge and awareness of Health and Safety legislation and particularly Fire Safety and policies relating to same and to ensure compliance   ***Other Duties:***   * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * 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 HSE protocols for implementing and maintaining these standards as appropriate to the role. * Achievement of targets and plans and completion of agreed programme within allocated budget. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas: * Continuous Quality Improvement Initiatives * Document Control Information Management Systems * Risk Management Strategy and Policies * Hygiene Related Policies, Procedures and Standards * Decontamination Code of Practice * Infection Control Policies * Safety Statement, Health & Safety Policies and Fire Procedure * Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for their own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must at the latest date of application:**   1. **Statutory Registration, Professional Qualifications, Experience etc.** 2. **Candidates for appointment must** 3. Hold a Level 8 (or higher) Quality & Qualifications Ireland (QQI) major academic award in Architecture, Engineering or Surveying, accredited by the relevant Professional Institute (Society of Chartered Surveyors in Ireland, Royal Institution of Chartered Surveyors, Engineers Ireland, Royal Institute of Architects of Ireland)   **OR**   1. Have appropriate Membership of the relevant professional association1:   Society of Chartered Surveyors in Ireland  Royal Institution of Chartered Surveyors  Engineers Ireland  Royal Institute of Architects of Ireland  **OR**   1. Hold a qualification at least equivalent to one of the above listed in (i) or (ii)   **AND**   1. Have had at least **eight years’** satisfactory & relevant experience in planning, design, project management or construction of buildings or in the installation or maintenance of the mechanical, electrical, and heating services of such buildings.   **AND**   1. Possess the requisite knowledge and ability (including a high standard of suitability and of management ability) to enter on the discharge of the duties of the office.   **2. Health**  A candidate 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.  **3. Character**  Each candidate for and any person holding the office must be of good character.  **Note 1 - Membership of the relevant professional association:**  **Society of Chartered Surveyors in Ireland / Royal Institution of Chartered Surveyors**  Candidates should have full, professional membership i.e. be a chartered member of the Society of Chartered Surveyors in Ireland and or Royal Institute Chartered Surveyors (**Quantity Surveying or Building Surveying Division**)  **Engineers Ireland – Acceptable Membership**  Candidates should be a Chartered Member of Engineers Ireland.  Associate Membership, Student Membership or any affiliated membership of Engineers Ireland will not be accepted.  **Royal Institute of Architects of Ireland**  Applicants should be named on the Register for Architects maintained by the RIAI pursuant to Part 3 of the Building Control Act 2007 or be eligible for admission to the Register without further assessment |
| **Post Specific Requirements** | * Demonstrate a sufficiently high level of depth and breadth of overall experience in career to date as is relevant to this senior leadership role; in the planning, design, project management and construction of buildings and site works for delivery of major capital projects. * Demonstrate depth and breadth of technical training and project management experience as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***  ***Professional Knowledge & Experience***   * Demonstrate a good knowledge and experience of the construction of major capital projects and an understanding of complex health service requirements * Demonstrate Technical skills and ability appropriate to the post * Demonstrate knowledge and awareness of Building regulations and standards and EU Procurement legislation and Government construction procurement guidelines. * Demonstrate a commitment to providing a quality service including an awareness and appreciation of the service user. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email, Engineering specific programmes such as Project Manager, Autocad etc. and Financial systems (for e.g. SAP) * Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role * Demonstrate the ability to work in line with relevant policies and procedures   **Interpersonal / Communication Skills**   * Effective written and verbal communication skills, including the ability to present information in a clear and concise manner, within the organisation and externally. * An ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning. * Good interpersonal skills to interface effectively with all stakeholders. * The required leadership and vision to lead and manage wide-scale change in a complex environment; * Capacity to lead, organise and motivate staff to function effectively in times of rapid change; * An ability to communicate ideas, positions and information clearly and convincingly in a matter that is sensitive to wider issues and has the ability to advocate for and negotiate a favourable position for the Effective written and verbal communication skills, including the ability to present information in a clear and concise manner, within the organisation and externally. * An ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning. * Confidence of own judgement and ability to influence others and is capable of coping with stress and pressure without performance deteriorating. * A strong degree of self-sufficiency, being capable of personally evaluating proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change.   **Planning & Managing Resources**   * Good management skills (forward planning, problem anticipation, conflict resolution, flexibility, decision making). * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * An ability to manage deadlines and effectively handle multiple tasks. * Adequately identifies, manages and reports on risk within area of responsibility.   **Evaluating Information, Judging Situations & Problem Solving**   * An ability to evaluate information, judge situations, solves problems and makes decisions in a timely manner. * An ability to analyse and evaluate, in a rational, objective, consistent and systematic manner, a range of complex information and identify the core issues and arguments that are most salient to the situation at hand; * An ability to consider the range of options available, involve other parties at the appropriate time and level and to make balanced and timely decisions   **Building & Maintaining Relationships including Leadership, Managing People & Team Skills**   * The ability of setting high standards, by example, for management team and staff, motivating and enthusing staff and building team commitment to organisational goals and challenging tasks. * Excellent interpersonal, networking and influencing skills; * Confidence of own judgement and ability to influence others and is capable of coping with stress and pressure of work without performance deteriorating; * A strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change; * Good public relations, enthusiasm, drive and initiative, and an ability to work as part of a team. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification 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. | |

**Project Manager, Cork University Hospitals Major Capital Projects**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is (as at 01/01/2024):  €94,832, €97,155, €99,475, €101,797, €104,119, €106,448, **€109,954, €113,463 LSIs**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of 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 HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale 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:  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.  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.  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 <https://www.sipo.ie/>. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)