

**Assistant National Director, Capital & Estates**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Assistant National Director, Capital & Estates  (Grade Code: 0508) |
| **Campaign Reference** | NRS14331 |
| **Closing Date** | Monday 15/07/2024 at 3.00pm |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | There are currently two permanent whole-time vacancies available.   * One with responsibility for Disabilities * One with responsibility for National Services   The offices of HSE Capital & Estates are located at Sir Patrick Duns Hospital, Lower Grand Canal Street, Dublin 2.  The National Director is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability at Sir Patrick Duns Hospital and/or for relevant Dublin based meetings. In addition, the post holder will be required as part of this role to undertake significant travel across Ireland.  A panel may be formed as a result of this campaign for **Assistant National Director, Capital & Estates, Corporate Estates** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Brian O’Connell, National Director Capital & Estates  E-mail: [brian.oconnell@hse.ie](mailto:brian.oconnell@hse.ie) |
| **Details of Service** | The HSE is responsible for the planning and delivery of health, social and personal services across the full range of care programmes in the Irish healthcare system.  The Healthcare estate is a key resource supporting the delivery of quality healthcare. Effective management of the estate is central to providing a quality and safe environment for both users and staff. Ensuring value for money in respect of developing and operating the health estate is a key priority for the HSE  The corporate Capital & Estates function has overall responsibility for developing and implementing relevant Estate policies, including the preparation and delivery of the HSE multi-annual Capital Plan.  The Capital & Estates function provides a range of professional, technical, project management, and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure, which includes buildings, plant and equipment.    These services include briefing, specification, design, project management, procurement, contract implementation, equipping and commissioning associated with major and minor capital building and refurbishment works, together with risk and asset management, property services, fire protection, Health and Safety, etc. |
| **Reporting Relationship** | The Assistant National Director, Capital & Estates will report directly to the National Director of Capital & Estates |
| **Key Working Relationships** | **AND Capital & Estates – National Services:**  Regional Executive Management Team  HSE Senior Leadership Team  Access & Integration Function  Capital & Estates National & Regional Colleagues  Regional Health Colleagues  Acute Hospital Colleagues  Department of Children, Equality, Disability, Integration and Youth (DCEDIY) & other relevant government agencies  Design Teams, Construction Contractors  **AND Capital & Estates – Disabilities:**  The post holder will form close working relationships with the Access & Integration Function and Department of Children, Equality, Disability, Integration & Youth (DCEDIY) |
| **Purpose of the Post** | The role of Assistant National Director, Capital & Estates will carry a national remit.  The principal objectives of the post are:   * ensure provision of facilities that enhance and support delivery of safe efficient patient care in healthcare settings, in line with HSE Service Plan objectives and policies. * ensure that the Capital Plan for their area of responsibility is prepared in a coordinated manner to ensure that all corporate estate and corporate plus government interface is managed in a professional and timely manner, * ensure delivery of the Capital Plan is monitored and all necessary reporting to HSE Board and Government Departments is done in an effective and efficient manner * develop performance indicators for area of responsibility including operation of the healthcare estate.   **In addition:**  **The Assistant National Director, Capital & Estates – Disabilities will:**   * Support the provision and management of estate services as they relate to disability services in accordance with relevant policy, service needs, and agreed funding parameters, at a National, Regional and Local level, in compliance with public procurement regulations and other relevant statutory requirements. * Play a key role in advancing Capital & Estates’ policies and strategies as they relate to disabilities services, in conjunction with, internal stakeholders; within the HSE, in support of the Board and the Executive Management Team, together with regional executive officers, national Directorates, and others, and externally, with professional bodies, other Government Departments and agencies, and relevant third party organisations. * Responsible for building and ensuring effective relationships are maintained with key stakeholders and be an integral part of the Capital & Estates Management Team. * Work in partnership with ANDs in the Access & Integration Function to deliver coherent strategic solutions for Disability Services   **The Assistant National Director, Capital & Estates – National Services will:**   * Will play a key role in advancing Capital & Estates’ policies and strategies as they relate to National Services and Schemes, in conjunction with, internal stakeholders; within the HSE, in support of the Board and the Executive Management Team, together with regional executive officers, national Directorates, and others, and externally, with professional bodies, other Government Departments and agencies, and relevant third party organisations. * Will be responsible for building and ensuring effective relationships are maintained with key stakeholders and be an integral part of the Capital & Estates Management Team. |
| **Principal Duties and Responsibilities** | In accordance with the policies and procedures of the HSE and working as part of the Capital & Estates Management Team, the Assistant National Director, Capital & Estates will:   * Evaluate the capital requirements of the area of responsibility in conjunction with Regional and National Service Pillars and Capital & Estates Management, taking into account service strategies and improvement programmes and available funding. * In conjunction with the AND Capital & Property prepare and manage the Capital Plan for the area of responsibility * From time to time, be involved in the direct management of capital projects as relevant to the area of responsibility * Report monthly on the status of the delivery of the Capital Plan for the area of responsibility * Collaborate with the wider Capital & Estates team on the implementation of information systems to assist in the monitoring and reporting of the Capital Plan for area of responsibility. * Collaborate with the relevant national services, and other colleagues on the implementation of the all relevant policies and strategies to enhance the delivery of the infrastructure for area of responsibility nationally. * Be a member of the HSE’s Capital & Property Steering Committee * Assume overall responsibility for the development of performance indicators for the healthcare estate relevant to area of responsibility and evaluate the performance of the estate * Closely liaise with internal and external audit - Comptroller and Auditor General (C&AG) * Liaise with HSE Senior Leadership Team, HSE board and other relevant committees of the HSE * Ensure all necessary training on policies and standards as they relate to area of responsibility is designed and rolled out to the relevant offices * As part of the National Capital & Estates Management Team, to advise on all national strategies and issues, relevant to the area of responsibility. * Be responsible for the pay and non-pay revenue resources and human resources as allocated from time to time   **Duties specific to The Assistant National Director, Capital & Estates – Disabilities:**   * Develop and maintain key working relationship with the Access & Integration Function. * Contribute to strategic integrated planning processes with relevant HSE colleagues * Manage the interface with any relevant government department, i.e. the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) on all capital issues as relevant to the Disability Capital Plan * Monitor the implementation of the Disability Capital Programme and to report on progress monthly, quarterly, annually and otherwise as necessary to Capital & Estates Senior Management Team, DCEDYI, HSE Senior Leadership Team HSE Board, Directors, Regional Executive Officers (REOs) and others   **Duties specific to The Assistant National Director, Capital & Estates – National Services:**   * Manage the interface with any relevant government department on all capital issues as relevant to the National Services & Schemes * Monitor the implementation of the Capital Programme relevant to National Services and to report on progress monthly, quarterly, annually and otherwise as necessary to Capital & Estates Senior Management Team, HSE Senior Leadership Team, HSE Board, Directors, Regional Executive Officers (REOs) and others   ***General***   * 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. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders * 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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** | **Professional Qualifications, Experience, etc**  Candidates must have at the latest date of application :   1. 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.   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 a high standard of technical training and experience   and   1. Possess the requisite knowledge and ability (including a high standard of suitability and of administrative capacity) to enter on the discharge of the duties of the office   **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.  **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, Building Surveying, Property Surveying or Project Management 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 depth and breadth of experience as relevant to the role including a significant track record of achievement in managing a healthcare estate, or an Estate of equivalent scale and complexity |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as travel between sites will be required |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * A significant track record of achievement in managing Capital projects and capital plans in the health services or an estate of equivalent scale and complexity; * A significant track record of achievement in managing a healthcare estate, or an estate of equivalent scale and complexity * Knowledge of option appraisal procedures, brief writing and building user consultation, cost estimation and control, hospital design, healthcare and project management and of the procurement process appropriate to public sector capital projects. * Understands the critical components that make up the health services and their interdependencies that contribute to their successful delivery; * Detailed knowledge of the issues, developments and current thinking on best practice in relation to healthcare delivery and reform * Has proven ability to organise at a strategic and operational level the necessary people and other resources across a complex network of services so that objectives can be met within budget, to quality standards and within timescales; * Knowledge of Public Spending Code & Property Governance Documents * Knowledge of HSE Capital Projects Manual & Approvals Protocol, Protocol for the Acquisition & Disposal of Property & other relevant HSE Policies, Procedures & Guidelines   **Leadership and Direction**   * Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long term corporate objectives * Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. * 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.   **Working With and Through Others – Influencing to Achieve**   * 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. * Have excellent influencing and negotiation skills.   **Managing and Delivering Results – Operational Excellence**   * Places strong emphasis on achieving high standards of excellence. * Ability to develop / implement strategic action plans and programmes. * Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are 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. * Show 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; * Ability to ensure the achievement of medium and long term goals while also managing short term goals and priorities. * Adequately identifies, manages and reports on risk within area of responsibility.   **Critical Analysis and Decision Making**   * 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. * Makes timely decisions and stands by those decisions as required.   **Building Relationships / Communication**   * Possesses highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders. * Is capable of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service. * Has a strong results focus and ability to achieve results through collaborative working * 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 working co-operatively with and influencing senior management colleagues to drive forward the reform agenda. * Is committed to building a professional network to remain up-to-date with and influence internal and external politics. * Has the ability to support the development of an effective team. * The ability to work effectively across several different service delivery units to incorporate diverse multi care group requirements into a comprehensive integrated plan; * A proven ability to organise at a strategic and operational level the necessary people and other resources across a complex network of services so that objectives can be met within budget, to quality standards and within timescales;   **Personal Commitment and Motivation**   * Is personally committed and motivated for the complex role of Assistant National Director. * 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 and learning. * Be confident of own judgement and ability to influence others and is capable of coping with stress and pressure of work without performance deteriorating; * Demonstrably understands, identifies with and is committed to the core values of the HSE and places a high emphasis on achieving high standards of excellence |
| **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. | |

**Assistant National Director, Capital & Estates**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole time.  The posts are 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 as at 01/01/2024 is:  €112,744, €117,509, €122,361, €127,306, €132,335, €137,463  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)