

**General Manager,**

**National Office for Climate Action and Sustainability**

**Job Specifications & Terms and Conditions**

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| **Job Title and Grade Code** | General Manager*(Grade Code: 0041)* |
| **Campaign Reference** | NRS14625 |
| **Closing Date** | Monday 30th December 2024 at 12 Noon. |
| **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** | **National Office for Climate Action and Sustainability, Dr Steevens Hospital, Steevens Lane, Dublin 8, D08 W2A8**There is currently one permanent whole-time vacancy available located at the National Climate Action and Sustainability Office.A panel may be formed as a result of this campaign for **General Manager within National Climate Action and Sustainability Office** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled*.* |
| **Informal Enquiries** | Dr. Philip Crowley, National Director Wellbeing, Equality, Climate and Global Health**Email:** Nd.wecgh@hse.ie  |
| **Details of Service** | The HSE published its Climate Strategy in June 2023, committing to achieving net-zero emissions no later than 2050, delivering healthcare which is environmentally and socially sustainable. The HSE recognises that it has a significant role to play in tackling the climate crisis by dealing with the growing health impacts of climate change and curbing its own emissions. There is a requirement for the HSE to comply with the obligations set out in the Government’s Climate Action legislation and to lead by example in relation to climate action, as mandated in the Climate Action Plan 2021 and reiterated in the 2023 updated Plan.The National Office for Climate Strategy is responsible for the overall implementation of this strategy. The office falls under the remit of the National Director Wellbeing, Equality, Climate and Global Health. The General Manager will be responsible for the management of the PMO office which coordinates the delivery of the strategy by providing project management and administrative support across all work programmes.A crucial function of the PMO office is to assist in development of implementation structures through the new regional structures embedding Climate action and delivery into regions and service level.In summary Key PMO functions are:**Plan and deliverable management*** + Top down and bottom up plan alignment
	+ Critical path management
	+ Understanding core plan components
	+ Prioritisation and optimisation of actions/initiatives

**Dependency management*** + Identifying inter programme dependencies.
	+ Drive the resolution of conflicts.

**Standards*** + Sharing of best practice, common tools and templates.

**Quality Assurance** * + Providing professional challenge, support and oversight

**Risk and issue management*** + Ensuring there is strong proactive risk management.
	+ Driving action on key risks.

**Reporting and review meetings*** + Aggregate level progress reporting
	+ Challenge on reporting and escalations
	+ Align reporting status to dependencies and the plan
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| **Reporting Relationship** | The General Manager reports to the National Director Wellbeing, Equality, Climate and Global Health |
| **Key Working Relationships** | Members of the Climate Strategy Steering Group, AND for Sustainable Infrastructure in Capital and Estates, members of each of the Climate Strategy working groups, the wider Wellbeing, Equality, Climate and Global Health team. Health Regions.This position involves a large volume of External stakeholder engagement. Some examples include, Department of Health and the Department of the Environment, Climate and Communications, Environmental Protection Agency, WHO Climate and Health European Network, ESRI Research Board, Climate and Health Alliance, Office of Government Procurement and NHS Climate office. |
| **Purpose of the Post** | The General Manager will work to ensure the multi-annual Climate Action plan is implemented.The General Manager will manage the Climate Action Programme Implementation. The GM will support the PMO, National Steering Group members, Programme leads and Regional Sustainability leads and Green committees to deliver on goals and objectives. |
| **Principal Duties and Responsibilities** | *Oversight of the National Climate Action and Sustainability Office:** Manage the multi-annual Climate Action and Sustainability Programme Implementation
* Lead and manage the staff of the National Office for Climate Action and Sustainability
* Support the National Director National Director Wellbeing, Equality, Climate and Global Health to achieve the overall objectives of the HSE Climate Action Strategy through the multi-annual implementation programme plan
* Ensure the National Office for Climate Action and Sustainability resource is assigned appropriately to the Programme Implementation Steering Group, work programmes and other PMO related work as relevant to achieving the objectives of the Strategy.

*Programme oversight:** Maintain, improve and refine robust systems for the monitoring of the implementation of the Climate Action Strategy in line with the National Service Plan and the multi-annual implementation plan
* Lead on the development of standardised processes, analysis of performance data, development of performance indicators, incoming and outgoing programme documentation and minimum operating standards in conjunction with the National Director and Programme leads of Climate Action Programme Structure.
* Facilitate the programme team in agreeing implementation strategies, plans and conducting change impact assessments
* Develop business cases as required to develop services in line with the multi-annual plan
* Ensure that the implementation plan has strategies and plans to embed the programme into the service delivery system in a sustainable way and manage issues as they arise
* Ensure the mechanisms and infrastructure required to sustain change are in place
* Address issues related to the implementation of the Programme plan as they occur in local sites
* Provide feedback to the National Director on any issues or concerns arising from implementation

*Corporate duties and responsibilities:** Ensure high standards of corporate governance for the Climate Action Programme including the identification and control of risks
* Contribute on behalf of the programme, in consultation with the National Director, documentation required for mandatory health services processes, e.g. estimates and service planning processes, senior management team reports, parliamentary questions, etc.
* Participate in the budgetary process and service planning with particular emphasis on ensuring that financial/resource allocations and output plans are consistent with corporate goals/objectives and are achieved
* Hold delegated budgetary responsibility and be accountable for ensuring that the Programme operates within agreed service levels and budget and is delivered to the highest best practice standards in terms of value for money
* Monitor and control the use of resources in accordance with the Health Service Executive’s Financial Regulations
* Manage staff as may be assigned to the post holder, and ensure that staff resources are managed in accordance with HSE policies and procedures and prevailing employment law
* Ensure staff are familiar with the requirements stated in the Balanced Score card and Risk Management Strategy and monitor compliance with Risk management reporting Policies and Procedures.
* Ensure Compliance Management is integrated into the quality and safety agenda and is part of integrated learning.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.

*Departmental and Parliamentary accountability*:* Prepare and provide required briefings and documentation for departmental engagements.
* Manage the response to Parliamentary Questions appropriately and in a timely way

*Other duties and responsibilities:* * Develop and implement strategies and structures to receive feedback from service users and from staff delivering care with the emphasis on improving the service users experience and quality of care
* 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.
* Have a working knowledge of the Dept of Health and DECC on climate and health, and other standards as relevant and comply with associated HSE protocols for implementing and maintaining these standards
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service
* Act as spokesperson for the Organisation as required
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* Present in various forums nationally and internally on HSE’s work on Climate Action and Sustainability.

**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 have at the latest date of application:*** Significant experience of operating within a service improvement, planning or programme management role and/or function within a large complex multi stakeholder environment utilising and/or overseeing some or all of the relevant disciplines including:
* PMO Management
* Programme Delivery
* Programme Management
* Risk and Issue Management
* Resource Demand & Supply Planning
* Strategic Planning
* Change Management
* Service/Business/Operational Planning
* Have a proven track-record of leading and delivering on complex, multidisciplinary programmes of work
* Significant operational experience, which should include budget and staff management
* Experience of leading and developing a team
* Experience of managing and working collaboratively with multiple internal and external stakeholders to achieve results, as relevant to this role.
* Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of duties of the office.

**Health**A candidate for and any person holding the office for 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. |
| **Other requirements specific to the role** | A flexible approach to working hours is required in order to ensure deadlines are met. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge/Experience****Demonstrate:*** Knowledge of and experience in programme management
* Knowledge of and experience in service improvement and change management
* Knowledge of and experience in managing and / or delivering services including people management, budget management and performance management as relevant to the role
* Experience of costing service developments and knowledge of HSE Financial regulations and systems
* Experience of working with public procurement policy as relevant to the role
* A clear understanding of National Strategies and Government policy as they relate to the role.
* Knowledge of Sustainability and Climate as it relates to health
* Knowledge of Government Climate Action Plan
* Knowledge of Government Climate Adaptation Plan
* Knowledge of the UN Sustainability Goals

**Leadership & Delivery of Change**Demonstrates:* The ability to adequately identify, assess, manage and monitor risks within their area of responsibility
* A track record as an effective leader with a can do attitude who has led, organised and motivated staff in times of rapid change in a challenging environment
* 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 Programme objectives
* Understands the challenges of leading a complex change programme with significant technology, process, clinical change, interdependencies and HR challenges
* Continually strives to improve change 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 & Through Others – Influencing to Achieve** Demonstrates:* A track record of building and maintaining key internal and external relationships in furtherance of organisational goals
* 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
* Is committed to working co-operatively with and influencing senior management colleagues to drive forward the health service improvement agenda
* Adequately identifies, manages and reports on risk within area of responsibility

**Results Focused With Critical Analysis & Decision Making**Demonstrates:* Places strong emphasis on achieving high standards of excellence
* Commits a high degree of energy to well directed activities and looks for and seizes opportunities that 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
* 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
* The ability to think strategically, with strong analytical and judgement skills
* The ability to look critically at issues to see how things can be done better

**Communication & Interpersonal Skills**Demonstrates:* Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally
* Is committed to building a professional network to remain up-to-date with and influence internal and external politics
* Has a strong results focus and ability to achieve results through collaborative working
* Has excellent influencing and negotiation skills across a range of communication
* Strong written communication skills

**Personal Commitment and Motivation*** Is personally committed and motivated for the complex role of General Manager *PMO*
* Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role
* Strong capability to manage competing demands without a diminution in performance
* A core belief in and passion for the sustainable delivery of high quality customer/ user centred focused services
* A commitment to continuing professional development
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| **Campaign Specific****Selection Process****Ranking/Shortlisting/****Interview** | A ranking and/or short-listing 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 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. |

 **General Manager**

 **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 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** | Salary scale for the post is: € 83,233 € 85,335 € 88,665 € 92,019 € 95,346 € 98,682 € 103,533 (01/10/2024).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 to 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 1st of January 2005 pursuant to Section 60 of the Heath 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 already a permanent officer of the Health Services Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in 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)** | 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)