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**Interim National Director, Capital and Estates**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Interim National Director, Capital and Estates  *(National Director, Level 3)*  (Grade Code to be confirmed) |
| **Campaign Reference** | NRS14660 |
| **Closing Date** | 2nd January 2025 |
| **Proposed Interview Date (s)** | It is anticipated that interviews will take place week commencing 6th January 2025. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | HSE Capital & Estates, Office of the National Director Strategic Infrastructure & Capital Delivery, Sir Patrick Duns Hospital, Lower Grand Canal Street, Dublin 2.  There is currently a specified purpose and wholetime vacancy available for a duration of 3 months.  The National Director Strategic Infrastructure & Capital Delivery is open to engagement in respect of the expected level of on-site attendance and/or for relevant Dublin based meetings in the context of the requirements of this role and the HSE’s Blended Working Policy. In addition, the post holder will require as part of this role to undertake significant travel across Ireland and, from time to time, internationally.  A panel may be formed as a result of this campaign for **Interim National Director, Capital and Estates, in HSE Capital & Estates within the Office of the National Director Strategic Infrastructure & Capital Delivery,** from which current and future specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Brian O’Connell - National Director Strategic Infrastructure & Capital Delivery  E-mail: [brian.oconnell@hse.ie](mailto:brian.oconnell@hse.ie)  Tel: 087 7671426 |
| **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. It employs some 140,000 staff and has an annual operating budget of over €21bn.  The HSE’s estate comprises some 4,000 buildings on 2,500 sites. The HSE’s annual capital budget is some €1Bn.  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 Capital and Estates function works closely with service providers in Hospital Groups (HGs) and Community Healthcare Organisation (CHO) Areas to understand local estates issues, risks and opportunities, including responding to regulatory issues. From January 2024, with the establishment of six HSE Health Regions (replacing the existing HGs and CHOs), these working arrangements with service providers have been further strengthened with a view to ensuring a transparent, coherent approach, balancing estate priorities within and across the regions and at a national level.  The Capital and Estates function has overall responsibility for developing and implementing relevant Estate policies, including the preparation and delivery of the annual HSE Capital Plan. The function manages the HSE property portfolio and provides governance and advice on all property transactions.  The Capital and 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. The services provided by Capital & Estates 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.  The Capital and Estates function oversees the development and delivery of key strategic priorities in line with the Capital Plan including a number of large-scale capital programmes. The function ensures compliance with Planning, Building Control, Environmental, Health and Safety legislation and policies in relation to the buildings and infrastructure.  The Capital and Estates function is also committed to fulfilling a leadership role in the public sector by playing its part in Ireland's decarbonisation journey and taking on an evolving role in helping to address the health impacts of climate change.  In 2022, a long-term HSE Capital Strategy was developed and approved. This strategy commits the organisation to a fundamental change in its approach to the planning and delivery of a modern, fit-for-purpose estate. This approach includes a shift to standardised design (rather than one-off individual project designs); digitisation; modern, off-site, methods of construction (rather than traditional on-site construction); and at-scale, volumetric programme approaches (rather than individual projects). |
| **Reporting Relationship** | Reports to the National Director Strategic Infrastructure & Capital Delivery |
| **Purpose of the Post** | This role will be accountable for leading the HSE Capital and Estates function, and providing professional advice and support to the National Director Strategic Infrastructure & Capital Delivery, CEO, wider leadership team and the HSE Board.  The post holder will be accountable for ensuring that the HSE, through the Capital and Estates function, has the ability to deliver facilities that enhance and support delivery of safe, efficient patient care and in a way that is aligned with national healthcare policies and regional priorities.  The post holder will manage a team comprising 15 direct reports and more generally, a resource of some 350 direct and 100 indirect staff located in 15 locations. These structures will evolve in the context of the wider reform within the Strategic Infrastructure and Capital Delivery Unit. |
| **Principal Duties and Responsibilities** | * Advise the National Director Strategic Infrastructure & Capital Delivery and wider leadership team of the HSE on Estate Strategy and plans. * Work closely with the new HSE Health Regions to ensure the development and implementation of robust, evidence-based plans to maintain and upgrade the existing estate. * Work closely with the Department of Health as the HSE’s sponsor department. * Assist in the formulation and implementation of a capital asset strategy both as regards the existing asset base and new capital investment in concert with overall policy and in consultation with key stakeholders. * Evaluate, manage and develop the HSE physical asset base and ensure appropriate accountability incorporating asset utilization performance criteria and a life-cycle investment focus. * Assist in the preparation, management and implementation of the annual capital plan and formulate the rolling 5-year Capital Investment Framework for all capital investment in the public health sector. * Ensure that the HSE operates its Estate in accordance with statutory requirements. * Liaise with external agencies in all aspects relating to estate operations and capital investment * Develop and implement asset financing protocols that reflect optimal asset cost-in-use. * Work closely with the National Director Strategic Infrastructure & Capital Delivery and other National Directors integrating Estates and Capital Development strategies and objectives with overall service goals and priorities. * In conjunction with the National Director Strategic Infrastructure & Capital Delivery Formulate and implement HSE policies, protocols and procedures for Estates and Capital Development in accordance with the key focus areas outlined for the post. * Manage the physical resources of the Health Service Executive including estates and assets and manage the associated estates offices that deliver the estate services throughout the HSE. * Provide leadership, guidance and direction to the HSE on matters pertaining to the Estates and Capital Development and communicate both internally and externally with relevant stakeholders * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   **General**   * Act as spokesperson for the HSE on all matters relating to Capital and Estates as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders * 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. * 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** | ***This campaign is confined to staff who are currently employed by the HSE or Section 38 organisations***  **Candidates must have at the latest date of application:**   1. **Professional Qualifications, Experience, etc**   Candidates must possess at the closing date :  (A) (i) Hold a Level 8 (or higher) Quality & Qualifications Ireland major academic award in Architecture, Engineering or Surveying  or  Have Chartered Membership of the relevant professional association:   * Society of Chartered Surveyors in Ireland * Royal Institution of Chartered Surveyors. * Engineers Ireland * Royal Institute of Architects of Ireland   or  Hold a qualification at least equivalent to one of these;  and  (ii) Have had at least eight years’ satisfactory experience after attaining the qualification at (i) above, in architecture or engineering or surveying work, including adequate experience in the construction or maintenance of buildings or in the installation or maintenance of the mechanical, electrical and heating services of such buildings.  and  (iii) Possess a high standard of technical training and experience  and   1. (i) Have experience at a senior management level in the Irish or similar public healthcare system 2. Have experience of working with an Executive Team and Boards 3. Have a significant track record of achievement at a senior level managing a healthcare estate, or an estate of equivalent scale and complexity 4. Have a significant track record of achievement at a senior level managing Capital projects and Capital plans in the health services, or in an estate of equivalent scale and complexity 5. Have experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role 6. Have experience of governance and risk management   and  (C) 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.   1. **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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as post will involve travel between sites  The post holder will require as part of this role to undertake significant travel across Ireland and, from time to time, internationally. |
| **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; * An understanding of the critical components that make up the health services and their interdependencies that contribute to their successful delivery; * Good working knowledge of legislation and technical guidance in the estates area including Building, Planning, Health & Safety and Fire Safety Regulations; * A good understanding of modern methods of construction and digitisation * Good working knowledge of the Department of Public Expenditure & Reform’s Public Spending Code, Capital Works Management Framework * A broad knowledge of the HSE and HSE reform; * A good understanding of risk, information technology, financial management, governance and accountability * A broad knowledge of national health policy, including Sláintecare Report, Project Ireland 2040, National Development Plan 2018-2027.   **Leadership and Delivery of Change**  Demonstrates:   * 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; * The ability to look at the longer term and broader issues concerning the provision of better health services, better social gain for the population * An ability to develop a clear view of what is required in order to achieve medium and longer term objectives * 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:   * 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**  Demonstrates:   * Places strong emphasis on achieving high standards of excellence; * Adequately identifies, manages and reports on risk within area of responsibility * 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; * 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; * Shows 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.   **Critical Analysis and Decision Making**  Demonstrates:   * The ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems; * The ability to operate as an effective strategic and tactical thinker * The ability to develop strategies/policies * Ability to provide significant input to operational and strategic decision making * Looks critically at issues to see how things can be done better * The ability to analyse and evaluate, in a rational objective, consistent and systematic manner, a range of complex information to identify the core issues and arguments that are most salient to the situation at hand * The ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances. * Recognises when to involve other parties at the appropriate time and level; * Makes timely decisions and stands by those decisions as required.   **Building & Maintaining Relationships / Communication**  Demonstrates:   * 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; * Excellent written communication skills   **Personal Commitment and Motivation**   * Is personally committed and motivated for the complex role of National Director Capital and Estates; * 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; * 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. |
| **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. | |

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**Interim National Director, Capital and Estates**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is specified purpose and wholetime for a duration of 3 months.  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** | The salary scale for the post is: €185,851 per annum (01/10/2024) |
| **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**  **Including positions where the salary scale straddles the above salary point.**  ***Please refer to the latest*** [***HSE Pay scales***](https://healthservice.hse.ie/staff/pay/pay-scales/) ***website for the most recent and correct salary information.*** | 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 the National Health and Safety Function, here: <https://healthservice.hse.ie/staff/health-and-safety/safety-statement/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)