**Supplementary**

**Senior Technical Project Manager**

**(Chief Assistant Technical Services Officer)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Senior Technical Project Manager  (Chief Assistant Technical Services Officer)  (Grade Code: 546T) |
| **Campaign Reference** | NRS14698 |
| **Closing Date** | *Monday 07th April 2025 at 12:00 Noon* |
| **Proposed Interview Date (s)** | 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** | There is currently one permanent whole-time vacancy available in Capital & Estates Department, HSE West, Gate Lodge, Merlin Park University Hospital, Co Galway.  A supplementary panel may be formed as a result of this campaign for **Capital & Estates, HSE West (Galway, Mayo & Roscommon)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Gráinne Cahill, Estates Manager  **Email:** grainne.cahill@hse.ie  **Tel:** 087 629 7368 |
| **Details of Service** | The HSE Capital & Estates function provides a range of professional, technical, project management, property, Fire & Safety and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure – including buildings, plant and equipment.    These services include design, specification, project management, supervision and procurement associated with major and minor capital building and refurbishment works, infrastructural risk and asset management, property services, fire, health and safety issues, energy, and sustainability etc. |
| **Reporting Relationship** | The post holder will report to the Estates Manager. |
| **Purpose of the Post** | To deliver estate services such as professional technical and project management services in accordance with the responsibilities and duties of the post and as agreed. |
| **Principal Duties and Responsibilities** | ***The Senior Technical Project Manager (Chief Assistant Technical Services Officer) will:***  ***Provide services as appropriate in the development and execution of major capital projects IN ACUTE AND NON-ACUTE settings and to plan and supervise the execution of these projects by;***   * Managing the preparation of a comprehensive brief for the projects in consultation with services and capital & estates personnel and advisors. * Ensuring that the brief is known and understood, in appropriate detail, by all those who are likely to work in the new facility. * Managing the necessary and appropriate consultation processes, meetings and other activities necessary to satisfactory completion of the project. * Complying with all regulatory requirements including permission, licences, certificates and approvals. * Acting as senior administrative officer for the management of the project and helping to resolve quickly such issues as may be for resolution and agreement. * Defining requirements for design services, buildings and equipment. * Advising on the selection of Design Teams, other professional services and Contractors for Capital Projects, arranging and managing the procurement processes. * Arranging for preparation of specifications, drawing and contract documents for Capital Projects. * Obtaining approval to proposals as necessary in accordance with HSE protocols and regulations in a timely manner. * Developing proposals with selected design teams and contractors. * Developing action plans for the timely and efficient completion of contracts. Co-ordinating the tender and control stages of the project, having close liaison with the design team, site supervisory staff, etc. on the one hand and hospital personnel on the other. * Supervising staff and contractors in the implementation of agreed programmes. * Working with service management and nurse planners to ensure that the equipping/commissioning team is established in good time, is adequately briefed and trained, and is effectively supported in carrying out its work. * Ensuring that the equipping/commissioning team is established in good time, is adequately briefed and trained, and is effectively supported in carrying out its work. * Managing and controlling agreed project timescales and budgets for planning, design, construction and equipping and budgets to agreed quality standards. * Anticipating difficulties and problems, especially those arising from phasing, variations, commissioning and vacating, and ensuring that where necessary these are either resolved directly or brought to the notice of the Estates Manager and Project Board, for decisions on avoidable claims for delays, extras etc. * Managing and controlling expenditure on each assigned project. This is to include presentations to senior management and Project Board as required, of information and current estimates of total costs, running statements of financial commitment and forecasts of expenditure. * Checking design team fees accounts with regards to agreed fees and preparing same for certification by the Estates Manager. He/she shall process payments to contractors and design team firms for payment in accordance with constraints set down in contract documents, forms of agreement and statutory provisions. * Advising line management on measures appropriate to enable the orderly phasing out of services in old facilities and the transfer to new facilities of staff and services. * Assisting in the orderly phasing of developments by agreeing appropriate arrangements with line management and to keep line management and senior clinical staff informed of the plans as the developments proceed. * Ensuring appropriate maintenance arrangements are put in place for new buildings.   ***Plan and supervise the execution of minor capital works by:***   * Developing a comprehensive brief for the project for minor capital works in consultation with local managers and Maintenance Officers/Engineering Officers. * Preparing or arranging for preparation of plans and contract documents to detail required. * Arranging for the appointment and management of design teams where required. * Arranging for submission of tenders and recommending tenders for acceptance. * Agreeing programme for project with contractors. * Arranging for the management of the minor capital works. * Ensuring that agreed programme is completed within time and tender sum.   ***Prepare in consultation with appropriate officers and advisors, programmes for the maintenance of buildings, services, equipment and vehicles (under his/her control) by:***   * Defining in accordance with overall guidelines, maintenance requirements of all buildings, services, equipment and vehicles under his/her control, minor capital works and fire precautions schemes and proposing priorities in the allocation of resources available for these schemes. * Preparing budgets for the carrying out of the proposed programmes. * Defining the staff or contract resources necessary to discharge agreed programmes and preparing action plans for carrying out of same.   ***Draw up, or in appropriate circumstances, arrange for the development of plans and contract arrangements for the implementation of approved capital / maintenance programmes by:***   * Assisting in defining requirements for all equipment and buildings, especially in seeking ease of maintenance and operation. * Complying with all regulatory requirements including permission, licences, certificates and approvals. * Recommending awards of maintenance contracts to outside contractors where for economical or practical considerations such is considered desirable. * Developing proposals with selected contractors. * Obtaining departmental approval to proposals as necessary. * Developing action plans for the timely and efficient completion of all contracts. * Supervising staff and contractors in the implementation of the agreed programme. * Managing and controlling the agreed budget.   ***Ensure that all HSE buildings, services, equipment and vehicles under his/her control are adequately maintained in accordance with the approved maintenance programmes by:***   * Developing planned maintenance routines for all relevant equipment based on manufacturer’s instructions, equipment importance and usage rates. * Incorporating maintenance requirements in supply contracts for new equipment and vehicles where appropriate. * Developing regular inspection and maintenance routines for all buildings, services, equipment and vehicles. * Developing guidelines for the safe operation of all equipment.   ***Work with and support the activities of the HSE Property Manager to ensure compliance with HSE Property Transaction Protocols and other relevant property related tasks when assigned such as;***   * Property management and technical advisory services as deemed appropriate for the management of the healthcare estate property portfolio within the assigned area. * To work with the Property Manager to develop and implement a property management strategy and local property plans in collaboration with other key personnel and advisors. * To work with the Property Manager to ensure property requirements are fully integrated with service provision and staffing levels and ensure all cross care group opportunities for property utilisation are maximised within the HSE’s Property portfolio. * To work with the Property Manager to ensure that all property transactions conform to statutory requirements. * To assess the physical infrastructure of the HSE’s property portfolio including purpose, state of upkeep, capacity, suitability, space utilisation and security. * Provide information to the Property Manager so as to maintain and keep a property asset register including appropriate records of the HSE’s legal title to properties.   ***Ensure that adequate fire prevention and safety measures and standards are devised and applied by:***   * Discussing with the local authority Fire Officer in the area in association with the Service Manager and Fire Prevention Officers and other relevant HSE staff, fire precaution and safety measures, and their priorities. * Providing a programme for implementation of agreed measures and arranging for employment and training of sufficient fire prevention officers. * Advising and agreeing annual programmes for fire precautions schemes after consultation with local authority Fire Officers in the area and the Service Managers and Fire Prevention Officers.   ***Provide advice on the efficient use of energy and work with services personnel and other capital & estates personnel and advisors on the efficient use of energy in healthcare premises by;***   * Monitoring and reporting on the energy consumption in healthcare premises. * Assessing the energy efficiency standards in premises in accordance with current standards and regulations. * Advising on investment proposals in energy saving projects. * Preparing and implementing agreed investment proposals on energy saving projects.   ***Advise on facilities and environmental matters in conjunction with services personnel and other capital & estates personnel, and advisors as required by:***   * Assisting as necessary in assessing Health & Safety of facilities and environmental risks. * Co-operating with HSE Fire and Safety Officers, Services Managers, Health & Safety, Risk Management, Occupational Health and Infection Control Staff in addressing facilities improvements with regard to legislative 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. * Co-operate with the Health Services Transformation Programme as required to carry out the duties of the post. * 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. * Succeed in developing good working relationships with other members of the team and with administrators of institutions in which maintenance staff are engaged. * 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** | **Candidates must have at the latest date of application:**   1. **Professional Qualifications, Experience, etc.**   (a) Candidates for appointment must:  (i) 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**  (ii) 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**  (iii) Hold a qualification at least equivalent to one of the above listed in (i) or (ii)  **And**  (iv) Have had at least seven 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**  (b) Candidates must possess the requisite knowledge and ability (including a high standard of suitability and of administrative capacity) for the proper discharge of the duties of the office.  **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.  **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. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience as is relevant to the role; 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. * Demonstrate depth and breadth of technical training and experience as relevant to the role. |
| **Other requirements specific to the post** | * Access to appropriate transport is necessary, as the post will involve travel between sites. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * A high level of knowledge and experience of the construction of buildings and building services and an understanding of the maintenance requirements. * Knowledge and understanding of the Health Information and Quality Authority (HIQA) Standards, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, Standards for Residential Care and Primary Care etc., as they apply to the role. * Knowledge and understanding of the healthcare environment, particularly of residential buildings, hospitals and other health facilities. * Good working knowledge of legislation and technical guidance in the estates area including Building, Planning, Health & Safety and Fire Safety Regulations. * Knowledge of relevant internationally accepted standards in relation to the design and maintenance of health care buildings. * 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.   **Building & Maintaining Relationships including Leadership & Team Work Skills**   * Leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders. * Evidence of influencing and negotiation skills and the ability to build and maintain relationships. * The ability to be flexible, team-oriented and a relationship-builder. * Capacity to achieve results through cross-sectoral / divisional working. * The capacity to lead, organise and motivate staff to function effectively in times of rapid change.   **Planning & Managing Resources**   * Flexibility, adaptability and openness to working effectively in a changing environment. * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Ability to manage deadlines and effectively handle multiple tasks. * High level understanding of the day to day business challenges whilst not losing sight of long term strategic goals. * The ability to deliver immediate operational performance. * Superior management skills; ability to influence and engage direct and indirect reports and peers; results oriented. * A service-user centred approach to the provision of services. * A track record of service innovation and delivery in a challenging environment. * Strong results focus and ability to achieve results through collaborative working. * Adequately identifies, manages and reports on risk within area of responsibility.   **Evaluating Information, Problem Solving & Decision Making**   * Ability to operate as an effective strategic and tactical thinker. * Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills. * Knowledge and application of evidence based decision making practices and methodologies. * Ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances.   **Commitment to Providing a Quality Service**   * Commitment to providing a quality service including an awareness and appreciation of the service user. * Commitment to continuing professional development. * Commitment to improving outcomes for service users. * The capacity to cope with competing demands without a diminution in performance.   **Communication & Interpersonal Skills**   * Effective communication skills including the ability to give constructive feedback to encourage learning. * Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management and external stakeholders. * The ability to communicate ideas, positions and information clearly and convincingly. * Excellent ICT and report writing skills. * The ability to facilitate and manage groups and to give constructive feedback. * Good interpersonal skills to interface effectively with all stakeholders. * Good public relations ability, enthusiasm and initiative. |
| **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 progressing 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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| 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. | |

**Senior Technical Project Manager**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A supplementary 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 01/03/2025  €78,303, €80,706, €81,854, €84,273, €86,715, €89,144, €91,563, **€94,664, €97,732 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.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and 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-2), 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-3). * 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://healthservice.hse.ie/staff/health-and-safety/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-2)
2. [↑](#footnote-ref-3)