

**Assistant National Director – Capital**

**HSE Capital & Estates**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Assistant National Director – Capital  (Grade Code: 0508) |
| **Campaign Reference** | NRS14760 |
| **Closing Date** | Tuesday 13th May 2025 at 3:00 pm |
| **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 at Capital & Estates, Corporate Estates Office, Sir Patrick Duns, Lower Grand Canal St., Dublin 2.  The National Director Capital & Estates is open to engagement as regards the expected level of on-site attendance at Sir Patrick Duns 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 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 within HSE Capital & Estates** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Mr Brian O’Connell, National Director, Head of Strategic Health Infrastructure and Capital Delivery,  **Email:** [healthinfrastructure@hse.ie](mailto:healthinfrastructure@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.  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.  The HSE has 6 Regional Capital & Estates leads with 10 Local Capital and Estates Offices along with a Central Corporate office.  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 Assistant National Director - Capital will support the provision and management of estate services in accordance with HSE 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.  The Assistant National Director - Capital will play a key role in advancing Capital & Estates’ policies and strategies with both internal and external stakeholders. Internal stakeholders include the HSE Board and the Senior Leadership Team, together with Regional Executive Officers, individual hospitals, National Directorates, and others. External stakeholders include professional bodies, Government Departments and agencies, and relevant third-party organisations.  The Assistant National Director - Capital 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. |
| **Reporting Relationship** | Reports to the National Director, Capital & Estates or other nominated manger. |
| **Key Working Relationships** | HSE Senior Leadership Team  Capital & Estates National & Regional Colleagues  Regional Executive Officers,  Board Secretary’s Office,  Regional Health Colleagues  Acute Hospital Colleagues  Department of Health & other relevant government agencies  Climate Action & Sustainability Office,  NEIS Capital Implementation Group,  Press Office  External bodies such as Revenue, OPW, PRA, LDA, Govt. Departments, etc. |
| **Purpose of the Post** | A principal objective of the post is to manage the Annual Capital Plan to enable the delivery of Capital Projects and Programmes to enhance and support delivery of safe efficient patient care in all healthcare settings, in line with HSE Service Plan objectives and policies.  In addition, the post holder will:   * ensure that the Capital Plan of the HSE 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 HSE Capital Plan is monitored and all necessary reporting to HSE Board and Government Departments is done in an effective and efficient manner * The role of Assistant National Director - Capital will carry a national remit. |
| **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 will:   * Evaluate the capital requirements of the HSE in conjunction relevant Capital Planning Governance Groups and Capital & Estates Management, taking into account service strategies and improvement programmes and available funding. * Prepare and manage the Capital Plan for the HSE * Report monthly on the status of the capital plan * Manage the interface with the Department of Health (DoH) on all capital issues including the HSE’s Capital Plan * Manage the HSE’s ‘Project Review’ Approval Group * Develop alternative strategies for funding the Capital requirements of the HSE * Implement information systems to assist in the monitoring and reporting of the Capital Plan expenditure and projected cashflows * Take a lead part in the roll out of the HSE's National Estates Information System in particular for Capital Plan management * Monitor the implementation of the HSE Capital Programme and to report on progress monthly, quarterly, annually and otherwise as necessary to DoH, HSE Executive Management Team (EMT)/Board, Directors, Regional Health Areas and others * Manage and support the relevant HSE’s Capital Planning Governance Groups * Co-ordinate responses to all parliamentary questions and representations and board questions and enquiries * Act as Freedom of Information Decision Maker for all requests relevant to Corporate Capital & Estates * Develop HSE estate Capital policy and monitor its implementation * Closely liaise with internal and external audit - Comptroller and Auditor General (C&AG) * Liaise with HSE Executive Management Team, HSE board and other relevant committees of the HSE * Develop/update policies and standards as they relate to Capital taking into account the latest statutory requirements * Ensure all necessary training on policies and standards as they relate to Capital is designed and rolled out to the relevant offices * Be responsible for the pay and non-pay revenue resources and human resources as allocated from time to time   **General**   * Act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * 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.** 2. 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 2. **Health**   A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **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** | Significant experience at a senior leadership level in the management and delivery of capital projects and capital plans in either health or social care or other comparable and relevant business environment of equivalent scale & complexity, as relevant to this role. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as there may be a requirement to travel to other sites for meetings. * Flexibility in relation to working hours to fulfil the requirements of the role |
| **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; * Experience 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; * Competence in looking at the longer term and broader issues concerning the provision of better health services, better social gain for the population, and demonstrates an ability to develop a clear view of what is required in order to achieve medium and longer term objectives; * 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; * 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 Infrastructure Guidelines (Public Spending Code) * Knowledge of HSE Capital Projects Manual & Approvals Protocol, & 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 and Maintaining 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; |
| **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. | |

**Assistant National Director – Capital**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: (as at 01/03/2025)  €119,983, €125,053, €130,216, €135,478, €140,830, €146,287  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 weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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)