****

**Clinical Engineering Technician, Chief**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Clinical Engineering Technician, Chief  (Grade Code: 3164) |
| **Campaign Reference** | NRS14812 |
| **Closing Date** | 3:00 pm on Tuesday 22nd July 2025 |
| **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 and whole time vacancy available based in NAS Offices, Tullamore, Co. Offaly.  The post holder will be required as part of this role to travel and attend meetings at national level in key NAS offices and with suppliers around the country  A panel may be formed as a result of this campaign for **Clinical Engineering Technician, Chief within the National Ambulance Service (NAS)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Johnny Dicker, Head of Service, NAS Fleet & Logistics.  **Email:** [**johnny.dicker@hse.ie**](mailto:johnny.dicker@hse.ie)  **Tel.: 087 1880756** |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory Pre-Hospital urgent, emergency and critical care and retrieval provider for the State.  The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department.  In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy 2025 to 2034, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan.    A critical element to the implementation of this plan is the transferring of models of care that will see the service utilise other alternative services for our patients, other than the emergency department. |
| **Reporting Relationship** | The post holder will report to the Head of Service, NAS Fleet & Logistics or other nominated manager |
| **Key Working Relationships** | The key working relationships (not an exhaustive list) associated with this role are:   * NAS Critical Care & Retrieval Services (NASCCRS) * Acute Hospitals * HSE Medical Devices * HSE Procurement * HSE Internal Audit * Vehicle Manufacturers and Converters * National Standards Authority of Ireland * Dublin Fire Brigade * State Claims Agency * Health Products Regulatory Authority * External Service Providers * Suppliers and Vendors * Partner Hospitals * Aeromedical Providers (IAC/IRCG) |
| **Purpose of the Post** | The Clinical Engineering Technician, Chief, will be the lead in developing the NAS Clinical/Biomedical Engineering function, and be the lead point of contact for all matters relating to clinical/biomedical equipment across NAS.  The post holder will represent NAS in forums and networks at a national level influencing the direction of relevant policy and be the key technical point of contact with the HSE Head of Medical Devices.  The post holder will be a point of contact, advice and expertise to the wider healthcare network to standardise the transport of patients throughout the network.  The post holder will not be under detailed day to day supervision and will be expected to exercise initiative in the performance of his/her duties and provide the appropriate line manager duties associated with such a position. |
| **Principal Duties and Responsibilities** | **Leadership and Governance**   * The post holder will be responsible for clinical engineering governance within NAS and take the lead role in setting the NAS strategy for clinical/biomedical engineering and assist NAS F&A with the commissioning of all new biomedical equipment types into service. * The post holder will support the NAS Fleet and Assets team in the development of technical specifications, capital planning and procurement of all patient or biomedical equipment, to include aeromedical platforms requiring clinical engineering input or oversight. * The post holder will support the NAS Fleet and Assets team in the contract management process all patient or biomedical equipment contracts requiring clinical engineering input or oversight. * The post holder will be responsible for the provision of clinical engineering advice to all areas across NAS in relation to the management of all medical devices focussed on ensuring compliance with all relevant regulatory requirements as well as manufacturer recommendations. * Liaise with and build on existing networks and partnerships in hospital systems to support NAS-CCRS. * The post holder will be responsible for the provision of integrated reports providing assurance in relation to compliance regarding the current use of medical devices. * Critical to this role will be the ability to build and maintain strong relationships across NAS, the wider HSE, trade unions and in particular with NAS Fleet and Assets. * Provide a leadership role and act as a mentor to other staff as required. * Management of staff ensuring that staffing levels and skill mix are appropriate to the function. * Promote a professional, punctual and dedicated team-oriented workforce with good open communications * Liaise and work, as required, with other staff and grades, both within and outside the function. * Provide support to staff working within the department. * Treat all persons, staff, co-workers, external contractors, and clients with dignity and respect. * Maintain all aspects of confidentiality associated with patients and workplace activity. * Support engagement with other NAS managers to ensure all high value assets are tracked, monitored and reported on through a managed service solution * Support all engagement with and oversight of third-party suppliers of, medical devices and patient equipment * Apply their ability to diagnose mechanical, electrical, electronic, IT problems/issues associated with medical devices using their knowledge, qualifications, training and/or experience. * Ensure compliance with aeromedical standards and facilitate safe and seamless inter-operability of NAS teams across all aeromedical platforms engaged by the HSE. * Contribute and participate as required to the education and training programmes in which the function is involved. * Inspire others to lead through action and example, challenging traditional practices and encouraging innovative problem solving amongst staff with a focus on results * Promote the vision and values of the HSE and lead by example * Promote and foster teamwork and staff resilience * Ensure staff wellbeing and patient centredness are central to all decisions * Provide mentorship to newly appointed colleagues * Lead the NAS engagement with all relevant colleagues * Ensure that an open, reporting and learning culture exists for staff to report incidents and near misses and any remedial action taken to prevent further recurrence * Actively contribute to the successful team working of NAS.   **Device and Equipment Asset Management**   * Oversee the provision for a quality service for related biomedical systems regarding equipment performance and safety, delegating as appropriate. * Manage the coordination and implementation of preventative maintenance schedules programme on all biomedical equipment requiring clinical engineering oversight. * Advise, when requested on the selection, specification, acceptance testing, commissioning and safety of new equipment and services, to include aeromedical equipment. * Advise when required, on new technical installations. * Ensure that optimum effectiveness, safety and efficiency is realised in all aspects of department activity * Support Clinical and Technical staff in the implementation of patient care involving technology. * Support NAS in the implementation of patient care involving technology. * Liaise with system suppliers and other colleagues to ensure the security and governance of data held on biomedical equipment. * Facilitate informal and formal Internal Audit of compliance with HSE Policy on the management of biomedical devices and manufacturers recommendations * Generate meaningful and accurate information for appropriate reports on costs and present these together with conclusions and recommendations for action. * Ensure comprehensive individual high value item records are maintained. * Work with the Technology, Data and Business Analytics function to ensure all asset data is available for wider integrated analysis.   **Device and Equipment Asset Replacement**   * Support and assist the Fleet and Assets Team with the ongoing development of the NAS Fleet and Equipment Plan to ensure there are forward looking plans in place to replace biomedical devices within the product life cycle * Advise on the disposal of surplus devices in keeping with the HSE National Financial Regulations   **Education & Training**   * Provision of information and advice to all NAS clinical staff. * Support the Professional Development Team in the production of educational material * Keep abreast of up-to-date developments in Clinical Engineering and participate in appropriate courses, seminars as agreed from time to time, both inside and outside of the State. * Encourage the concept of continuous professional development and participate in any necessary technical training program and attend any training courses for the purpose of developing or enhancing staff expertise, as deemed necessary. * Provide user/staff training as necessary as part of CPD. * Provide CPD guidance and support to any staff within the function. * Promote self-wellness and a healthy work-life balance. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Manufacturer Engagement**   * Maintain close co-operation with staff of commercial companies as may be relevant to the role. * Maintain appropriate professional relationships with companies/distributors at all times and avoid all conflicts of interest. * Proactively review supplier performance against agreed targets, and manage and develop key supplier relationships * Performance manages all contracts ensuring continuity of supply for supplies, medical devices and patient equipment ensuring effective service and cost control and value for money. * Ensure all 3rd parties, including relevant Acute Hospitals, comply with SLAs, and that these are regularly reviewed.   **Equipment Procurement**   * Provide support to NAS Fleet and Assets Team on the specification and design of all consumables, medical devices and patient equipment. * Support the procurement process for identification and selection of providers and contracts for consumables, medical devices and patient equipment ensuring compliance with HSE National Financial Regulations and demonstrating best value.   **Communications and Relationships**   * Foster effective and supportive relationships with the Head of Medical Devices and NAS Fleet and Assets Team * Develop strong working relationships with operational and corporate teams. * Work with multi-disciplinary teams from across the HSE to deliver agreed outcomes. * Foster effective and supportive relationships with Senior Managers to enable delivery of agreed outcomes and compliance with new standards and ways of working. * Negotiate and facilitate change and, at times, resolve conflict with senior colleagues. * Support the stakeholder engagement requirements of the NAS Transformation Programme * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **Risk Management & Business Continuity**   * Ensure that the NAS safe system of work is in place during their period of duty and where an issue is urgent, complete a dynamic risk assessment * Know when to document and escalate risk and recommend mitigation * Observe, report and take appropriate action without delay on any matter which may be detrimental to staff and/or service user care that may be inhibiting the provision of care * Assist in the implementation and adherence to established policies and procedures e.g. health and safety, Children First and Safeguarding, etc. * Ensure completion of incident/near miss forms/clinical risk reporting and ensure the relevant information is handed over to the relevant manager without delay * Liaise and engage with other relevant staff in the course of the duties * Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   **Other**  Act as a spokesperson for the organisation, as required   * 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 Description 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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must, on the latest date for receiving application for the office:**   1. A recognised qualification at National Framework of Qualifications (NFQ), Level 7 or higher, in one of the following engineering disciplines: 2. Electronic 3. Electrical 4. Instrument Physics 5. Industrial Instrumentation 6. Applied Physics 7. Mechanical 8. Mechatronic 9. Biomedical Engineering   **OR**   1. A recognised qualification at least equivalent to one of the above   **AND**   1. A minimum of seven years postgraduate satisfactory and relevant experience in an appropriate medical industrial field including at least three years in a clinical engineering environment   **AND**   1. The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Experience in all aspects of medical equipment management in a setting as relevant to the role, for example specification, tender evaluation, equipment selection, commissioning, maintenance, user training and decommissioning * Experience in working collaboratively with stakeholders, partners and contractors to ensure that the impact and delivery of supplies and materials are aligned to organisational need. * Experience in the performance management of external providers. |
| **Other requirements specific to the post** | * A flexible approach to working hours is required to ensure deadlines are met. * Able to attend meetings and conferences across the country, including overnight stays. * Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Knowledge of electrical, electronic, and mechanical technology and systems. * Knowledge of relevant Medical Device standards, ISO 60601 series etc. * Knowledge of Health Products Regulatory Authority (HPRA) and their role with medical devices. * Knowledge of supply chain and inventory management systems. * Knowledge of asset management systems * Knowledge of forecasting and budgeting processes. * Knowledge and understanding of procurement at a national (OGP) level * Knowledge of relevant health and safety legislation * Knowledge of the principles of risk management * Able to translate strategic goals into operation plans, communicate this vision and facilitate its achievement. * Excellent MS Office skills to include, Teams, Visio, Project, Word, Excel and PowerPoint   **Communications & Interpersonal Skills**   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently to a variety of audiences * Excellent written communication skills including strong report writing and presentation skills * Excellent communication and interpersonal skills to deal effectively with a wide range of stakeholders.   **Planning & Organising and Delivery of Results**   * Ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines * Ability to proactively identify areas for improvement and to develop practical solutions for their implementation * Ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes * Ability to use resources effectively, challenging processes to improve efficiencies where appropriate   **Evaluating Information, Problem Solving & Decision Making**   * Excellent analytical, problem solving and decision-making skills * The ability to quickly grasp and understand complex issues and the impact on service delivery * The ability to confidently explain the rationale behind decision when faced with opposition * Ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues   **Building and Maintaining Relationships including Teamwork & Leadership Skills**   * Ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working. * Ability to build influential relationships to establish credibility with internal and external stakeholders, regulatory and investigatory/auditing organisations. * Ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * Ability to lead the team by example, coaching and supporting individuals as required. * Ability to manage and motivate staff to achieve optimum performance. * Ability to present advice independently and effectively. * Flexibility, adaptability and openness to working effectively in a changing environment   **Commitment to a Quality Service**   * Evidence of incorporating the needs of the service user into service delivery * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers * Demonstrate on-going Health and Safety CPD activity * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility * Knowledge of EASA standards desirable |
| **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. | |

 **Clinical Engineering Technician, Chief **

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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 as of 1 March 2025 is:  €73,520 - €76,384 - €79,346 - €81,626 - €82,765 - €85,178 - €87,838 - €90,083  The salary for this role reflects the requirements set out in the eligibility criteria and is all inclusive. Hence no other allowances, including qualification allowance, or payments are payable.  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. |

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)