

**Engineering Officer (Grade VIII)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Engineering Officer (Grade VIII)  *(Grade Code: 0655)* |
| **Campaign Reference** | NRS14827 |
| Closing Date | *12:00 noon on Thursday 10th 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 whole-time vacancy available in the Capital & Estates Department, 1st Floor, The Iveagh Building, Carrickmines, Dublin 18. D18 X015.  A panel may be formed as a result of this campaign for **Engineering Officer (Grade VIII), Capital & Estates, Dublin South & Wicklow** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Sarah O’Brien, Office Business Manager Dublin South & Wicklow  **Tel.:**+353 (0)87 4087979  **Email:** [sarahl.obrien@hse.ie](mailto:sarahl.obrien@hse.ie) |
| **Details of Service** | The Capital & Estates Function provides a range of professional, technical project management, property, fire and 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. In this respect the maintenance function oversees the maintenance and infrastructural safety of the facility.  The Engineers Department manage the development and maintenance of the facilities in Dublin South & Wicklow County areas. This involves all buildings and their associated mechanical and electrical systems and the grounds of the premises. The facilities are managed in a manner that ensures a safe working environment for patients and staff. National regulations and best practice are employed to ensure that the highest standards of engineering are achieved. The Engineers Department works closely with HSE staff to ensure that the optimum conditions are created for patient care. The Department consists of Engineering Officer, Maintenance Managers, Foremen, craftsmen, operatives, gardeners and clerical staff.  The Grade VIII Engineering Officer will have responsibility for approximately 300 buildings in their geographical area ranging from Office Locations, Community Nursing Units, Primary Care Centres and Acute Hospitals. |
| **Reporting Relationship** | The Grade VIII Engineering Officer will report to the Estates Manager or other designated manager. |
| **Key Working Relationships** | * HSE Capital & Estates Managers (Line Manager) * HSE Acute Hospital Colleagues/Maintenance Teams * HSE Community Colleagues/Maintenance Teams * HSE Acute Hospital stakeholders * Heads of Service (Community) * General Managers (Community) * Project Managers (CATSOs & SATSOs) |
| **Purpose of the Post** | To manage a multidisciplinary team comprising administrative, trades/technical, general operatives and other designated staff as may be assigned in order to meet the needs of the Estates function in accordance with the responsibilities and duties of the post and as agreed. |
| **Principal Duties and Responsibilities** | **General Duties**   * To maintain all elements of the built environment in the area of responsibility including but not limited to roads, pathways, grounds, buildings, plant and equipment in accordance with statutory regulations , healthcare standards, manufacturers recommendations, industry norms and best practice. * To manage the department on the basis of delivering a quality based, cost effective, efficient service. * Review existing contracts and put in place as required maintenance service contracts, manage/monitor the effectiveness of these contracts and ensure a universal approach is maintained across sites. * To review existing planned preventative maintenance programme and put in place as required a planned preventative maintenance programme for facilities under remit of the department. * Develop asset registers for all managed assets and develop an efficient and compliant system of operation and maintenance for same * Co-operate with the HSE IT development programmes and support the implementation of such systems within the area of responsibility. * Develop safe systems of working which will deliver efficiencies within the department. * Develop building management systems and monitor performance and maintenance of buildings including the mechanical & electrical services * To ensure and assure the Estates Manager that all maintenance activities are carried out in accordance with statutory regulations, healthcare standards, manufacturer’s recommendations, design team’s requirements, industry norms, HSE policies and best practice. * To participate and co-operate with the management of new development projects as required. * Adequately identify, assess, manage and monitor risk within their area of responsibility * To advise on maintenance requirements for new projects (at briefing stage, design stage, construction stage and commissioning /handover stage) and ensure that an appropriate level of maintenance funding is secured to put in place appropriate contracts and programs. * To participate on project teams and/or project related meetings when required. * Supervise the minor capital works assigned to him/her and manage the procurement and execution of same under the direction of the Estates Manager/Designated Officer. * To ensure contract works are properly managed in line with HSE policy, Construction regulations and Health & Safety Legislation. * To ensure that Contractors observe permit to work systems and comply with HSE terms of engagement. * To manage and ensure that Safety, Health and Welfare at work legislation, regulations and good practice relevant to the role of buildings and maintenance management as it applies to the HSE and contractor staff are implemented and complied with. * To review, update and keep current the infrastructural risk register for facilities and to develop and action resolution/mitigation measures required to manage identified risk. * To chair meetings and committees as required and to participate in committees as deemed appropriate. * The preparation of reports, estimates, specifications and drawings as are required for the appropriate execution of works. * Management of testing and records associated with service and maintenance of all essential services and plant. * The management of staff, materials, equipment, finances and contractors associated with the Maintenance Department. * To develop specifications for tender as required. * To plan, organise and control the work in a manner that facilitates continuity of quality service. * To compile and record maintenance reports as per best practice * To maintain good outward communications with all stakeholders including patients, staff, management and committees. * To liaise and meet with local management, department heads and their nominees in relation to carrying out of maintenance activities, minor capital activities and capital projects * To carry a mobile phone, smart phone, bleep, lone working alarm device and any other communication device or laptop as deemed necessary. * Measuring and recording all variations from contract and reading drawings. * To act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **Human Resources/Supervision of Staff**   * To motivate department staff and develop good staff relations. * Promote a quality working environment within the department * To ensure that staff are familiar with and observe HSE policies and procedures, e.g. Grievance and disciplinary procedures, emergency and safety procedures, Health & Safety Act Construction Regulations. * Manage staff issues including disciplinary issues and liaise with Estates management, HSE management etc. in relation to staff issues as required. * To manage and develop the management structure of the department and ensure all staff are fulfilling their roles and responsibilities. * To ensure all staff are compliant with HSE time and attendance policies. * To ensure the department is resourced to safely deliver the service to the HSE. * To ensure all works are planned in a manner that has minimum impact on the delivery of the service to the patients and staff. * Manage the planning, supervising and control of work programmes including the supervising of the time keeping, attendance, productivity and the quality of work and competency of staff under his/her control * To identify the training needs of staff so as to facilitate the up skilling and education of staff to meet the evolving needs of the services * To ensure all staff and contractors are competent to deliver on their roles and responsibilities. * Ensure staff participate in training and courses as may be desirable/ necessary/mandatory in the performance of their duties. * Encouraging staff to participate in skill and knowledge development programmes relevant to their roles. * To carry out staff and contractor induction processes. * To engage with staff in a timely manner and ensure full communication is achieved and maintained and staff are kept fully informed of all developments and changes in advance of any implementation programme. * To participate in the recruitment process of the HSE. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Health & Safety**   * Work to ensure that all requirements, statutory and recommended, needed to maintain a safe environment, for patients, staff, visitors and others are met and the provisions of the Safety, Health and Welfare at Work Act are fully complied with. * To ensure that the management of the department’s staff and that of the contractors are managed in accordance with the construction regulations. * To ensure the roles of Project Lead, Clients Rep, PSDP Designer and PSCS are performed as required. * To be aware of all Health & Safety policy and procedures relevant to the role of the activities of the Maintenance department and manage upon these – applicable both within the Maintenance department and to the Health Service Executive properties as a whole. * To ensure that staff under his/her responsibility are aware of the Health Service Executive Health & Safety Policy and that policy is adhered to. * Maintain and revise departmental safety statements and ensure all staff are made aware and have read the document and signed off on it. * Carry out risk assessments (including infrastructural risks). * To liaise with the Fire & Safety Officer on all issues related to infrastructural Health & Safety and Fire Safety. * To carry out safety audits in various locations with the Engineer, Fire & Safety Officer, and the local responsible persons relevant to his/her area of responsibility. * To manage the preparation, development, implementation and monitoring of safe systems of work including safe work practice sheets relevant to staff supervision and to review their effectiveness on an on-going basis and modify as required   **Financial**   * Manage and be accountable, within agreed parameters, for budgetary performance of the maintenance departments. * Prepare additional budgetary submissions for infrastructural risks works, new developments, business cases for change in delivering the service or additional services being added. * Ensure adherence to the HSE’s procurement policies and financial regulations. * Ensure value for money in purchasing of materials and awarding contracts. * Management of all purchases. * Verification and approval of invoices and batch payment certificates. * Certification of payments. * Manage and prioritise maintenance needs within the assigned budget and prepare estimates for annual planned and reactionary maintenance work programmes for the facility. * Auditing of the processes of the department. * Presenting financial reports on a regular basis to the cost containment or other committees or managers as required.   **General**   * 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. * To 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 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 have at the latest date of application: -**   * 1. **Professional Qualifications, Experience etc**  1. Possess a first class technological certificate (intermediate Stage) or a Technological certificate (Advanced Stage) or a full course certificate in building, issued by the Dept of Education (i.e. – have successfully completed an apprenticeship in a building related trade).   Or   1. Hold a recognised professional technical diploma (level 7) (e.g.: Engineering/Surveying/Facilities Management/Architect etc)   Or   1. Be a fellow or professional associate (building services Division) of the Royal institute of Chartered Surveyors;   Or   1. Hold a qualification at least equivalent of a, b or c   And   1. Have 7 years post qualification experience in architecture/mechanical/electrical engineering/facilities management or building surveying works, including adequate experience in the construction or maintenance of large complex buildings or maintenance of the mechanical, electrical and heating services of such buildings.   And   1. Have experience in managing significant Operational Budgets in a complex work environment   And   1. Have experience of managing a multi-disciplinary trades and technical team of internal staff and external contractors   And   1. 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 post   And   1. Be capable of working on his/her own initiative   **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 post. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role, as this post will require travel between various sites.  The post holder will be required to carry a HSE Mobile Phone, Lone Working Alarm, and computer equipment as required for his/her personal safety and the performance of his/her duties. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * Knowledge and experience of managing the maintenance activities of a large complex facility. * Knowledge of the standards which would apply to management of a Maintenance Department in a healthcare facility * An in depth knowledge of mechanical/electrical services found in a large healthcare facility. * Knowledge & experience of managing budget and accounts. * Knowledge of the construction, repair and maintenance of a large complex facility. * The ability to interpret drawings and specifications necessary for completion of maintenance and building works. * Knowledge of statutory obligations relating to maintenance management. * Experience of implementing Planned Maintenance Programmes * Experience of working with specialist & essential building services systems and technologies, such as health care premises e.g. back-up generators, UPS units, AHU’s, water treatment systems etc. * Extensive knowledge of Health and Safety regulations. * The ability to estimate project costs and time schedules and ability to manage deadlines * The ability to specify electrical and/or mechanical works and or building construction works. * Good knowledge and experience in dealing with staff management issues and HR issues * A high level of proficiency in I.T skills including word, excel, email, computerised building/energy management systems etc * Knowledge and experience in introducing new processes or changes in practices.   **Managing & Delivery Results (Operational Excellence)**  Demonstrates:   * Demonstrate capability of planning work programmes in consultation with appropriate health service managers in such a manner so as to ensure continuity of services to patients. * A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. * The ability to work on a self-directed basis * Evidence of effective planning and organisational skills including an awareness of resource management and the importance of value for money * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment * A capacity to operate successfully in a challenging environment while adhering to various standards. * Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion * Demonstrate evidence of ability to plan and organise maintenance and minor development works. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility   **Critical Analysis, Problem Solving & Decision Making**  Demonstrates:   * The ability to evaluate complex information from a variety of sources and make effective decisions * Considers the impact of decisions before taking action * Anticipates problems and recognises when to involve other parties (at the appropriate time and level) * Makes timely decisions and stands by those decisions as required * Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams * A capacity to develop new proposals and put forward solutions to address problems in a timely manner. * Effective problem solving in complex work environments   **Leadership, Direction and Teamworking skills**  Demonstrates:   * Demonstrate the ability to work on their own initiative and as part of a team. * Effective leadership in a challenging and busy environment including a track record of innovation / improvements. * Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes. * An ability to identify departmental improvements and to lead out on the delivery of these changes * Ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources. * Evidence of being a positive agent of change and performance improvement * Flexibility and adaptability to meet the requirements of the role * Ability to work with multi-disciplinary team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives * An ability to influence and negotiate effectively in furthering the objectives of the role.   **Communication & Interpersonal Skills**  Demonstrates:   * Excellent interpersonal and communications skills to facilitate work with a wide range of stakeholders * The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience * Demonstrate the ability to deliver clear and timely communication in emergency situations to staff contractors and management * Excellent presentation skills. * Excellent written communication skills including the ability to write clear and precise reports.   **Leading a Quality Service**  Demonstrates:   * An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected * An ability to cope with competing demands without a diminution in performance * Places strong emphasis on achieving high standards of excellence * A client user and customer focus in the delivery of services * A core belief in and passion for the sustainable delivery of high quality customer focused services |
| **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. | |

**Engineering Officer (Grade VIII)**

**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)  €81,444 - €82,175 - €85,389 - €88,616 - €91,818 - €95,033 - €98,231  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)