

**General Manager, Procurement**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | General Manager, Procurement  (Grade Code: 0041) |
| **Campaign Reference** | NRS15079 |
| **Closing Date** | **Monday 3rd November 2025 at 12:00 PM** |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Vaccination Programme - HSE Procurement**  There is currently one permanent and whole-time vacancy available. The post holder will be based in Dr Steevens’ Hospital, Steeven’s Lane, Dublin 8.  A panel may be formed as a result of this campaign for **General Manager, Procurement, Vaccination Programme within HSE Procurement** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Siobhan Dunphy, Assistant National Director of Strategic Sourcing  **Email:** Siobhan.dunphy@hse.ie |
| **Details of Service** | The COVID-19 pandemic resulted in two major disruptions to health and social care services in Ireland. Firstly, the threat of unprecedented demands being placed on our health system resulted in immediate interruptions to normal services, as preparations were made to respond to the crisis. Secondly, the spread of the disease and increasing daily numbers of new cases in mid-March 2020 led to an immediate scaling of core public health and health protection services, to meet service levels never previously experienced in Ireland.    Decisions to establish new services, communicate new operating procedures, redeploy and employ staff, assign new responsibilities and create new systems were made in real time across public health, community, corporate, and acute services. The scale and pace of communications, operational improvements, process re-designs and system enhancements to improve and expand the service into new areas (e.g. vaccination centres) and to provide greater oversight of the end-to-end process have been significant and unprecedented.    The vaccination programme is now moving into business as usual. The priority is to ensure that a sustainable and enduring vaccination service is in place. The Procurement General Manager is a key member of the National Covid-19 Vaccination Programme. The Procurement General Manager role has been identified as a core requirement of the future model and capability to run the service. Its core remit will focus on the compliant procurement of all goods and services for the Programme and the operational performance of the end-to-end supply chain of all non-vaccine requirements to ensure it is in line with key performance indicators.  The Covid-19 Community Vaccination service has evolved, developed and expanded in response to the Pandemic. A dynamic, flexible and responsive approach to vaccination will be required to meet future and changing demands. Covid-19 vaccination is a critical element of the HSE response to the Pandemic.  As the COVID-19 vaccine programme moves into business as usual the Procurement General Manager will also have responsibilities to continue to support the NIO in procurement of all other vaccines, including other pandemic vaccines, as well as the National Cold Chain Service and National Immunisation Information System as and when tenders become due.  The Procurement General Manager will lead the HSE Procurement support in managing the procurement and logistics requirements for the HSE’s National Covid19 Vaccination Programme (the Programme), and over time, other vaccination programmes as required.    The post-holder will provide leadership and operational development of the procurement supports required for the Programme. They will deliver analysis and insights on procurement obligations and supply chain opportunities for all goods and services required by the Programme. They will work with the HSE National Immunisation Office (NIO), who provides the technical and quality advice, in compliant procurement of Covid-19 Vaccine programme requirements. They will provide leadership and operational management for the procurement of all non-vaccine requirements for the Programme and the local delivery units. |
| **Reporting Relationship** | The post holder will report to the National Director Procurement or other nominated manager. |
| **Key Working Relationships** | The post holder will have key working relationships with their colleagues in HSE Procurement, in the Programme at national level and with Operational Managers in the relevant local delivery units. As part of the Covid19 Vaccination Programme, the Procurement General Manager will work with the following:   * HSE Procurement Senior Management Team * National Immunisation Office * Office of the Chief Information Officer * Communications * Procurement * CHO/HG Vaccination Colleagues * Business Support Functions (Finance, Human Resources, Corporate Support Services) * External stakeholders including government departments |
| **Purpose of the Post** | To support the HSE’s National Covid19 Vaccination Programme in all matters related to the procurement of all goods and services required by the Programme. In particular play a key role in delivering compliance, value for money and risk management in the supply arrangements required by the Programme to meet population and public health requirements, and support to procurement of other immunisations in the future. |
| **Principal Duties and Responsibilities** | The post holder will work as a member of the HSE Procurement team, to serve the best interests and needs of the Programme to meet population and public health requirements in delivering Covid-19 vaccinations.  The General Manager will be required to:   * Work with the HSE Procurement Team and all key stakeholders to meet Programme deliverables. * Support the HSE’s National Covid-19 Vaccination Programme in the effective management, decision-making and planning for the HSE’s Covid-19 vaccination service. * Support the translation of Covid-19 Vaccination Programme strategies into the Multi Annual Procurement Plan, focusing on future strategy development, timeframe and resource requirements to support the Programme’s objectives and moving to business as usual. * Work with and support the HSE National Immunisation Office in vaccine procurement and cold chain delivery contract * Provide leadership and operational management for the procurement of all non-vaccine requirements for the Programme and the local delivery units in line with KPIs. * Support the Programme in reporting on planned and forecasted Covid-19 Vaccination expenditure data, identify emerging trends and improvement opportunities and make operational adjustments as required. * Contribute to the development, implementation and the effective management of an integrated procurement and logistics service for non vaccine products for the HSE’s National Covid19 Vaccination Programme. * Lead and drive innovative approaches in relation to commercial arrangements, operating models, specification, etc. for supply of goods and services for the Programme. * Develop, review and update tender and contract documentation in conjunction with key stakeholders and HSE legal advisors as and when required. * Initiate, lead, run, manage and record tender processes for supply of goods and services for the COVID-19 vaccine Programme and other immunisation programmes, along with the NIO who are the technical and quality experts and budget holders in vaccine and cold chain procurement process. * Contribute to the development and delivery of a rolling annual procurement plan consistent with the prioritised needs of the HSE * Ensure the development and implementation of procurement policies, guidelines, standards and best practice in relation to the Programme’s procurement activities. * Agree and ensure the achievement of Value for Money performance targets * Develop and implement a framework for ensuring appropriate levels of stakeholder involvement (e.g. clinicians, internal customers, internal service providers etc.) in the contracting process * Ensure compliance with best practice governance requirements * Ensure the effective management and development of the supply base for non- vaccine consumables used in the COVID-19 vaccine programme * Contribute to the development and implementation of appropriate methodologies to support best practice in supply chain management of all non-vaccine requirements, covering the areas of flow management, transaction management, inventory management, demand planning and management, cost management, key performance metrics, service level attainment and supplier performance management. * Establish and manage relationships with key internal and external stakeholders across the service pathway to embed an integrated and responsive approach to managing the end to end service. Ensuring plans are in place to provide engagement, understanding and support. * Maintain focus, persistence and operational excellence even under increasingly complex and demanding conditions * Support the implementation of strategies and measures in line with evolving overall response to the threat of COVID-19, along with other immunisations and pandemic responses in the future as appropriate. * To act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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:**   * Hold a third level qualification at Level 8 (or higher) on the National Framework of Qualifications maintained by Quality & Qualifications Ireland (QQI) or equivalent in a relevant area such as business or procurement or logistics. * A significant track record of achievement as a leader and senior manager in a large complex organisation. * Experience of leading an extensive Portfolio and Category Management Procurement Team and/or Logistics Team in a complex changing environment. * Experience in the design, strategy formulation, evaluation and implementation of public sector contracting and tender management processes, as relevant to the role. * Experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role. * The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of duties of the post   **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. |
| **Other Requirements of the Post** | Access to appropriate transport to fulfil the requirements of the role as the post will require travel.  Flexibility in relation to working hours to fulfill the requirements of the role. |
| **Additional Eligibility Requirements** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills,**  **Competencies and/or Knowledge** | **Professional Knowledge/Experience**  *Demonstrates:*   * Relevant experience and up to date knowledge and insight in the core disciplines relevant to the role including:   + Governance   + Organisational Development /Change Management   + Standards, Compliance and Assurance   + Risk Management   + Strategy   + Business Acumen   + Business Process Design & Continuous Improvement * Significant experience in setting a strategic direction aligned to organisational goals and translating that into coherent work plans to meet service needs. * Extensive knowledge and experience in programme and project management. * Knowledge of relevant legislation pertaining to procurement within the public sector * Knowledge of current public policy with regard to health system transformation. * Knowledge and understanding of the complexities of the health service and the interdependencies that contribute to their successful delivery. * Experience of corporate governance. * Excellent IT and writing/editing skills to support development of resources to standards required at national and local levels, including the ability to produce professional reports.   **Leadership and Direction**  *Demonstrates:*   * Leadership and team management skills including the ability to work with multi-disciplinary team members * A track record as an effective leader with a can do attitude who has led, organised and motivated staff in times of rapid change in a challenging environment * A capacity to balance change with continuity - continuously strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasing complex and demanding conditions. * A capacity to operate successfully in a challenging environment * Evidence of effective leadership in a challenging and busy environment including a track record of innovation / improvements. * The capacity to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes.   **Working With and Through Others (Influencing to Achieve)**  *Demonstrates:*   * The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service. * The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders. * The ability to work independently as well as work with a wider (multidisciplinary / multi-agency) team in a complex and changing environment. * The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service. * Effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning.   **Managing and Delivering Results (Operational Excellence)**  *Demonstrates:*   * Strong focus on achieving high standards of excellence and measurement of performance. * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * The ability to manage deadlines and effectively handle multiple tasks. * 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 adequately identify, assess, manage and monitor risks within their area of responsibility.   **Critical Analysis and Decision Making**  *Demonstrates:*   * The ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges. * The ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions. * Effective problem-solving capacity in complex work environments.   **Communication & Interpersonal Skills**  *Demonstrates:*   * Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups. * The ability to present information clearly, concisely and confidently in speaking and in writing. * A track record of building and maintaining key internal and external relationships in achieving organisational goals. * An ability to influence and negotiate effectively in furthering the objectives of the role.   **Personal Commitment and Motivation**  *Demonstrates:*   * A patient / service user centred approach to provision of health services. * Be capable of coping with competing demands without a diminution in performance. * The ability to treat patients / service users, relatives and colleagues with dignity and respect. * Demonstrate a willingness to learn from experience and to identify opportunities to further grow and develop. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  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. | |



**General Manager, Procurement**

**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 (as at 01/08/25) is:  €85,747 - €87,912 - €91,342 - €94,798 - €98,226 - €101,663 - €106,660  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 permanent 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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

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