



Director of Estates and Facilities **(Permanent, Full time)**

Particulars of Office

1. The appointment is permanent, whole time and pensionable.
2. **Salary**
Remuneration is in accordance with the HSE consolidated salary scales. The position of Director of Estates and Facilities is aligned to that of General Manager (code grade 0041).
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The Director of Estates and Facilities will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal 35 hours of work associated with the post are hours per week which may be discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
Contracted hours of work are liable to change between the hours of 8am-8pm over the extended week to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016)
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.
8. **Annual leave**
Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources

Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by two months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources

Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and / or experience that the successful candidate would need to demonstrate for the successful discharge of the responsibilities of the post. Applications will be assessed against the eligibility criteria to see how well individual experience and skills satisfy these criteria and match the needs of the post.

Applicants will be subject to short listing based on the information provided in their application and Curriculum Vitae.



Director of Estates and Facilities (Permanent, Full time)

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office:

- a) Significant senior management experience in leading and managing complex capital and operational projects.
- b) Experience of budget planning, financial management and resource management
- c) Experience in working collaboratively with senior stakeholders, partners and contractors to ensure that the impact and delivery of capital and operational projects are maximised.
- d) Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.
- e) A sound background in and knowledge of the Health Services Sector including Estates and Facilities Management.
- f) Relevant 3rd level professional qualification.

2. Professional Knowledge and Experience

Demonstrate:

- Knowledge and understanding of Health Services structure and how rehabilitation services are funded and configured.
- Knowledge and understanding of neurorehabilitation services.
- Knowledge and understanding of the regulatory and statutory compliance aspects involved in healthcare building design and implementation in the Irish public health service including public procurement processes policies and procedures.
- Knowledge and experience, working with stakeholders on the shared development, management and delivery of the NRH fit for purpose facility.
- Knowledge and understanding of managing procurement at a national (OGP) and European level (OJEU).
- Knowledge of the breadth of infrastructure projects and programmes currently underway or planned by the Neurorehabilitation Strategy.
- Knowledge and understanding of the Capital Planning process including Budgets and Audit.
- Knowledge and understanding of the Irish public health service and the issues in implementing change programmes in that environment.

- Knowledge and experience of building, leading and managing cross functional multidisciplinary and multiagency teams to deliver complex projects.
- Knowledge and experience of developing, leading and maintaining contract and 3rd party supplier management.
- Excellent ICT and report writing skills.

Leadership & delivery of change

Demonstrate:

- A capacity for management responsibility and initiative
- Team work skills including the ability to work as part of a multidisciplinary team environment
- The ability to interact in a professional manner with other staff, business managers and other key stakeholders
- A capacity to operate successfully 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
- The ability to proactively identify areas for improvement, exploring possible solutions with a strong service and customer centric focus.
- The ability to deliver an organised approach to multiple minor & major capital projects simultaneously and develop culture of sustainability & promote energy awareness.

Results focused with critical analysis and decision making:

Demonstrate:

- Strong personal emphasis on achieving high standards of excellence and willingness to take personal responsibility to initiate activities and drive objectives through to a conclusion.
- Commitment of a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisational goal.
- Ability to assimilate, analyse and evaluate complex information from a variety of sources, make timely decisions and take ownership of those decisions and their implications.
- The ability to consider the range of options available, involve others at the appropriate time and level to make balanced and timely decisions.
- The ability to think strategically, with strong analytical and judgement skills.
- The ability to look critically at issues to see how things can be done better.
- The ability to achieve medium and long term goals whilst also managing short term goals and priorities.
- Operational excellence in managing and delivering results.

Working with and through others:

Demonstrate:

- A track record of building and maintaining key internal and external relationships in furtherance of organisational goals.

- The ability to work independently as well as with a wider team in a complex and challenging environment.
- Team building and management skills including the ability to work collaboratively with multi-disciplinary / multi-sectoral team members.
- The ability to motivate and provide support for staff in a challenging environment.
- The ability to influence and negotiate effectively in furthering the objectives of the role.
- Sets high personal standards and for the team, and puts their work, and the work of the organisation into meaningful context.
- The capability to manage customer expectations in situations where there is a disconnect between customer needs and the service's capacity.

Interpersonal & Communication Skills:

Demonstrate:

- The ability to communicate ideas, positions and information clearly and convincingly in a manner that is sensitive to wider issues.
- Experience in communicating complex ideas to a diverse set of stakeholders.
- Strong verbal and written communication skills.
- Possess the interpersonal skills to facilitate working effectively in teams, while having the ability to give constructive feedback to encourage learning.
- Encourages open and constructive discussions around work issues.
- The ability to coherently present complex data in a concise manner.
- Demonstrate effective negotiation skills.

Personal Effectiveness

Demonstrate:

- Is self-motivated and shows a desire to continuously perform at a high level.
- The ability to deal with challenging / difficult situations in a constructive fashion.
- A willingness to learn from experience and to identify opportunities to further grow and develop.
- Strong capability to manage competing demands without a diminution in performance.
- A core belief in and passion for the sustainable delivery of high quality customer / user centred focused services.
- Demonstrates a commitment to continuing professional development.
- Demonstrates an ability to remain organised on operational matters in context of overseeing strategy direction.
- Effectiveness in maximising the use of technology to fulfil the role.

The following applies to all candidates at the latest date of applications:

Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

Character

Candidates for and any person holding the office must be of good character.

Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.



Director of Estates and Facilities **(Permanent, Full time)**

Title: Director of Estates and Facilities

Purpose of the Position: To lead the delivery of the NRH Hospital capital redevelopment strategy and transition planning for the whole hospital campus. To lead and manage the teams responsible for delivery of capital projects & facilities management including technical and building services, security, pest control, energy, catering, hygiene and linen services along with health & safety and waste management.

As part of the senior management team, the post holder will contribute to strategic planning and change leadership both in the context of current operational performance and in respect of the future development of the hospital campus buildings and facilities. He/she will provide a high-level of expertise in the area of building management, knowledge of project management and provide services as appropriate in the development and execution of the NRH strategic vision through the planning, and implementation of projects. The post holder will review on an ongoing basis service being offered and be involved, with others, in the development of new services in line with service needs and demands. They will be expected to develop technical solutions within budget achieving quality results while maintaining value for money.

The Director of Estates and Facilities will develop an integrated team approach to hard and soft facilities management across the NRH campus will have shared responsibility for key performance indicators in the hospital. The post holder is responsible and accountable for the following services within the hospital; and the manager/supervisor of each of these areas will report directly to the Director of Estates and Facilities:

- Health Planning Team
- Technical Services
- Head of Security
- Clinical Engineers
- Environmental Health & Safety Officer
- Catering Manager

This list is subject to change in line with organisational structure.

In addition, the Director of Building and Estates will be responsible and accountable for ensuring the NRH is compliant with all building regulatory requirements including planning permission, local authority licences, DAC and fire certificates and approvals.

Accountable to: Chief Executive Officer or delegated deputy

Liaison / Communication: The post holder will directly report to the Chief Executive Officer of the National Rehabilitation Hospital or delegated deputy. The Director of Estates and Facilities will manage, oversee, co-ordinate and develop each of the facilities management support service provision. Lead and coordinate the development of capital infrastructure and associated FM processes across the NRH campus. Perform such other key responsibilities/accountability as may be assigned from time to time.

Key Communication Relationships;

- Chair of the NRH Board of Management and Hospital Board
- Chief Executive
- Deputy Chief Executive / Director of Operational Services
- Quality & Risk Management
- Clinical Director
- Director of Nursing
- Director of Finance
- Executive Management Team
- Hospital Committees
- Clinicians
- Programme & Department Leads
- Clinical Support and other support Staff
- External Agencies including Health Service Executive and HSE Estates.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Maintain throughout the Hospital an awareness of the primacy of the patient in relation to all Hospital activities
- Together with Chief Executive Officer and the Management Team, act as an ambassador for, and lead the staff in achieving the Hospitals mission, vision, values and strategic plan.

- Contribute to the Hospitals vision to be the leading employer in the Health Services.
- Actively participate in continuing education and research activities consistent with the position.
- Take ownership and ensure completion of Hospital-wide programmes and projects assigned by the Management Team.
- Contribute, with the Management Team, to the quality of patient care and to staff satisfaction through the effective and efficient management of buildings services.
- Promote open communication throughout the Hospital.
- Accountable for managing the Quality, Safety and accreditation initiatives for the Hospitals buildings and facilities services.
- Ensure development of partnerships with other healthcare organisations, HSE and other funding agencies, other educational institutions, and the wider community the Hospital serves.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with changes in construction methods, statutory legislation and carry out continued professional development (CPD).

Specific Accountability

- Design solutions in collaboration with the Executive Management Team and develop an environmental strategic direction for the hospital that is informed by the National Neurorehabilitation Strategy and driven by NRH service priorities for enhancing service delivery and patient outcomes. This will require engaging effectively with the Executive Management Team and other internal stakeholders and external stakeholders.
- To develop and operate effective governance over all New Hospital Project activity. Ensure engagement across hospital group stakeholders so that effective decisions can be made for the planning, design and implementation of the New Hospital Project including project prioritisation, infrastructure management and resource management.
- To develop processes for the NRH that creates the platform for effective engagement with clinical and business stakeholders; manage the capital project for the NRH in line with national policy and guidance; propose, develop and implement high value service-led projects within the context of the overall capital programme; add insight to the operations and direction of the NRH;
- To directly manage and be accountable for Capital Project resources and other personnel as may be assigned.

- To develop an effective working relationship with the HSE estates team to ensure that expert advice is made available for the infrastructural and environmental requirements of the implementation of the NRH strategic plan.
- To ensure a standards-based approach to patient centered healthcare design is adopted.
- To research and maintain current knowledge of national and international trends in the adoption and application of technology and healthcare infrastructure in Neurorehabilitation services.

Provide services as appropriate in the development and execution of the NRH capital programme and to plan and supervise the execution of projects and associated works by;

- Preparing and delivering a Capital plan for the NRH in compliance with Capital Approval Protocols, Public Procurement requirements and the HSE financial regulations.
- Managing the preparation of a comprehensive brief for projects in consultation with services and facilities personnel and advisors.
- Ensuring that the brief is known and understood, in appropriate detail, by all those who are likely to work in the new facility.
- Manage the necessary and appropriate consultation processes, meetings and other activities necessary to satisfactory completion of the project.
- Complying with all regulatory requirements including permission, licences, certificates and approvals.
- Managing the necessary and appropriate consultation processes, meetings and other activities necessary to satisfactory completion of the project.
- Acting as senior administrative officer for the management of the project and helping to resolve quickly such issues as may be for resolution and agreement.
- Defining requirements for design services, buildings and equipment.
- Advising on the selection of Design Teams, other professional services and Contractors for Capital Projects, arranging and managing the procurement processes.
- Arranging for preparation of specifications, drawing and contract documents for Capital Projects.
- Obtaining approval to proposals as necessary in accordance with NRH protocols and regulations in a timely manner.
- Complying with all regulatory and statutory requirements including permission, licences, certificates and approvals.
- Ensure all works are carried out in compliance with Health and Safety regulations
- Developing proposals with selected design teams and contractors.

- Developing action plans for the timely and efficient completion of contracts. Co-ordinating the tender and control stages of the project, having close liaison with the design team, site supervisory staff, etc. on the one hand and hospital personnel on the other.
- Supervising staff and contractors in the implementation of agreed programmes.
- Ensuring that the equipping/commissioning team is established in good time, is adequately briefed and trained, and is effectively supported in carrying out its work.
- Advising line management on measures appropriate to enable the orderly phasing out of services in old facilities and the transfer to new facilities of staff and services.
- Assisting in the orderly phasing of developments by agreeing appropriate arrangements with line management and to keep line management and senior clinical staff informed of the plans as the developments proceed.
- Anticipating difficulties and problems, especially those arising from phasing, variations, commissioning and vacating, and ensuring that where necessary these are either resolved directly or brought to the notice of CEO for decisions on claims for delays, extras etc.
- Preparation of progress reports on Capital developments as required.
- Ensuring appropriate maintenance arrangements are put in place for new buildings.

Plan and supervise the execution of minor capital works by:

- Developing a comprehensive brief for the project for minor capital works in consultation with heads of Departments /Services, technical services and external technical advisors.
- The identification of minor capital Infrastructural risk priorities as identified in the Infrastructure Risk Register
- Preparing or arranging for preparation of plans and contract documents to detail required.
- Arranging for the appointment and management of design teams where required.
- Arranging for submission of tenders and recommending tenders for acceptance
- Agreeing programme for project with contractors.
- The assigning of responsibility for the delivery of Minor Capital Works.
- Ensuring that agreed programme is completed within time and tender sum.
- The overall management of allocated Minor Capital Funds, including regular financial and progress reports. Assigning responsibility for:
 - The development of a comprehensive brief for the projects.
 - Arranging of the preparation of plans and contract documents to detail required.

- The arrangement of the submission of tenders and recommending tenders for acceptance and agreeing programme for projects with contractors.
- Ensuring that agreed programme is completed within time and tender sum.
- Ensure all works are carried out in compliance with Health and Safety regulations

The maintenance of the NRH buildings and facilities services is directly managed and provided through the Director of Estates & Facilities office. The Director of Estates & Facilities will deliver a maintenance service by ensuring that buildings and equipment under her/his control are properly maintained by arranging for the:

- Defining of requirements for all equipment, vehicles, services and buildings under his/her control, especially in seeking ease of maintenance and operation.
- Complying with all regulatory requirements including permission, licences, inspections, certificates and approvals.
- Recommending awards of maintenance and service contracts to outside contractors where for economical or practical considerations such is considered desirable.
- Developing proposals with selected contractors.
- Obtaining departmental approval to proposals as necessary.
- Developing action plans for the timely and efficient completion of all contracts.
- Supervising staff and contractors in the implementation of the agreed programme.
- Managing and controlling the agreed budget.

Provide advice on the efficient use of energy and work with services personnel and other personnel and advisors on the efficient use of energy in healthcare premises by;

- Monitoring and reporting on the energy consumption in healthcare premises.
- Assessing the energy efficiency standards in premises in accordance with current standards and regulations.
- Advising on investment proposals in energy saving projects.
- Preparing and implementing agreed investment proposals on energy saving projects.
- Advise on facilities and environmental matters in conjunction with technical services, technical consultants and HSE estates personnel/advisors as required.

- Assisting as necessary in assessing Health & Safety of facilities and environmental risks.
- Co-operating with Fire and Safety Officers, Services Managers, Clinical Risk Management, Occupational Health and Infection Control Staff in addressing facilities improvements with regard to legislative compliance.

Aiding service management department manager regarding building services, catering and hygiene services, equipment under their control with the objective that these are adequately maintained in accordance with best practice building maintenance programmes by:

- Developing planned preventative and reactive maintenance routines for relevant equipment based on manufacturer's instructions, equipment importance and usage rates.
- Incorporating maintenance requirements in supply contracts for new equipment where appropriate.
- Developing regular inspection and maintenance routines for all buildings, services, equipment and vehicles.
- Developing guidelines for the safe operation of all equipment.
- Preparing of budgets for the carrying out of the proposed programmes
- Identification of the staff or contract resources necessary to discharge agreed programmes and preparing action plans for carrying out of same.
- Prioritisation of the allocation of available resources (staff and financial)
- Preparation of business cases for additional resources / service developments.
- Ensure appropriate reporting arrangements and controls are in place to manage the allocated resources.
- The ongoing review of maintenance management structures and deployment of resources to ensure that they continue to meet the needs of the service.

Developing, Managing, co-ordinating and supporting the activities of the NRH Property Transaction Protocol and other relevant property related tasks such as;

- To develop update and implement a property management strategy and local property plans in collaboration with other key personnel and advisors.
- To implement and advise on a suite of performance indicators to effectively monitor the implementation of the NRH Property strategy and effectiveness of the utilisation of space within the NRH properties
- To implement and advise on appropriate guidelines/procedures for property rentals and leases, to inspect leases and contracts, make appropriate recommendations and liaise with insurers.

- Oversee the identification and evaluation in a timely manner of proposed property leases or property acquisitions required to deliver rehabilitation services.
- Ensuring that applicable legal, contractual, procurement advice is sought where required.
- To ensure that all property transactions conform to statutory requirements.
- To ensure where required external expertise is procured in accordance with public procurement regulations.
- To assess the physical infrastructure of the NRH's property portfolio including purpose, state of upkeep, capacity, suitability, space utilisation and security including car park capacity management.
- To determine or obtain values of individual properties and develop effective procedures for property purchasing/disposal, including liaison with auctioneers.
- To maintain and keep a property asset register including appropriate records of the NRH's legal title to properties.
- To develop and maintain a Property Database including maps, drawings, contracts, etc.

Other Duties:

- To investigate and resolve any incidents related to areas of responsibility ensuring compliance within NRH incident management policy.
- Co-operate with the Health Services Transformation Programme as required to carry out the duties of the post.
- Have a working knowledge of 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 NRH and National protocols for implementing and maintaining these standards.
- Achievement of targets and plans and completion of agreed programme within allocated budget.
- Act as spokesperson for the Organisation as required.
- Demonstrate pro-active commitment to all communications with internal and external stakeholders
- Success in developing good working relationships with other members of the team and with administrators of institutions in which maintenance staff are engaged
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

- Support hospital Emergency and Contingency Plans ensuring appropriate plans and training in place for areas of responsibility and participate with Command and Control Team.
- Provide oversight for Security services including Portering and Reception as required.
- Participate in Executive Management Team out of hours cover.
- Leverage benefits of technology to optimise & support workflows.

Finance:

- Managing and controlling agreed project timescales and budgets for planning, design, construction and equipping and budgets to agreed quality standards.
- Anticipating difficulties and problems, especially those arising from phasing, variations, commissioning and vacating, and ensuring that where necessary these are either resolved directly or brought to the notice of the Project Director and Project Steering Group, for decisions on avoidable claims for delays, extras etc.
- Managing and controlling expenditure on each assigned project. This is to include presentations to senior management and Project Steering Group as required, of information and current estimates of total costs, running statements of financial commitment and forecasts of expenditure.
- Checking design team fees accounts with regards to agreed fees and preparing same for payment. He/she shall process payments to contractors and design team firms for payment in accordance with constraints set down in contract documents, forms of agreement and statutory provisions.
- Monitor monthly expenditure on an on-going basis consult with the NRH Finance Department on projected project cash flow and drawdown of agreed cashflow.
- Take corrective action where appropriate to control over-expenditure.
- Ensure adherence to the national and EU procurement guidelines.

Customer Service

- Promote and maintain a customer focused environment by ensuring service-users are treated with dignity and respect.
- Seek feedback from service users/customers and implement change to incorporate same.
- Be an advocate for the patient, family and staff of the NRH.

Service Delivery and Improvement

- Embrace change and adapt local work practices accordingly, ensuring the team knows how to action changes.
- Develop junior staff to ensure adequate succession planning is in place.
- Monitor efficiency of service provided by team, identify and implement changes to the administration of the service where inefficiencies arise.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.



Director of Estates and Facilities (Permanent, Full time)

This job description indicates the principal duties and responsibilities of the post and is subject to review.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies. Additional duties and responsibilities may be determined from time to time by the CEO.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____