

**Temporary Operational Site Manager (Grade VIII) – COVID-19 Vaccination Programme**

**Job Specification, Terms and Conditions**

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| **Job Title and Grade** | Temporary Operational Site Manager (Grade VIII) – COVID-19 Vaccination Programme Grade code: 0655 |
| **Campaign**  **Reference Number** | TCOV19GVIIIS |
| **Closing Date** | 4.00pm on 2nd December 2021 |
| **Proposed Interview date(s)** | Interviews are scheduled to take place during week of 6th December 2021. This means that you may be called forward for interview at very short notice. |
| **Taking up Appointment** | Specified purpose contract available immediately until 30th June 2022. |
| **Location of Post** | The programme will be delivered nationally on a regional basis – Initial Vaccination Centre Geographical Location:   * Sligo   Locations may change and this will be notified at the earliest possible date. |
| **Informal Enquiries** | Ms. Marie Corbett, Workforce Planning, Saolta Group  [marie.corbett3@hse.ie](mailto:marie.corbett3@hse.ie); |
| **Details of Service** | The Operational Site Manager appointed to the post will work within the Integrated Services Programme; working as a part of multi-disciplinary teams delivering a coordinated approach to the rollout of the COVID-19 Vaccination Programme.  The COVID-19 vaccination programme has evolved, developed and expanded in response to the pandemic. A dynamic, flexible and responsive approach to the vaccination programme will be required to meet future and changing demands. This will require the team members to be agile in terms of work attendance patterns and locations.  The successful applicant will be provided with full training and induction and on-going support.  The COVID-19 vaccination programme is a critical element of the response to the Pandemic.  The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The Group comprises 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Ladies Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The Group's Academic Partner is NUI Galway.  The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million.  The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.    Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national Clinical Care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.  **Vision**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **Saolta Guiding Principles**  Care - Compassion - Trust - Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Saolta Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.   **Saolta Strategy 2019-2023**  We have developed a five year strategy which outlines the vision and framework for the Group’s strategic development from 2019 to 2023.  We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients.  We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.  While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region.  A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks (MCAN).  These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The Operational Site Manager will report to the Head of Service with responsibility for the Vaccination Centre. |
| **Purpose of the Post** | The Operational Site Manager has a pivotal role in service planning, co-ordinating and managing activity and resources within the Vaccination Centre to ensure that the site meets the needs of all eligible vaccine recipients, ensuring the provision of quality, safety and efficiency. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of the role and you will be required to participate in the Group’s performance management programme * To act as spokesperson for the organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **General Management**   * Responsible for the overall management and the running of the Vaccination Centre and associated resources in compliance with national model for Vaccination Centre * Contribute to the development and implementation of policies, procedures, protocol and guidelines (PPPGs). * Ensure compliance with legal requirements, PPPGs affecting vaccine recipients * Evaluate and manage the implementation of best practice Vaccination Centre PPPG’s e.g. control and usage of stocks and equipment, grievance and disciplinary procedures * Ensure the service delivered is responsive, meets qualitative and quantitative standards facing those working to deliver the COVID-19 Vaccination Programme * Take collective responsibility for operational performance, quality of care and quality of care delivered * Manage and promote clear communication with internal/ external stakeholders as required to ensure the efficient running of the Vaccination Centre * Oversee the introduction of the ICT system relating to the national vaccination programme in the Vaccination Centre and ensure its ongoing use in accordance with the operational policy * Maintain all necessary records and reporting arrangements and submit accurate and timely activity data as required * Co-ordinate with central supplies the adequate supply and delivery of vaccines to meet activity demand in the Vaccination Centre and in compliance with the National Cold Chain Service Standards * Ensure sufficient stock of personal protective equipment (PPE), Consumables, etc. on site * Manage all resources efficiently and effectively within budget to ensure sufficient supply of clinical and non-clinical/ support staff to support the activity of the Vaccination Centre * Lead and implement change as required * Management of complaints, concerns and compliments in accordance with HSE policy.   **People Management**   * Provide all staff with appropriate leadership and support * Understand current and emerging factors related to workplace health and safety * Responsible for the Staff Rota and rostering of staff and ensuring all pay returns and records are maintained * Provide the necessary supervision, co-ordination and deployment of staff to ensure the optimum delivery of service * Provide staff leadership and motivation which is conducive to good working relations and work performance * Promote a culture that values diversity and respect in the workplace * Manage communication at Vaccination Centre level and facilitate team building   **Education, Training & Development**   * Ensure all staff have completed relevant mandatory training prior to commencing their role in the Vaccination Centre * Provide all staff with appropriate opportunities to access training to undertake their job satisfactorily * Participate in the development and delivery of induction, education, training and development programmes for Vaccination Centre staff. * Provide support and supportive supervision to front-line staff where appropriate. * Engage in performance review processes as required * Maintains own learning and development as relevant to the work of the Vaccination Centre   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * Ensure that effective safety procedures are developed and adhered to in order to comply with statutory obligations, in conjunction with relevant staff e.g. COVID-19 health and safety procedures emergency procedures in line with Public Health Guidelines * Observe, report and take appropriate action on any matter which may be detrimental to staff and/ or vaccine recipient care or wellbeing/ may be inhibiting the efficient provision of the Vaccination Service (familiarity with HSE Incident Management Framework, 2018; Data Protection Act, 2018) * Ensure completion of incident/ near miss forms/ clinical risk reporting in accordance with HSE policies * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example: Safety, Health and Welfare at Work Act 2005, Health and Social Care Act 2008: code of practice on the prevention and control of infections, 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 the 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** | ***Eligible candidates are those who on closing date for applications: -***   * Significant operational experience in managing and/ or delivering a complex service within the area of health or social care   And   * Experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to the role   And   * Experience in team management and development   And   * The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character |
| **Other requirements specific to the post** | Due to the nature of the work this role requires:   * Whilst initial assignment has been identified under location, flexibility to attend for work in varied locations under the COVID-19 Vaccination Programme may be required. Activities could be conducted at Vaccination Centre’s and/ or any other site nationwide. * Access to appropriate transport to fulfil the requirements of the role, frequent travel may be required to off-site locations * Flexibility in relation to working hours to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrate:   * Knowledge and experience of working in services or functions within the health service * Experience of delivering change in a complex environment, as relevant to the role. * Have a working knowledge of ICT office systems and willingness to develop IT skills relevant to the role * Knowledge of the health service including a good knowledge of the relevant PPPG’s and legislative framework specific to delivery of the mass vaccination programme * An understanding of budgetary expenditure and monitoring same * Knowledge and understanding of HR PPPGs including disciplinary procedures, managing attendance, etc. * Knowledge and understanding of compiling data and producing detailed reports as relevant to the role * Knowledge of quality assurance practices and their application * An awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control, etc. * An awareness of current and emerging strategies and policies in relation to the designated area   **Critical Analysis, Evaluating Information & Decision Making**  Demonstrate:   * The ability to evaluate complex information from a variety of sources and make effective decisions * The ability to rapidly assimilate and analyse complex information, considering the impact of decisions, before taking action and anticipating challenges * The ability to confidently explain the rationale behind decisions when faced with opposition   **Planning & Organising and Delivery of Results**  Demonstrate:   * The ability to lead on management matters relating to COVID-19 Vaccinations and service quality * The ability to ensure that all work carried out is recorded accurately with concise, timely record keeping * The promotion of evidence-based decision making * The ability to successfully manage a range of different projects and work activities concurrently * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation * The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes * The ability to use resources effectively, challenging processes to improve efficiencies where appropriate * The ability to plan services with the public at the centre of decision making * Commitment to quality service delivery   **Building and Maintaining Relationships including Teamwork & Leadership Skills**  Demonstrate:   * The ability to build, lead and manage a team * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * The ability to lead the team by example, coaching and supporting individuals as required * Flexibility, adaptability and openness to working effectively in a changing environment   **Communications & Interpersonal Skills**  Demonstrate:   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently * Excellent written communication skills including strong report writing and presentation skills * Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting/ Interview** | A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing 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. |
| **Code of Practice** | The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie) |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |



**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is for a specified purpose with immediate start up to 30th June 2022, is whole time and pensionable.  A panel may be created for Operational Site Manager (Grade VIII) – COVID-19 Vaccination Programme from which specified purpose vacancies of full or part time duration may be filled.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: € 70,373, 71,005, 73,782, 76,570, 79,337, 82,116, 84,877  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 working week applying to the post is 37 hours  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days 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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer 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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Ethics in Public Office 1995 and 2001**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€70,373 as at 01.10.2021)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€70,373 as at 01.10.2021) 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 <http://www.sipo.gov.ie/> |
| **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. |
| **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. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)