

**Property Manager (Technical Services Officer, Chief Assistant)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Property Manager (Technical Services Officer, Chief Assistant)  (Grade Code: 546T) |
| **Campaign Reference** | NRS14237 |
| **Closing Date** | Thursday 27/06/2024 @ 3pm |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in the Capital & Estates HSE, Bective Street, Kells, Co Meath.  It is anticipated that vacancies will arise in the following locations:  **Capital & Estates, HSE West and North West**   * Capital & Estates, Merlin Park, Galway * Capital & Estates, St. Conal’s Hospital, Letterkenny, Co Donegal   **Capital & Estates, HSE Dublin and Midlands**   * Capital & Estates, Dublin South West, Cherry Orchard Hospital, Ballyfermot, Dublin 10   **Capital & Estates, HSE Dublin and South East**   * Capital & Estates, Dublin South East, Clonskeagh Hospital, Dublin 6 * Capital & Estates Department, Lacken, Dublin Road, Co Kilkenny   **Capital & Estates, HSE Dublin and North East**   * Capital & Estates Department, Unit 7 Swords Business Campus, Balheary Road, Swords, Co Dublin   Four separate panels may be formed as a result of this campaign for **Property Manager (Technical Services Officer, Chief Assistant); one for each of the above Health Regions.** These panels will be used to fill current and future, permanent and specified purpose vacancies of full or part-time duration. |
| **Informal Enquiries** | Hugh Forde, Estate Manager Corporate Property  **Mobile:** 087 9174399  **Email:** hugh.forde@hse.ie |
| **Details of Service** | The HSE Capital & Estates function provides a range of professional, technical, project management, property, fire & safety and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure including buildings, plant and equipment.    These services include design, specification, project management, supervision and procurement associated with major and minor capital building and refurbishment works, risk and asset management, property services, fire, health and safety issues etc.  The HSE Capital & Estates Department is responsible for maximising the value of HSE properties and facilities. It ensures that appropriate infrastructure is in place when and where required in order to enhance patient, client and staff wellbeing, by managing the organisations capital infrastructure and annual capital plan. It provides expert advice, delivers capital projects and manages the approval, governance, design, planning, procurement, construction, equipping, commissioning and maintenance of healthcare facilities. |
| **Reporting Relationship** | The post holder will report directly to the Estate Manager or person as directed by the Estate Manager (this is subject to change from time to time as the organisation develops).  The Property Manager will supervise administrative and clerical staff in the Property Services Team.  From time to time, the Property Manager, will be expected to liaise with and report to relevant working groups as appropriate. |
| **Key Working Relationships** | The property manager works closely with service directorate heads, service managers, hospital management and other staff on a variety of matters relating to the Healthcare Estate. |
| **Purpose of the Post** | The Capital & Estates department enables and supports frontline service delivery nationally.  The Property Manager will be responsible for providing expertise, advice and support services in respect of the management of the extensive property portfolio for the area  The successful candidate must be capable of working on their own initiative, of performing as part of a team and engaging with internal and external stakeholders to deliver property services to our clients. |
| **Principal Duties and Responsibilities** | *The Property Manager* *will:*   * Provide property management and advisory services as appropriate in the management of the Health Estate * To assist in the planning management and rationalisation of the existing HSE Estate * Provide, or arrange provision of independent expertise in property valuations. * Ensure yearly updating of property valuations of all properties listed in the Property Registers and Database where required * Advise on strategies associated with potential for disposing of surplus lands and properties, with particular reference to ‘campus’ sites and underutilised properties. * Advise on strategies to maximise the operational and financial potential of properties and land assets within the portfolios * Review and advise, from a property management perspective, on third party proposals on behalf of clients, e.g. developer proposals, D&B development options, PPP procurement etc. * To advise and assist the integrated service area personnel on the sourcing and acquisition of new facilities in line with the goals contained in their Service Plans * Provide support role and assistance to the business management personnel in the integrated service area regarding the Development strategies for campus sites   + Strategies for property asset management   + Co-ordination of service location planning with Local Authority development planning * Provide advice and assistance to the Hospitals, Health Community Areas & Corporate in relation to sourcing suitable properties, through public and private development opportunities, public/private partnership, leasing, renting and buying opportunities joint venturing etc. * Co-operating and liaising as necessary with members of the HSE staff as appropriate in the procurement, planning and zoning relating to buildings and properties. * Prepare reviews and commentaries on Development Plans of the Local Authorities within the area, in consultation with appropriate officers and advisors. * Ensure statutory compliance in respect of Planning and Zoning Regulations regarding all properties * Sit on teams convened by the clients, from time to time, in respect of property related proposals * Ensure that property related contracts are executed in accordance with the requirement of the HSE Property Protocol * Carry out property suitability assessment reports and liaise as necessary with other internal and external expertise. * Provide documentation in relation to the acquisition and disposal submissions to the Property Review Group and the Senior Leadership Team * Establish and advise on costs as they relate to property transactions and development proposals * Inspect and review of leases and contracts as required. Arranging for preparation of title maps, lease maps and other maps associated with contract documents for property related transactions and application submissions to the Property Registration Authority * Ensure that property consultants, including conveyance solicitors and planning advisors, are fully and clearly briefed as appropriate * Ensure that property transactions and proposals are completed within acceptable time limits in accordance with the HSE’s property protocol * Advise the Estate Manager as appropriate, in relation to the formulation and review of policies and programmes for property procurement, disposal and development and to ensure that such policies and programmes are communicated and agreed. * Work with the Property Services team and other team members as appropriate and necessary * Build relationships, in order to support the role, with Estate Agents, Local Authorities and property management personnel * Provide expert advice to the HSE personnel in relation to property matters * Ensure satisfactory progress of property related proposals and transactions and that appropriate information sessions, briefing meetings and consultations are held as required. * Provide timely management information reports as directed by the Estate Manager * Maintain a comprehensive property register database for the HSE * Such other duties as the Estate Manager may direct from time to time * To act as spokesperson for the organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * 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** | 1. **Statutory Registration, Professional Qualifications, Experience, etc**    1. Eligible applicants will be those who on the closing date for the competition have:  * A Level 8 (or higher) Quality & Qualifications Ireland major academic award in Property Studies, Property Valuation & Management or Property Economics   **Or**   * Have appropriate Membership of the relevant professional association: * Society of Chartered Surveyors in Ireland * Royal Institution of Chartered Surveyors   (e.g. Commercial Agency Surveyor, Property & Facilities Management Surveyor or Valuation Surveyor)  **Or**   * Hold a qualification at least equivalent to one of the above.   **And**   * Have had at least **seven years’** satisfactory & relevant experience in the direction and supervision of commercial agency, property valuation, property transactions and/or property management.   **And**   * Have experience of the management of large property portfolios, incl. property acquisition and disposal and the legal and statutory obligations attaching to same   **And**   * Have experience in financial planning, budgeting, lease management and asset strategy development / management     **And**   * 1. Candidates must possess the requisite knowledge and ability (including a high standard of suitability and management ability), for the proper discharge of the duties of the office.  1. **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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in property management services, to include acquisitions, disposals, lease renewals, rent reviews and valuation that would apply in large and complex organisations, as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional knowledge**   * Broad knowledge of general property management skills across varying markets with experience in Health or other public service desirable * High level of technical proficiency to enable communication in technical terms with relevant personnel * High level of proficiency in valuation & negotiation skills * Detailed knowledge of the issues and developments and current thinking in relation to best practice in Property Management. * A knowledge of property procurements options & methodologies within the Public Sector * Good knowledge of zoning and planning objectives, to include development plans & area plans. * Good knowledge of planning & development laws and Building regulations. * Have a good working knowledge of current opportunities and trends in estate management, having the capability to advise on opportunities for maximising the potential of a diversified building stock. * Be familiar with innovative approaches for possible use in Estate Portfolio Management, development and enhancement, including joint venture options, partnerships and equity release.   **Leadership and Team Work**   * Has the capacity to lead, organise and motivate staff and teams to function effectively in times of rapid change. * Strong results focus and ability to achieve results through collaborative working. * Leadership and team management skills including the ability to work with multi-disciplinary team members, internal and external stakeholders.   **Organisational / Management**   * Flexibility, adaptability and openness to working effectively in a changing environment. * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Ability to manage deadlines and effectively handle multiple tasks * Excellent ICT skills. * High level understanding of the day to day business challenges whilst not losing sight of long term strategic goals. * The ability to deliver immediate operational performance. * Superior management skills; ability to influence and engage direct and indirect reports and peers; results oriented. * A track record of service innovation and delivery in a challenging environment. * Strong results focus and ability to achieve results through collaborative working. * Adequately identifies, manages and reports on risk within area of responsibility.   **Interpersonal / Communication Skills**   * Demonstrate a high level of interpersonal and communication skills including influencing and negotiation skills and the ability to build and maintain relationships. * Can communicate ideas, positions and information clearly and convincingly. * Exceptional written, including report writing, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management and external stakeholders. * Be flexible, team-oriented and a relationship-builder. * Capacity to achieve results through cross-sectoral/divisional working. * Has the ability to communicate ideas, positions and information clearly and convincingly   **Critical Analysis and Decision Making**   * Ability to operate as an effective strategic and tactical thinker. * Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills. * Knowledge and application of evidence based decision making practices and methodologies. * Ability to challenge effectively and to maintain the highest levels of professional integrity in challenging circumstances. |
| **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.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. | |

**Property Manager (Technical Services Officer, Chief Assistant)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: (as at 01/01/2024)  €75,256 - €77,565 - €78,667 - €80,993 - €83,339 - €85,675 - €87,999 - **€90,979 - €93,927 LSIs**  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 to be confirmed at Job Offer stage.  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 Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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 [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)