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**AMENDED**

**Assistant Manager Fleet & Equipment Maintenance,**

**Fleet & Equipment Department, National Ambulance Service**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Assistant Manager Fleet & Equipment Maintenance, Fleet & Equipment Department**  **National Ambulance Service**  *Grade Code - to be confirmed (aligned to Grade VII salary scale)* |
| **Campaign Reference** | NRS05458 |
| **Closing Date** | Tuesday 31st October 2017 @ 12 noon |
| **Proposed Interview Date (s)** | Mid / Late November 2017 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Fleet & Equipment Department, National Ambulance Service (NAS)**  There is currently one permanent whole time post available. Initial assignment is to National Ambulance Service, St Loman’s Hospital, Mullingar, Co. Westmeath.  As the National Ambulance Service (NAS) is a national service, the post will have a national focus to support the NAS Senior Management team through the Fleet and Equipment Department.  A panel may be formed as a result of this campaign for Fleet & Equipment Department,National Ambulance Service (NAS), from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Pat Grant, Chief Ambulance Officer, Fleet, Logistics and Support, St Loman’s Hospital, Mullingar, Co. Westmeath  **Email:** [pat.grant@hse.ie](mailto:pat.grant@hse.ie)  **Telephone:** 044 939 5585 |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory pre-hospital emergency and intermediate care provider for the State. In the Dublin metropolitan area, ambulance services which are funded by the HSE are provided by the NAS and Dublin Fire Brigade.  The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department.  Serving a population of almost 4.6 million people, the NAS responds to over 300,000 ambulance calls each year, employs over 1,600 staff across 100 locations and has a fleet of approximately 500 vehicles. In conjunction with its partners the NAS transports approximately 4,800 patients via an Intermediate Care Service, co-ordinates and dispatches more than 800 Aero Medical / Air Ambulance calls, completes 600 paediatric and neonatal transfers and supports Community First Responder Schemes across the state.  As part of the HSE Programme for Health Service Improvement the National Ambulance Service is implementing a strategic plan, Vision2020, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan. A critical element of this is the implementation of a new model of care that will see the service utilise other alternative services for our patients than the emergency department. A key feature of the strategic plan is the implementation of a number of action plans for key enablers for the National Ambulance Service including our Human Resources, Fleet and Equipment, Estates, Digital and Communications.  As part of the National Ambulance Service Strategic Plan, the NAS developed a Fleet and Equipment Plan that identifies a wide range of improvements in how we manage our Fleet and Equipment. This includes improvements in our fleet age, processes, policies, ICT systems and organisation structure.  The NAS is currently undergoing an extensive enhancement and strengthening of its fleet management arrangements, in recognition of the wider need for improvements across all aspects – vehicle availability and deployment, maintenance, capital acquisition, resource management, etc. Given the level of investment in the fleet and the critical need to keep front-line NAS vehicles at a high level of operational reliability, there is a profound requirement for fleet management to be led by a small team of dedicated, professional fleet managers with significant understanding and experience/qualifications in the field of automotive engineering, working alongside colleagues with sound operational and practical experience of paramedic care / ambulance service operations. It is with this in mind, that the NAS is seeking to fill the advertised position of Assistant Manager for Fleet and Equipment Maintenance, and is interested in considering applications from capable, motivated individuals who can continue this change.  The NAS is primarily interested in senior fleet management professionals with a good balance of technical understanding, experience of managing a large and complex fleet, and the inter-personal skills required to engage with staff across the NAS and to operate in a collegiate manner. This senior professional should be supported by a range of specialist staff, including both NAS personnel and fleet professionals / technical specialists. |
| **Reporting Relationship** | Reporting to the NAS Manager for Fleet & Equipment |
| **Purpose of the Post** | * Ensure all NAS fleet assets have effective coverage and all major equipment items are on national maintenance contracts. * Implement fully compliant contracts for all Fleet and Equipment maintenance with service providers. * Ensuring maintenance of all vehicles is up to date, along with regular inspections and services. * Develop maintenance schedules for all NAS fleet assets in line with industry standards and operational requirements. * Ensure regular updating of all necessary fleet information. * Oversee booking process of fleet assets by local operation NAS staff. |
| **Principal Duties and Responsibilities** | *The Assistant Manager Fleet & Equipment Maintenance, National Ambulance Service will:*   * Develop a series of national maintenance contracts for all NAS fleet assets, to ensure effective coverage by area/location, by vehicle type, by manufacturer etc. * Develop a series of maintenance contracts for all major equipment items held on/fitted to NAS ambulances, e.g. hydraulic lifts, stretcher trolleys, radios, light bars * Develop maintenance schedules for all NAS fleet assets in line with industry standards and with NAS operational requirements * Engage with the Office of Government Procurement/HSE Health Business Services on the procurement of fleet maintenance service providers, ideally via multi-year framework contracts * Ensure all necessary fleet information is regularly updated (i.e. weekly) on a central fleet management information system, so that informed decisions can be made * Oversee the process by which fleet assets are booked in by local operational NAS staff for scheduled maintenance, inspection visits, repairs etc. * Maximise the operational availability of the national NAS fleet by ensuring that all vehicles are well maintained and are regularly inspected, serviced etc. * Ensure effective coverage for all NAS fleet assets, by area/location, by vehicle type, by manufacturer etc. * 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 Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **1. Professional Qualification, Experience etc.**  QQI Level 6 Advanced Certificate Craft – Heavy Vehicle Mechanic or equivalent, as a heavy vehicle mechanic or in vehicle maintenance or a related field.    **AND**   * Have a minimum of 5 years’ fulltime (or an aggregate of 5 years’ fulltime), experience in the field of management of commercial vehicle maintenance (public or private sector).   **AND**   * Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge of the office.   **2. 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  **3. 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.  **4. 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 management of commercial vehicle maintenance as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as the post will require travel across NAS sites |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***  **Professional Knowledge & Experience**   * Expert knowledge of fleet and equipment maintenance systems and processes. * Experience in sustainability, reliability and capability strategy within fleet operations. * Experience leading front-line employees in delivering service. * The ability to plan and manage time, both effectively and independently. * Expertise in preparing for and involvement with internal and external standards assessments. * Experience using asset tracking software. * A broad understanding of fleet maintenance, statutory / regulatory standards and industry practices. * Knowledge of vehicle fleet planning, scheduling, techniques and procedures involved in maintenance. * An understanding of the statutory requirements relating to health and safety, and demonstrate the ability to interpret the law in the context of the organisation. * The ability to translate strategic goals into operation plans, communicate this vision and facilitate its achievement. * An understanding of public sector organisations. * Knowledge of Fleet Management Systems/Software. * Excellent MS Office skills to include, Word, Excel and PowerPoint. * Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes.   **Communications & Interpersonal Skills**   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently to a variety of audiences. * 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.   **Planning & Organising and Delivery of Results**   * The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines. * The ability to plan and manage time, both effectively and independently.. * 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.   **Evaluating Information, Problem Solving & Decision Making**   * Excellent analytical, problem solving and decision making skills. * The ability to quickly grasp and understand complex issues and the impact on service delivery. * The ability to confidently explain the rationale behind decision when faced with opposition. * The ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues.   **Building and Maintaining Relationships including Teamwork & Leadership Skills**   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working. * The ability to build influential relationships in order to establish credibility with internal and external stakeholders, regulatory and investigatory/auditing organisations. * 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. * The ability to manage and motivate staff to achieve optimum performance. * The ability to present advice independently and effectively. * Flexibility, adaptability and openness to working effectively in a changing environment. |
| **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. |
| **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 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.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or 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. | |



**Assistant Manager, Fleet & Equipment Department, National Ambulance Service – Grade VII**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is aligned to the Grade VII salary scale **(01/04/2017)** €48,015, €49,186, €50,558, €51,933, €53,314, €54,545, €55,801, €57,022, €58,234, €**60,322 €62,417 (LSI)** |
| **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 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. |
| **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. |
| **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. |

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)