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**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | **Temporary Cleaning & Security Contracts Operational Manager (Grade VI) - University Hospital Waterford (UHW).**  **(Specified Temporary Contract)** | |
| **Competition Reference** | **C&SCOM0903** | |
| **Closing Date** | **Thursday 09th March 2017**  Applications received after 5pm on the closing date will not be accepted. | |
| **Proposed Interview Date(s)** | ***Week of 13th March 2017*** |  |
| **Taking up Appointment** | * ***The successful candidate will be required to take up duty immediately*** | |
| **Location of Post** | * ***Support Services at University Hospital Waterford*** | |
| **Duration of Post** | * ***6 months*** | |
| **Organisational Area** | * ***South/South West Acute Hospital Group*** | |
| **Reporting Relationship** | * ***Reports to the Deputy General Manager, UHW*** | |
| **Purpose of the Post** | * The post holder has overall responsibility for the day to day operational management of Cleaning & Security contracts at UHW. | |
| **Principal Duties and Responsibilities** | **Communication**   * Ensuring that Cleaning/Waste and Security services Contractor staff are aware of relevant policies, procedures and legislation. * Ensuring that Heads of Department and hospital staff is aware of relevant policies, procedures and legislation governing Cleaning/Waste and for Security services. * Compiling and disseminating Standard Operating Procedures for Cleaning/Waste and for Security services and monitoring compliance with same   **Planning & Organising Resources**   * Implementing, monitoring, KPIs and ongoing review of the Standards based Cleaning Specification for UHW. * Develop operational plans and security related KPI’s as necessary. * Responsibility for ensuring compliance with financial directives in relation to invoice payments, stock, stock control and procedural cost effectiveness. * Check invoices against agreed payment criteria when the service has been successfully delivered in preparation for authorisation and sign off by the Deputy General Manager. * Impose financial penalties in line with the terms of the SLA penalty clause if standards are not achieved and post consultation with the Deputy General Manager. * Proactively address any operational issues, and provide advice to the incumbent contractors on the application of UHW/HSE policies. * Provide cleaning and waste cost analysis projections for changes to existing service areas and new service developments.   **Building & Maintaining Relationships**   * Liaise daily with on-site contractor Managers for Cleaning /Waste and Security services to ensure delivery of service as set out in the Service Level agreement (SLA) and to the standard specified * Liaise with IP&C to ensure that cleaning/hygiene services are carried out in accordance with the IP&C requirements. * Liaise with Senior Nurse Management Structure, Ward Managers and Heads of Department, Technical Services Dept., to ensure that individual department cleaning/waste and security requirements are achieved on an ongoing basis and to provide advice on these matters. * Liaison with the Patient Services Officer regarding service users comments compliments and complaints and prepare response as required. * Work collaboratively with all relevant stakeholders.   **Commitment to providing a Quality Service**   * Overseeing the implementation of and monitoring the ongoing delivery of the Standards based Cleaning Specification for UHW in accordance with HIQA National Standards for Prevention and Control of Healthcare Associated Infections and HIQA Safer Better Healthcare Standards. * Maintaining up to date evidence of compliance for the HIQA National Standards for Prevention and Control of Healthcare Associated Infections * Audit and evaluate the standard of cleanliness and compliance with National HIQA standards and report findings, including areas of improvement to the Hospital Management Team via the Deputy General Manager * Monitoring progression of remedial actions identified at audit. * Liaising daily with on-site cleaning contractor Managers for Cleaning & Waste and Security services to ensure the delivery of service as set out in the Service Level Agreement (SLA) and to the standard specified. * Develop operational plans and KPI’s to ensure compliance with the HIQA National Standards for Prevention and Control of Healthcare Associated Infections and HIQA Safer Better Healthcare Standards. * Ensure that Cleaning/Waste Management Services and Security Services are managed in accordance with current legislation and best practice. * Ensure that guidelines from the Department of Health and Children and other authoritative agencies are complied and adhered to. * Regular evaluation of the standard of Cleaning& Waste and Security services matters and report findings to the Deputy General Manager.   **Other Duties:**  **Cleaning:**   * Prepare minutes for the Hygiene Services Team meetings. * Participate in updating the hospital Cleaning Specification. * Attend meetings as required on matters relating to Cleaning/Waste/ Security and Infection Prevention & Control issues.   **Waste**   * Develop and ensure that UHW’s Waste Management Plan is implemented and complied with throughout the Hospital complex. * Ensure that the correct procedures in relation to waste segregation, collection and disposal of all waste types are adhered to. * Maximise minimisations and segregation process to achieve cost savings in waste disposal. * Provide advice and training on an ongoing basis on waste segregation, waste disposal and Dangerous Goods Safety Advice. * Liaise with external contractors and companies who provide waste collection and disposal services to UHW. * Ensure all external contractors and companies have the correct waste collection and transport permits for each category of waste that they collect. Ensure that each permit covers carriage of waste in each of the counties that the waste must pass through before final destruction. * Collate transport documentation and certificates of destruction for all clinical waste removed from UHW. * Collate Tran Frontier Shipping documentation for all clinical waste subjected to international transport prior to final destruction and collate certificates of destruction for same   **Security**   * Provide advice as required to senior management and regional estates regarding security needs of existing and new building developments. * Provide advice as required to management on implementation of procedures to ensure that agreed Traffic Management Policy is adhered to at all times. * Regulate and control staff and public car parking including managing access to hospitals car park facilities and agreed access rights of all staff. * Maintain access control software and allocate access levels to all staff groups as appropriate. * Ensure deletion of staff leavers from access system. * Ensure car clamping sub-contractors operate within the agreed parameters of UHW’s clamping SLA. * Oversee the Implementation of agreed changes in relation to new legislation that may affect hospital security. * Develop and update Standard Security Operating Procedures. * Ensure that all equipment and technology used is serviced and maintained and evidence is available for review * Ensure that all records in regards to incidents and events are stored appropriately. * Ensure that all records are compliant with findings of HSE internal audit and compliant with data legislation. * Ensure policies are in place for the strict use and control of   CCTV footage and data.   * Ensure that fire doors/escape routes etc. are checked on a routine basis so that they are fully operational and kept clear at all times. | |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***Candidates must have at the latest date of application: -***  Be currently employed as at a level not lower that Grade IV and have at least two years satisfactory experience at a level not lower than that of clerical officer under the HSE, Child and Family Agency (TUSLA), other statutory health agencies or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.  ***And***  Have experience of supervising staff and implementing HR policies and procedures.  ***And***  Possess sufficient administrative capacity to discharge the functions of the grade.  **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.  **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. | |
| **Post Specific Requirements** |  | |
| **Skills, competencies and/or knowledge** | ***Knowledge/Professional Knowledge***   * *Knowledge of HIQA National Standards for Prevention and Control of Healthcare Associated Infections and HIQA Safer Better Healthcare Standards* * *Knowledge of* * *Knowledge of Organisation/Hospital Services*   ***Competencies:***   * *Communication skills* * *Motivation skills* * *Excellent interpersonal skills* * *Influencing skills*   ***Communication Skills***   * *Impart information and instructions clearly and concisely.* * *Constructive feedback.* * *Presentation skills* | |
| **Other requirements specific to the post** | * Knowledge of Cleaning /Hygiene Audit s * Knowledge ofcurrent legislation and best practice in relation to Waste Management in hospitals * Access to transport as post may involve travelling. | |
| **Shortlisting** | Applicants may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment documentation  Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/ or knowledge section of this job specification and the information supplied in the competency based application form if used. | |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the new Commissioners for Public Service Appointments (CPSA).  Codes of practice are published by the CPSA and are available on [www.careersinhealthcare.ie](http://www.careersinhealthcare.ie) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa-online.ie](http://www.cpsa-online.ie) | |

**HEALTH SERVICES EXECUTIVE**

**Terms and Conditions of Employment**

**Temporary Appointment Grade VI Cleaning & Security Contracts Operational Manager (Specified Temporary Contract)**

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| **Tenure** | The appointment will be made on a Specified Temporary Contract to a Higher Grade.  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. |
| **Remuneration** | The Salary scale *(as per 01/01/10)* for the post is:  €44,849 x 5 annual increments to €51,295 LSI €53,157, €55,032  Payment will be made by the Pay Path System. Incremental Credit will apply. Employees will be paid fortnightly on a Thursday and 11 days in arrears |
| **Working Week** | The standard working week applying to the post is: 37 hours |
| **Annual Leave** | The annual leave associated with the post is: 28 days |
| **Superannuation** | All pensionable staff become members of the pension scheme. |
| **Probation** | Every permanent appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |