



General Operative
HSE Mid West, Acute & Older Persons Services
HSEMW234-26
Job Specification & Terms and Conditions

Job Title, Grade Code	General Operative Oibrí Ginearálta (Grade Code: 5487)
Remuneration	The Salary scale for the post is (as at 01/06/2026): €36,407; €38,288; €39,418; €40,192; €40,863; €41,729; €42,258; €43,160; €44,087 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.
Campaign Reference	HSEMW234-26
Closing Date	27th of August 2026 at 5pm
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward to an in-person interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	HSE Mid-West Acute Services Vacancies of whole time and part time permanent/specific purpose may arise in the following locations: • University Hospital Limerick • University Maternity Hospital Limerick • Ennis Hospital • Nenagh Hospital • Croom Orthopaedic Hospital Older Persons Services. Vacancies of whole time and part time permanent/specific purpose may arise across the Mid-West. A panel may be formed as a result of this campaign for HSE Mid-West, Acute & Older Persons Services , from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. The location of these posts will be indicated at expression of interest stage.
Informal Enquiries	We welcome queries about the role: Name: Daniel Kirby, Maintenance Manager (Building) – HSE Mid West, Acute Services Phone: 061 727 057 / 087 119 8848 Email: daniel.kirby@hse.ie Please email UHLRecruitment@hse.ie with any Recruitment queries
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Sarah Relihan, Campaign Lead sarah.relihan@hse.ie



Details of Service	HSE Mid West The newly established HSE Mid West Health Region will manage and deliver all public health and social care services for Limerick, Clare and North Tipperary serving a population of over 413,059 people. The redesign of services will allow new pathways to be developed between acute hospitals, community services, primary care, health & wellbeing and voluntary sectors to develop more integrated, patient-centred care. HSE Mid-West includes all hospital, community healthcare and public health services in the region. This includes: HSE Mid-West Acute Services consisting of: • University Hospital Limerick • University Maternity Hospital Limerick • Ennis Hospital • Nenagh Hospital • Croom Hospital • St John's Hospital (voluntary) Older Persons consisting of: Residential Services within Mid-West Community Healthcare promotes and engages in a person-centred approach in caring for the older person. Services provided may include Long Term Care, Rehab Care, Short Term Care, including Respite Care, Palliative Care and Day Centre. The philosophy is to embrace a positive and empowering approach to later life. All services support and promote independence, health and wellbeing and aim to provide a safe and therapeutic environment where privacy, dignity and confidentiality are respected and actively promoted.
Reporting Relationship	The General Operative will work under the direction and control of the Foreman, Maintenance Officer, Maintenance Manager, or such other officers as the Health Service Executive may designate.
Purpose of the Post	The General Operative will provide assistance to craft trades within a healthcare environment, assisting in the day-to-day management of the maintenance department. The post involves general maintenance duties and is a multidisciplinary role i.e. general operative.
Principal Duties and Responsibilities	<u>Professional knowledge & Experience</u> <i>The General Operative will:</i> • Be responsible for such duties as assigned by the Maintenance Manager or Foreman. • Return time sheets and invoices to administration support office. • Liaise with outside contractors, as required. • Carry a mobile phone, pager or other aids of communication as required. • Use construction/ gardening equipment as required in the course of their work including grass and hedge cutting. • Load and unload trade deliveries or equipment e.g. pipes work, radiators, concrete blocks etc. • Carry out general maintenance and repairs to include but not exhaustive e.g cutting, chasing of walls and floors, digging trenches, mixing cement, cleaning gutters. • Attend tradesmen during the course of their duties. • Travel in company provided transport as directed by the Maintenance Manager Foreman or delegated persons.



	• Be accountable for all tools, stock or equipment under his/her control and to ensure that all such equipment is kept in the proper state of repair in accordance with safety standards. • Maintenance of grounds, roadways, footpaths, lawns & hedge grows, sweeping tidying, and cleaning of outside areas, carrying out general grounds duties including emptying all bins, keeping the grounds clean and tidy, and cleaning of external & internal surface areas. Clearing of snow as well as gritting footpaths and car parks. • Driving of all Maintenance Vehicles including but not limited to Plant and Machinery. • Collect materials from suppliers and deliver to various sites as requested • Assist in the moving of plant equipment, fixtures, fittings, and furniture as required. • Waste handling duties as required. <u>Education and Training</u> <i>The General Operative will:</i> • Participate in training courses as specified by the HSE, to maintain an up-to-date knowledge of technology, communications, and healthcare regulations. <u>Health & Safety</u> <i>The General Operative will:</i> • Be familiar with the safe operation of machinery. • Be familiar with the use of firefighting equipment and fire and safety regulations in operation in the department. • Be familiar with the code of safe lifting practice and adhere to same at all times. • Use protective clothing and equipment as necessary during the course of duty in accordance with the Health and Welfare at Work Act 1989 and 1985 and observe all other safety procedures currently in force. S/he shall carry out such duties as may be assigned to him/her from time to time by the Chief Executive Officer or nominated officer • 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. • To 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 him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	<u>Candidates must on the closing date:</u> 1. Professional Qualifications, Experience, etc i) Possess a Junior Certificate (or higher) or equivalent qualification. And ii) Have successfully undertaken or be willing to undertake the Solas Safe Pass Health & Safety Awareness Training Programme, or equivalent approved training programme. (Please



	note if you have not undertaken this training, you will be required to successfully complete this training on taking up the post). And iii) Be the holder of a full valid unendorsed Category B Driving Licence. And iv) Adequate education, training and experience of a type which would render him/her suitable to perform satisfactorily the duties of the post of General Operative And v) Candidates must have the requisite knowledge and ability including a high standard of suitability for the proper discharge of the duties of the office <u>2. Health</u> 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. <u>3. Character</u> Each candidate for and any person holding the office must be of good character.
Post Specific Requirements	Demonstrate knowledge and relevant experience of working in a Construction / building environment.
Skills, competencies and/or knowledge	Candidates must demonstrate the following: <u>Professional Knowledge</u> • Demonstrate sufficient knowledge to effectively carry out the duties and responsibilities of the post. • Demonstrate the ability to work effectively within guidelines and procedures. • Demonstrate knowledge of current Fire, Health & Safety and Building regulations. <u>Planning & Organising Skills</u> • Demonstrate evidence of effective planning and organising skills. • Demonstrate an understanding of the importance of value for money in the performance of work. • Demonstrate an organised, methodical, and structured approach to work including the ability to meet deadlines and effectively handle multiple tasks. • Demonstrate experience in working effectively under pressure. <u>Teamwork Skills</u> • Demonstrate the ability to work independently as well as part of a multidisciplinary team and make positive contributions to that team. <u>Commitment to Providing a Quality Service</u> • Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, general public, medical and non-medical staff. • Demonstrate motivation and an innovative approach to job and service developments.



	<u>Problem Solving & Decision Making</u> • Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner. • Demonstrate the ability to work within a multi-disciplinary team to resolve problems and implement solutions. <u>Communication / Interpersonal skills</u> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal. • Demonstrate effective interpersonal skills. • Demonstrate an ability to receive and implement instructions in an effective and efficient manner.
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. <u>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</u> 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. Read more about the HSE's commitment to Diversity, Equality and Inclusion
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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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. Read the CPSA Code of Practice.
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.	



General Operative

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.
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. * <u>Public Servants not affected by this legislation:</u> 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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care

	workers, and emergency technicians have additional responsibilities. You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and 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/service¹, 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 procedures². • 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.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.