Peamount Healthcare
Athshlánú Rehabilitation
Cúram Cónaithe Residential
Comhphobail Community

Job Specification and Terms & Conditions

Job Title & Grade	Pharmacy Porter & Driver Procurement Department
Campaign Reference	RQ1195
Closing Date	November 24th, 2026
Proposed Interview Date	To be confirmed - At least 1 weeks' notice will be provided. Shortlisted candidates are expected to make themselves available for a face-to-face interview onsite here in Peamount Healthcare
Taking Up Appointment	As soon as possible - Successful applicant(s) must be available to take up the role within a reasonable timeframe
Informal enquires	Gary Ryan gryan@peamount.ie
Location of Post	Peamount Healthcare, Newcastle, Co. Dublin
Details of Service	**Who We Are** Peamount Healthcare is an independent voluntary organisation that operates in partnership with the HSE Health Region, Dublin and Midlands to provide a range of health and social care services. Peamount Healthcare is a registered charity and is directly funded by the HSE under Section 38 of the Health Act 2004. The hospital provides consultant led, multidisciplinary, specialist rehabilitation services to patients at the right time and in the right place, which improve patient outcomes. Peamount Healthcare provides specialist rehabilitation in Neurology, Age-Related, Respiratory and Rheumatology. The services provided also include continuing care services for the older person, adults with neurological disabilities and individuals with intellectual disabilities. **Diversity, Equity and Inclusion Statement** In Peamount Healthcare, we are committed to diversity, equity and inclusion. We welcome applications from all sections of society and different backgrounds as we are committed to creating an inclusive and supportive environment where every colleague is valued and empowered to thrive. Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking. Peamount Healthcare is committed to being an equal opportunities employer. Peamount Healthcare is committed to the following values: • **Person centred** – seeing each person as unique, giving them a voice and focusing on ability. • **Respect** – creating a supportive environment where everyone is given courteous and respectful care and support. • **Excellence** – enabling interdisciplinary teams to deliver high quality integrated care, meaningful outcomes with a focus on continuous improvement. • **Team working** – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements.

	• **Quality improvement** – supporting teams to embed continuous improvement methodology as part of everything we do. • **Education & Research** – partnering with academia to support education, learning, research and evidence-based care.
Reporting Relationship	Reporting to the Procurement Manager
Purpose of Post	To support the Procurement and Pharmacy Departments in the distribution of stock, supplies and medication across the campus. The role will also support the collection and compacting of cardboard and plastic waste.
Eligibility Criteria Qualifications & Experience	**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

Criteria	**Essential**	**Desirable**
Qualification	• **Leaving Certificate or equivalent** • **Driving experience** • **Full Clean Driving Licence** •	• **Experience working in a Healthcare Setting** • **Tail Lift Experience**
Experience	• Proven experience in logistics, delivery, or stores/warehouse operations, including multi-drop distribution. • Experience in inventory control and stock management, including goods receipting and stock replenishment. • Demonstrated experience in administrative duties,	• Familiarity with procurement or supply chain processes, including liaising with procurement teams and handling goods receipt notes (GRNs) and delivery documentation •

	including managing delivery documentation and resolving discrepancies. • Experience in a physically demanding role, including manual handling and movement of goods.	

Skills, Competencies and Knowledge	• General Experience & Skills • Team working • Quality and Improvement • Adaptability
Principal Duties & Responsibilities	▪ *Delivery of products for Pharmacy and wards/units/departments across the Campus.* ▪ *Manage all delivery for user departments on a regular basis* ▪ *Carry out all clerical administrative duties appropriate to the position including but not limited to;* ▪ *Check delivery dockets for any discrepancy's and correct when necessary.* ▪ *Good receipts Notes (GRN) and delivery notes.* ▪ . ▪ *Liaising with the Procurement manager in relation to efficiencies in the internal supply chain.* ▪ . ▪ *Assist in overall stocktaking as and when required in any area of the hospital.* o *Maintaining the delivery schedule to all wards* o *Managing the Pharmacy delivery schedule across the campus daily.* o *Delivering/Distribution Planning of stock and non-stock orders to all units.* o *Full clean driving License is essential.* o *Manual Handling and the movement of all stock and nonstock orders across the campus.* o *Waste management duties including compacting recyclable waste generated across the Campus.* o *Manual Handling will form a large part of this position.* o *Management of the delivery vehicle including ensuring fuel is maintained and charging of a vehicle to ensure the delivery schedule can be completed on time. including the cleaning and upkeep of the vehicle both internally and externally.* ***Information Technology:***

	▪ *Embrace change and the use of new technology as requested by the Procurement Manager* ▪ *Use of all computer-integrated management technology systems for the Department.* ***General:*** ▪ *Ensure that all statutory regulations are complied with in respect of the Road Safety Authority (RSA) for vehicle management and care.* ▪ *Liaise with all sections of the purchasing and materials management department in all matters concerning the replenishment of inventory, collections and deliveries of materials within the hospital, and managing returns were applicable.* ▪ *Assist with picking of requisitions when required.* ▪ *Management of all Pharmacy documentation in relation to deliveries across the campus.* ▪ *He/she will assist as required in arrangements for specific functions that take place in the hospital (e.g. special visits).* ▪ *Ensure European and Hospital guidelines and fully complied with as all times.* ▪ *Delivery of Catering supplies including food across the campus as per schedule times when required.* ▪ *He/she will perform such other duties appropriate to the post as may be assigned to him/her from time to time by the Procurement Manager or such other officer designated by the Hospital.* ***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.***
Campaign Specific Selection Post	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. 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 depending on the service needs of the organisation.
Annual registration	
The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed.	

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The job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned.

Terms & Conditions of Employment
Peamount Healthcare, Newcastle, Co. Dublin.

Tenure	The current vacancy available is on a Permanent full-time basis. The post is pensionable. Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Pharmacy Porter Grade Code 5001 Current salary scale with effect from 1st June 2026: €36,651 (point 1) to € 45,939 (point 9)
Working Week	The hours allocated to this post are 39 hours per week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. 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	As per Health Service Executive (HSE)
Probation	All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months' probation will be served: • On commencement of employment. • Fixed term to permanent contract. • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Maternity	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.

Sick Leave	Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Peamount Healthcare 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.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Peamount Healthcare will seek up to two written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Peamount Healthcare will carry out Garda vetting on all employees in relevant roles. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. Please note that, in the event of a provisional job offer for a relevant role that requires Garda Vetting, successful candidates will be required to attend in person to verify their identity. This step is mandatory in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
Character	Candidates for and any person holding the office must be of good character.
Health & Safety	These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood. Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations and standards. Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to Peamount. Protection and Care and comply with associated Peamount 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.
Quality, Risk & Safety Responsibilities	*It is the responsibility of all staff to:* • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.

	• Participate and cooperate with external agencies on safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: ➢ National Standards for Safer Better Healthcare. ➢ National Standards for the Prevention and Control of Healthcare Associated Infections. ➢ HSE Standards and Recommended Practices for Healthcare Records Management ➢ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme. *It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.*
Education and Training	Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.
Specific Responsibility for Best Practice in Hygiene	Hygiene in healthcare is defined as *"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards."* • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.