



**Hospital Manager
Wexford General Hospital
Job Specification and Terms and Conditions**

Job Title and Grade	Hospital Manager - Wexford General Hospital (Head of Service - 0090)
Campaign Reference	IEHG.HM.WGH.08.22
Remuneration HSE Terms and Conditions	Salary as at 1st October 2021; €96,623 €100,650 €104,675 €108,701 €112,726.
Application Process	Submission of your application form via Rezoomo. CV's will not be accepted
Closing Date	23 th August 2022 @ 5pm
Proposed Interview Date	Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances
Duration of the post	There is currently permanent wholetime post available in Wexford General Hospital. A panel may be created from this campaign from which future permanent and specified purpose vacancies of full or part time duration may be filled.
Taking up Appointment	A start date will be indicated at job offer stage.
Informal enquires	Ken Fitzgibbon, Chief Operating Officer, Ireland East Hospital Group PA contact details: Shamine Bhika; sbhika@iehg.ie 087 700 7853
HR Point of Contact	Clare Quigley, HR Recruitment Specialist, Ireland East Hospital Group, cquigley@iehg.ie
Location of Post	Wexford General Hospital
Details of Service	<p>Ireland East Hospital Group (IEHG), with its Academic Partner University College Dublin (UCD), is the largest and most diverse hospital group in terms of populations, budget, staffing, number of hospitals, geographical spread and number of Community Healthcare Organisations. IEHG aims to deliver consistently high quality safe care, while transforming and integrating clinical services across the 12 hospitals in the Group to meet the needs of the people we serve.</p> <p>The Strategic Development Plan for the Ireland East Hospital Group will see:</p> <ul style="list-style-type: none">(i) the formation of a single coherent Hospital Group structure and organisation with the ambition to evolve into an Academic Health Science Centre(ii) reorganisation of services within the Group to ensure optimal care provisions to the population served(iii) the provision of safe effective, efficient and relevant patient services within budget(iv) maximum integration and synergy within the Group and with other Hospital Groups and all other Health Services, particularly primary and community care services <p>It is the stated ambition of the IEHG is to become the first Academic Health Science Centre in Irish healthcare. This ambition serves as a rationale for striving to continuously improve group performance. The IEHG recognises the need for the development of a healthcare system that is sustainable and capable of delivering consistently high-quality services.</p> <p>The vision of the IEHG transformation plan of care aligns with that of the future of healthcare Slaintecare Report in which <i>"patient needs come first in driving safety, quality and the coordination of care."</i></p> <p>Wexford General Hospital is a very busy regional hospital, with an emergency department, general surgery, maternity and paediatrics. It plays an important role within IEHG, and will work</p>

	<p>closely with both the Mater and St Vincent's University Hospitals as the pathway for tertiary referrals, and also with the National Maternity Hospital for obstetric care.</p> <p>The Hospital Manager chairs the executive management team and is responsible, in conjunction with his/her colleagues on the executive management team, for the delivery of high quality, safe care to all the patients of the hospital, and for the financial, human resource management and all other non-clinical aspects of running the hospital. The Hospital Manager will be responsible for ensuring that the appropriate clinical and corporate structures are in place, aligned to the strategic vision and goals of the IEHG.</p> <p>The Hospital Manager will attend the IEHG GM/CEO forum, and engage in a constructive manner with all IEHG developments, including communications initiatives and engagement with local political representatives.</p>
Organisational Area	<p>Ireland East Hospital Group</p> <p>The Ireland East Hospital Group includes the following hospitals:</p> <ul style="list-style-type: none"> • Mater Misericordiae University Hospital • St Vincent's University Hospital • Wexford General Hospital • St Luke's General Hospital, Kilkenny • Regional Hospital Mullingar • St Michaels Hospital • National Maternity Hospital • Royal Victoria Eye and Ear Hospital • Cappagh National Orthopaedic Hospital • St Columcille's Hospital • Our Lady's Hospital Navan • National Rehabilitation Hospital <p>University College Dublin is the Academic Partner for the Group</p>
Reporting Relationship	<p>The Hospital Manager will report to the Group Chief Operating Officer.</p> <p>The Hospital Manager will work with other General Managers / CEO's of hospitals in the Group, Group Chief Executive Officer, Group Chief Financial Officer, Group Director of Human Resources, Group Clinical Director, Group Director Of Nursing and Midwifery, Head of Communications, Clinical Directors, and other Health Service Managers outside of IEHG</p>
Purpose of the Post	<p>The Hospital Manager will be responsible for the safe and effective delivery and performance of day to day operational management and strategic planning of the hospital. The General Manager will hold corporate governance and accountability for the hospital. S/he will play a pivotal role in the strategic development of acute hospital services across the Ireland East Hospital Group.</p>
Principal Duties and Responsibilities	<p>Leadership and Accountability</p> <p><i>The post holder will:</i></p> <ul style="list-style-type: none"> • Support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Maintain awareness of the primacy of the patient in relation to all hospital activities • Demonstrate behaviour consistent with the Mission and Values of the Hospital and IEHG • Provide leadership to all staff within his / her area of responsibility • Develop a shared sense of commitment • Advise the COO of developments/issues that arise within WGH and perform such additional duties as may be assigned to him/ her from time to time by the COO • Deputise for the COO when required • Represent the hospital / Group as required at regional and national fora / local and national media, as may be required • Work with local elected representatives on the provision of information • Act as spokesperson for the Organisation as required • Demonstrate pro-active commitment to all communications with internal and external stakeholders

Planning & Operations

The post holder will:

- Contribute to the strategic development of the wider organisation
- Develop policies to support the delivery of health services in the acute setting aligned with national strategy and business plans
- Contribute to the development of and implementation of the annual service plan for WGH
- Work collaboratively with other Hospital Managers in the Group to ensure the efficient use of available resources
- Provide such reports on hospital activity and performance as required by the COO on a regular basis, and any requested ad hoc reports
- Approve such purchases as are required within WGH in the context of the National Financial Regulations
- Work as an FOI Decision Maker
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

Finance

The post holder will:

- Prepare annual financial estimates in respect of pay and non-pay costs, incorporating staffing, education and training costs
- Be accountable for delivering the agreed level of service, within the allocated financial envelope
- Support and develop systems to ensure WGH is highly cost effective, in the context of the activity based costing model
- Participate in the overall financial planning of the service including the negotiation of resources and the assessment of priorities in pay and non-pay expenditure
- Ensure expenditure is controlled within budget and identify potential for efficiency savings through improved practices and innovation
- Implement appropriate budgetary control measures and implement monthly expenditure audit systems
- Develop, implement and evaluate strategies to maximise potential income generated by activities
- Co-operate with relevant Departments in establishing costing methods in respect of utilisation

Performance Management

The post holder will:

- Drive, promote and support a performance management culture
- In conjunction with COO, develop a performance management system for the hospital
- Identify and develop Key Performance Indicators (KPIs) congruent with the Hospital's service plan targets and the overall objectives of IEHG
- Be responsible for the delivery of key performance standards in the areas of scheduled and unscheduled care in WGH, including trolley waits and PTL
- Manage the delivery of KPIs as a routine and core business objective / develop Action Plans to address non-attainment of KPI targets

Workforce Planning & Development

The post holder will:

- Lead on the implementation of good HR practice across his/ her area of responsibility
- Support processes for the recruitment, selection and appointment of staff
- Promote employee engagement and ensure the optimum use of staff
- Promote and maintain a safe working environment
- Ensure that appropriate in-service education programmes and ongoing learning needs are met for all assigned staff

Quality Assurance

The post holder will:

	<ul style="list-style-type: none"> • Ensure that best practice standards are in operation and that regular monitoring is undertaken through audit • Maintain a quality management programme • Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care • Ensure adherence to all codes and guidelines relating to professional practice • Monitor and research new developments and encourage adoption of new ideas and technology throughout the hospital • Ensure compliance with legislation • Have a strong 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. <p>Risk Management, Infection Control, Hygiene Services and Health & Safety</p> <p><i>The post holder will:</i></p> <ul style="list-style-type: none"> • Manage risk, infection control, hygiene services and health and safety - promoting a progressive, honest and open environment • Familiarise themselves with the relevant organisational policies, procedures & standards and attend training as appropriate in the following areas: <ul style="list-style-type: none"> ▪ Continuous Quality Improvement Initiatives ▪ Document Control Information Management Systems ▪ Risk Management Strategy and Policies ▪ Hygiene Related Policies, Procedures and Standards ▪ Decontamination Code of Practice ▪ Infection Control Policies ▪ Safety Statement, Health & Safety Policies and Fire Procedure ▪ Data Protection and confidentiality Policies • Have specific responsibility for Quality & Risk Management, Hygiene Services and Health and Safety • Be responsible for ensuring compliance with hygiene service requirements in their area of responsibility (incorporating environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment) • Foster and support a quality improvement culture through-out their area of responsibility in relation to hygiene services • Be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice <p><i>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</i></p>
<p>Eligibility Criteria</p> <p>Qualifications and experience</p>	<p>Each candidate must, at the latest date for receipt of completed application forms for the post, possess the following:</p> <ul style="list-style-type: none"> • Have a significant track record of achievement as a leader and senior manager in a complex organisation • A proven record of achieving high standards of excellence • Significant experience in the delivery of national policies and programmes at a local level through multiple stakeholders and the ability to drive organisational change <p>Health</p> <p>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.</p> <p>Character</p>

	<p>Each candidate for and any person holding the office must be of good character</p> <p>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.</p>
<p>Skills, competencies and knowledge</p>	<p><i>Candidates must demonstrate the following;</i></p> <p><u>Professional Knowledge & Experience</u></p> <ul style="list-style-type: none"> • An understanding of the critical components that make up and influence the health services and the interdependencies that contribute to their successful delivery • An in depth understanding of the policy context for the health service, and the important role played by elective representatives • A strong working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role • A strong working knowledge of quality and safety systems as they apply to a healthcare setting <p><u>Leadership and Direction</u></p> <ul style="list-style-type: none"> • A track record of service innovation and leading though influence • Effective leadership in a challenging environment • An aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals <p><u>Operational Excellence - Managing and Delivering Results in a complex Environment</u></p> <ul style="list-style-type: none"> • A clear focus on operational performance, results and an understanding of the performance systems needed to manage in a large complex organisation • A strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change • Evidence of effective planning and organising skills including awareness of resource management and importance of value for money <p><u>Critical Analysis and Decision Making</u></p> <ul style="list-style-type: none"> • The ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions. • Knowledge and application of evidence based decision making practices and methodologies <p><u>Building and Maintaining Relationships - Communication</u></p> <ul style="list-style-type: none"> • The capacity to lead, organise and motivate staff to function effectively • The possession of interpersonal skills to facilitate working effectively in teams, while having the ability to give constructive feedback to encourage learning • Excellent interpersonal and communications skills <p><u>Personal Commitment and Motivation</u></p> <ul style="list-style-type: none"> • Be driven by a value system compatible with the aims and ethos of the IEHG • A patient/service user centred approach to provision of health and personal social services • Be capable of coping with competing demands without a diminution in performance
<p>Campaign Specific Selection Process</p> <p>Ranking/Short listing/ Interviewing</p>	<p>A ranking and or short listing exercise may be carried out on the basis of information supplied in your application form. 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.</p> <p>Therefore it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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.</p>

<p>Code of Practice</p>	<p>The IEHG/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".</p> <p>Codes of practice are published by the CPSA and are available on 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.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>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.</p>	



**Hospital Manager
Wexford General Hospital
Terms and Conditions of Employment**

<p>Tenure</p>	<p>There is currently a one permanent whole-time vacancy available in Wexford General Hospital.</p> <p>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 Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<p>Remuneration</p>	<p>Salary as at 1st October 2021: €96,623 €100,650 €104,675 €108,701 €112,726</p> <p>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</p>
<p>Working Week</p>	<p>The standard working week applying to the post is 35 hours per week.</p> <p>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)</p>
<p>Annual Leave</p>	<p>The annual leave associated with the post will be confirmed at job offer stage</p>
<p>Superannuation</p>	<p>This is a pensionable position with the IEHG/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</p>
<p>Age</p>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><i>* Public Servants not affected by this legislation:</i></p> <p>Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70</p>
<p>Infection Control</p>	<p>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.</p>
<p>Probation</p>	<p>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.</p>
<p>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale</p>	<p>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;</p> <p>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</p>

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 <http://www.sipo.gov.ie/>