

<b>Job Title &amp; Grade</b>	Director of Estates, Facilities Management and Sustainability  General Manager Grade (Code 0041)
<b>Campaign Reference #</b>	58906
<b>Closing Date</b>	Wednesday, 3 <sup>rd</sup> January 2024 by 5pm.
<b>Duration of Post</b>	Fixed Term Contract – 2 Years
<b>Specific T&amp;C's of post</b>	35 hours standard working week 30 days Annual Leave  Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st October 2023: [GM Grade, Code: 0041] and rising annually in increments: €79,797; €81,813; €85,005; €88,221; €91,411; €94,609; €99,260.  <b><i>*Subject to HSE approval*</i></b>
<b>Location of post</b>	This role has a cross city remit.
<b>Reporting Arrangements</b>	The Director Of Estates, Facilities Management and Sustainability will report to the Deputy Chief Executive and report to the Chief Executive on request.
<b>Key Working Relationships</b>	The post holder will work closely with: <ul style="list-style-type: none"> <li>• Deputy Chief Executive / Operations Director</li> <li>• CHI Facilities Management Leads</li> <li>• Technical Services Team &amp; non-technical support services teams.</li> <li>• CHI New Children's Hospital (NCH) Programme and Commissioning Teams</li> <li>• Sustainability and Carbon Management Manager</li> </ul> <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning &amp; transitioning to steady state.</i></p>
<b>Purpose of the Role</b>	The role of the Director Of Estates, Facilities Management and Sustainability is to provide direction both strategic and management to the multiple disciplines employed to ensure functionality of the built environment by integrating people, place, process and technology.  The main focus of this role will be to ensure the following: <ul style="list-style-type: none"> <li>• Business as usual at the hospitals and Urgent Care Centre sites continues in a stable and safe way.</li> <li>• The NCH Programme has the requisite FM support.</li> </ul>

	<ul style="list-style-type: none"> <li>• The FM Future Operating Model is achieved through the FM phased Integrated Transitioning Plan.</li> </ul> <p><b><u>General Accountability</u></b></p> <p>The Director Of Estates, Facilities Management and Sustainability will:</p> <ul style="list-style-type: none"> <li>• Promote and maintain throughout the organisation the values expressed in the Mission Statement of the Children's Health Ireland and ensure that patient focused services and activities are nurtured and developed throughout the facilities.</li> <li>• Act as an ambassador for, and lead the FM staff in achieving the CHI's mission, vision, values and strategic plan, as envisaged by the Board of Children's Health Ireland</li> <li>• Participate with the Deputy CEO and the Management Team in ensuring that the day to day activities and resources of CHI area managed and co-ordinated throughout so that a first class patient focused service is delivered through the effective and efficient management of CHI's FM Support Services.</li> <li>• Actively participate in continuing education and research activities consistent with the position of the Facilities Management and Estates lead.</li> <li>• Contribute to the change agenda and prepare staff within your area of responsibility for the move to the New Children's Hospital and work with key stakeholders to achieve strategic and operational change.</li> <li>• Promote constructive and open communications throughout the CHI.</li> </ul>
<p><b>Principal Duties and Responsibilities</b></p>	<p>The Director Of Estates, Facilities Management and Sustainability will provide professional and business leadership for the Facilities Management function and a high level of expertise and understanding of Support Service Management to the Deputy CEO / Operations Director and the Management Team.</p> <p>The Director Of Estates, Facilities Management and Sustainability will act within the policy framework, financial and other limits, set by the Board, Chief Executive, and by the Company's Memorandum and Articles of Association.</p> <p>The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity.</p> <p><b>Management and Operational Planning</b></p> <ul style="list-style-type: none"> <li>• Be responsible and accountable in corporate and executive terms for the organisation, management and day-to-day operations of the Support Service function throughout CHI. The Support Services include:             <ul style="list-style-type: none"> <li>• Technical Services</li> <li>• Catering</li> </ul> </li> </ul>

- General Support Services
- Capital Projects and Estates
- Business and compliance
  
- Be responsible for identifying areas for development within the property portfolio and for preparing the business case for these areas including the rationale for development.
- Develop an effective FM Support Services strategy and work to translate the strategy into operational success.
- Develop and build an FM Support Services team who will engage with staff to ensure that leading edge initiatives are implemented across the hospital.
- Enhance the quality of patient care and improve both patient and staff satisfaction by selecting, developing and motivating a core group of managers for the portfolio who are well qualified, both professionally, technically and managerially, for whom quality patient focused care is a primary objective.
- Review current FM Support Service practices and initiatives and provide the necessary leadership to ensure standards and appropriate operational policies and procedures are developed and implemented that are in line with the Mission and Philosophy of CHI.
- Ensure that the Support Services policies and practices align with the corporate management processes and business strategies of CHI.
- Enhance the quality and flexibility of staff throughout the portfolio by continually monitoring and identifying training and development needs and by developing educational programmes to meet these needs in a cost-effective manner.
- Assist in the development and implementation of appropriately focused management, operational planning and control systems at CHI. These systems must be designed to facilitate best practice correlation between responsibility and accountability at all levels.
- Assist in the preparation and development of the annual Service Plan for CHI in accordance with Health Service Executive guidelines.
- Assist in the implementation of the Service Plan and ensure FM Support Service policies and procedures are in place to monitor progress on a regular basis and that specified targets outlined in the Plan are achieved.
- Continuously review FM Support Service operational processes, policies and guidelines at the Hospital with a view to ensuring efficiency and effectiveness with particular emphasis on benchmarking against contemporary best practices.
- Develop and foster a proactive Health and Safety Culture, having regard to legislative requirement and 'best practice'

- Determine how best to achieve the aims, directions and objectives set for the portfolio by the Deputy CEO to ensure they are delivered within the timescale, policies, guidelines and limits set.
- Implement the decisions and policies of the Board and / the Chief Executive and Deputy CEO expeditiously within the framework of a balanced budget and report on their implementation on a regular basis.

**Communications**

- Assist with establishing, implementing, maintaining, supporting and continuously reviewing clear-cut efficient and effective working relationships and communications:
  - Between clinical and non-clinical departments and their staff
  - Within and between service providers

**Organisation Change and Development**

- Assist in implementing the major organisation change initiatives and in particular leading and preparing for the move to the New National Paediatric Hospital.
- Assist in reviewing and evaluating the efficiency of organisational provisions applicable at CHI.
- Assist in developing and implementing an ongoing organisation development programme at CHI in line with the Strategic Development Plan.

**Quality Initiatives**

- Develop major quality initiatives to focus primarily on and continually evaluate patient services and patient satisfaction.

**Note:** The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of management. The incumbent will be required to maintain and enhance their knowledge, skills and aptitudes necessary to respond to a changing situation. CHI is currently planning and preparing for the move to the New Children's Hospital therefore, the Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis

**Strategic**

- **Healthcare Knowledge:** Influences and promotes facilities management within Children's Health Ireland and beyond both nationally and internationally.
- **Information and Knowledge Management:** Develops knowledge strategies and systems to support Children's Health Ireland strategic facilities management vision.

**Strategy and Policy Development**

- **Facilities Management Strategy:** Leads the development of the Facilities Management strategy to enable CHI achieve its overall strategic objectives.
- **Corporate and Social Responsibility:** Influences the development of a Corporate Social Responsibility and Sustainability Strategy.
- **Facilities Management Policy:** Evaluates the coherence and fitness for purpose of facilities management policies to deliver the strategy and meet legislative requirements

**Leadership and Management**

- **Project Management:** Directs and sponsors multiple facilities management projects, managing project relationships, interdependencies and risks.
- **People Management:** Provides strategic motivational leadership to people development and influence corporate culture, values and behaviour.
- **Change Management:** Promotes the CHI FM vision and leads strategic change and manages the impacts on facilities management.

**Business Continuity and Compliance.**

- **Risk Management:** Develops and evaluates the effectiveness of the facilities management risk strategy in the context of CHI's risk profile.
- **Compliance:** Develops and evaluates the effectiveness of facilities management policies to meet corporate governance obligations to comply with all legislative, statutory and regulatory requirements.
- **Service Innovation:** Forecasts trends and FM opportunities, encouraging creativity and embedding innovation within CHI.
- **Managing Service Delivery:** Develops the facilities management service delivery strategy and evaluated the effectiveness of alternative delivery models and their resourcing implications.

**Property Portfolio Management.**

- **Building Maintenance:** Develops a maintenance Strategy for CHI's property portfolio
- **Property and Asset Management:** Influences the development of a corporate estate strategy.
- **Space Management:** Influences the development of a strategy for the use of CHI's internal space of the corporate estate.

- **Managing Accessibility and Inclusion:** ensures that CHI's organisational strategy and management objectives embrace the fundamental principles of inclusivity and accessibility.
- **Building Information Modelling (BIM):** Anticipates and influences developments in BIM, evaluating how their benefits may be harnessed. The New Children's Hospital and Urgent care Centre's are BIM enabled buildings, the FM & Estates lead will ensure that this technology is used to its maximum capability to ensure the projected building maintenance savings are realised and standards are maintained.

**Quality management and Customer Service.**

- **Customer Service:** Leads the development of a patient centric facilities management service and organisation.
- **Stakeholder Relationships:** Creates and evaluates relationships with stakeholders, negotiating and resolving conflict.
- **Quality Management:** embeds a culture of quality into FM processes.

**Optimises Finance and ICT Resources**

- **Financial Management;** Ensures financial probity and effective corporate governance.
- **Information Technology:** uses knowledge of developments in technology to influence the facilities management aspects of an IT strategy. Specifically, for the National Children's Hospital this will be "Building Information Modelling" (BIM) and "Integrated Workplace Management Systems" (IWMS) / "Computer Aided Facilities Management" (CAFM), Building Management System (BMS) and Power Management System (PMS) and an Energy Management System (EMS).

**Procurement and Contract Management.**

- **Procurement:** Develops an FM procurement strategy and policies in line with CHI's procurement team, Irish and EU public procurement guidelines.
- **Contract Management:** Develops a contract management policy, criteria and Supplier performance management in line with CHI's procurement team, Irish and EU public procurement guidelines.

**Sustainability and Carbon Management.**

- **Energy management:** Influences an energy and water management strategy and evaluates its impact.
- **Environmental management:** Influences the development of a sustainable environmental management strategy and policies.

**Environmental, Social, and Governance (ESG) Reporting**

- Develop and implement ESG strategies that align with the organisation's ESG goals. This includes identifying opportunities to improve environmental sustainability, social impact, and governance practices within the facilities management function.
- Monitor and report on ESG performance to track and report on ESG performance indicators. This involves collecting relevant data, analyzing trends, and preparing regular reports to communicate the organisation's progress towards ESG goals to internal and external stakeholders.
- Ensure compliance with ESG regulations and standards and ensure that the facilities management function complies with them. This includes adhering to environmental regulations, promoting social responsibility, and maintaining good corporate governance practices.
- Collaborate with internal and external stakeholders, including senior management, operations teams, sustainability departments, and external partners, to drive ESG initiatives. This involves fostering effective communication, strategic partnerships, and cross-functional coordination to achieve ESG objectives.
- Implement sustainable practices within the facilities management function. This could include energy efficiency initiatives, waste management programs, green building certifications, and promoting employee well-being.
- Drive continuous improvement within the facilities management function. This involves identifying areas for improvement, setting targets, and implementing initiatives to enhance sustainability, social impact, and governance practices.

#### **New Children's Hospital & Urgent Care Centres**

- Supports the "Facilities Management Project" of the New Children's Hospital and Urgent Care Centres as follows:
  - FM input to the design, build and commissioning programme.
  - Develop and implement FM Operational Readiness Plan.
  - Building Information Modelling validation
  - Manage "Soft Landings Process".
  - Manage the "Digital Construction Handover Information".
  - Develop the FM integration and transitioning plan.
  - Provide third party independent reviews of "Mission Critical" services.
  - Manage the FM Shared infrastructure and FM services process (CSIAS) across the three sites.

*The above 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.*

<p><b>Eligibility criteria, qualifications and experience</b></p>	<p><b><u>Essential Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• The person appointed will have achieved a high standard of education with a relevant 3<sup>rd</sup> level qualification or equivalent.</li> <li>• Be a member of relevant professional institute or association for example International Facilities Management Association, Institute of Workplace and Facilities Management (IWFM) or Institute of Healthcare Engineering and Estates management (IHEEM)</li> <li>• He / She will have minimum five years' experience at a senior management level.</li> <li>• He / She will have a successful track record of achievement at a senior management level in a complex Healthcare operating environment.</li> <li>• He / She should have a record of leading and managing complex change successfully within diverse groups.</li> </ul> <p><b><u>Desirable Criteria:</u></b></p> <p><b>Personal Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent Team working skills and interpersonal skills.</li> <li>• Excellent communication skills</li> <li>• Ability to influence and negotiate at senior and executive level.</li> <li>• Demonstrate excellent leadership qualities.</li> <li>• Exhibits an interest in the professional development of all team members.</li> <li>• Displays stoicism in a challenging and uncertain change environment.</li> </ul>
<p><b>Competition Specific Selection Process</b></p> <p><b>How to Apply &amp; Informal Enquiries</b></p>	<p>Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met.</p> <p>The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.</p> <p><b>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</b></p> <p>The closing date for submissions of CV's and cover letter is <b>Wednesday, 3<sup>rd</sup> January 2024 by 5pm</b>. Applications must be completed through the advertised post on <b>CHI.jobs</b> by clicking '<b>Apply for Job</b>'.</p> <p><b>Applications will not be accepted through direct email or any other method.</b></p> <p>For informal enquiries for this specialty/department, please contact Stephen Flanagan, Acting DCEO via email at <a href="mailto:cfo@nchg.ie">cfo@nchg.ie</a>.</p> <p>For other queries relating to this recruitment process, please contact <a href="mailto:recruitment@nchg.ie">recruitment@nchg.ie</a>.</p>
<p>Information on "Non-European Economic Area Applicants" is available from <a href="https://dbe.gov.ie/en/">https://dbe.gov.ie/en/</a></p>	
<p><b>The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.</b></p>	

Sláinte Leanaí Éireann



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