

Candidate Information Booklet

Osborne Executive Search are excited to partner exclusively with the HSE in the recruitment of Acute Lead, Louth Meath Hospitals, Grade - Assistant National Director.

Details of Service

The HSE has created six new health regions as part of Slaintecare care implementation “delivering care as close to the patients home as possible”. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals creates a more patient-centred approach to healthcare.

HSE Dublin and North-East provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan.

Taking up Appointment

A start date will be indicated at job offer stage

Location of Post

HSE Dublin North and East Regional Health Authority- IHA Louth Meath

Informal Enquiries

To mailbox

Reporting Arrangements

Reporting to the IHA Manager, Louth Meath

Purpose of the Post

The Acute Lead, Louth Meath Hospitals shall be accountable to the IHA Manager, Louth & Meath within the Dublin and North- East Region.

The Acute Lead, Louth Meath Hospitals will give direction towards the achievement of their objectives, including the strategic and operational plans. They shall implement the strategic goals and objectives of both the DNE region and the HSE and be responsible for the performance of the hospitals and the provision of high-level patient care through the development and implementation of appropriate policies and plans ensuring the most efficient use of resources.

In addition to the core function of senior accountable officer for Our Lady of Lourdes Hospital Drogheda, Louth County Hospital and The Cottage, the post holder will have responsibility to support the development and implementation of the Hospital Network framework, DNE.

The Hospital Network Framework will enhance patient safety and improve performance and create a pathway within Dublin and North- East between Our Lady of Lourdes Hospital (LOL) Drogheda, Our Lady's Hospital Navan (OLHN) and Connolly Hospital Blanchardstown (CHB). The Acute lead will provide the Hospital Network Framework with leadership and governance arrangements to enhance patient safety and flow, mitigate risk and align Regional Services.

This campaign will run in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).

The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.

The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>.

Principal Duties and Responsibilities

The post holder will be the senior accountable officer for Our Lady of Lourdes Hospital Drogheda, Louth County Hospital and The Cottage and will provide leadership and management in the preparedness for Our Lady's Hospital Navan Reconfiguration

The post holder will have oversight of Our Lady's Hospital Navan in the new proposed structure.

Strategic Direction

- Develop the Hospital(s) strategic direction, plans and initiatives, in conjunction with the region, to strengthen the Hospital(s) positions.
- Provide the necessary leadership and direction in achieving the hospitals operational plan, strategy and associated goals and objectives
- Be responsible for the general control, management and performance of the hospital in accordance with the specifications outlined in HSE and DNE Regions Operational plan(s) and objectives.
- Promote and develop the interests of the Hospitals and at all times/in all respects both conform and comply with, the directions and strategies of the HSE.
- Have, and promote, a common understanding of the vision and strategic aims of the Hospital.
- Develop business plans which reflect and contribute to meeting targets and KPIs.
- Continuously assess the extent to which corporate plans and objectives are being realised.

- Foster and implement a service delivery model underpinned by safe, quality and effective patient care
- Establish and maintain risk management strategies.
- Ensure operations are consistent with relevant policies and procedures.
- With the Clinical Director and senior management team, lead initiatives in strategic planning, development and redesign of services.

Operational Management

- Be responsible in both corporate and executive terms, for the organisation and operational day to day management ensuring the efficient and effective running of the sites and its services, matching resources to need with flexibility to respond to workload pressures.
- Ensure the overall quality of the services provided to patients is at the optimum, having regard to the resources available.
- Develop and deliver effective operational plans linked to the population health requirements and HSE strategy, ensuring that organisational and national targets are met.
- Manage the operational implementation of new service initiatives, including liaising with stakeholders, developing operational policies and guidelines as required.
- Provide frontline general management advice and support to the local Leadership team which includes human resource and workforce planning support, budgetary analysis, performance analysis and problem-solving advice.
- Foster alignment and integration of organisational structures and services across the site in accordance with the multidisciplinary nature of patient care
- Continuously review operational processes and guidelines to ensure efficiency and effectiveness.
- Co-ordinate an annual review of equipment requirements, ensuring that relevant submissions are made under the capital programme. In addition, develop an equipment replacement programme, seeking to influence funding providers as appropriate.

Leadership and Communication

- Provide corporate leadership to all staff, both clinical and non-clinical, to ensure compliance with contractual and professional requirements.
- Lead in establishing and maintaining patient focused core values and behavioural expectations throughout the hospital to secure a positive and engaged culture between the hospital(s), its patients, staff and external stakeholders.

- Establish, implement, and maintain clear, efficient and effective working relationships and communications with the DNE Region, throughout the Hospital(s), between clinical and non-clinical departments, and with service providers.
- Ensure that human resources and staff policies in the Hospital(s) are deployed and widely communicated to staff.
- Work in collaboration with the Regional Director of People and Regional Director of Finance relating to both HR and Finance strategy implementation and resources.

General Services / Health, Safety & Risk

- Oversee risk Management, Infection Control, Hygiene Services and Health & Safety
- Ensure that the potential of the Facilities Management and Estates and associated service contracts are optimised effectively to the satisfaction of internal and external customers.
- Ensure the development and implementation of Property, Facilities Management and Estates policies, procedures and systems that are fully integrated with the Hospital's processes and values.
- Manage the financial budget associated with General Services and Facilities Management and ensure compliance to allocated budgets.
- Promote and oversee the development of information technology systems to support all departments of the hospital.
- Ensure professional, robust and timely project management is in place for all estates development projects and similar.
- Be responsible for the management and delivery of the General Services function
- Define, (where appropriate in accordance with manufactures guidelines), the maintenance requirements of all buildings, plant, HVAC equipment and all other services equipment.
- Specify annual programmes for preventive maintenance, ongoing operational maintenance and undertaking of repairs and renewals in respect of buildings, equipment and site (incl. roads, grounds and car parks).
- Ensure the site is managed efficiently and effectively including:
- Adherence to Estate and Fire Legislation.
- Compliance with statutory and mandatory requirements.

Performance and Financial Management.

- Monitor, control and report on site activity and income and expenditure, working closely with the Regional Director of Finance and Head of Finance for the hospital sites.

- Manage any resource delegated to the site, e.g., service upgrades, minor capital works, etc.
- Be accountable for the effective use of resources, alerting the Regional Director of Finance in respect of imminent budgetary overspends and ensuring that all the hospital's standing financial instructions and standing orders are adhered to.
- Develop a series of performance indicators for the site which support the achievement of hospital-wide Key Performance Indicators, emerging Balance Score Sheet targets etc.
- Work with functional and professional heads to develop mechanisms to ensure that clinical activity is measured accurately and fully costed where appropriate.
- Monitor and track performance targets, developing internal and external comparative performance monitoring information to support, and inform, decision-making hospital wide.
- Ensure that the quality of data regarding all activity within the sphere of responsibility of the site is of the highest quality and that individual managers and staff understand their roles and responsibilities with respect to data accuracy.
- Participate in pricing and costing models working towards aligning patient activity by diagnostic condition to expenditure.
- Hold accountability for ensuring that the hospital achieves its performance targets.

HR Management and Organisational Development

- Support the implementation of Human Resource Policy and Strategy as agreed with Regional Director of People.
- Engage on matters relating to employee relations, workforce planning, recruitment, retention, HR Operations / HR Admin and superannuation provision as required.
- Support and implement systems for performance appraisal, personal development, individual and organisational development and continued skill mix review.
- In conjunction with the Senior Management Team and other relevant heads of functions, regularly review staff complements and skill mix across the hospital to ensure that staffing is appropriate for current and projected clinical and operational demands.
- Responsible for governance of headcount and management of all categories of staff within allocated targets through employment control processes.
- Support the management of sickness and absence in accordance with hospital policy and as outlined by Regional HR Function.

- Manage and implement all staff related issues in accordance with HR policies, procedures and guidance.
- Be responsible for facilitating all staff to continue their education and personal development to support improved organisational performance.
- Oversee a training and education plan which encompasses mandatory, corporate and personal development objectives realising the capabilities and contribution of all staff.
- Ensure the involvement of all staff through open and direct communication to sustain a high level of commitment and flexibility from the workforce

Quality Initiatives and Safety Assurance

- Assure the provision of services is underpinned by a quality and safety framework consistent with evidence-based criteria and meets or exceeds regulatory requirements and accreditation standards.
- Ensure that proposed and existing programmes of care are evaluated against outcomes measurement focusing on improved clinical outcomes for patients.
- Lead the development of major quality improvement initiatives and patient safety programs, promoting a quality improvement environment that focuses on patient centred care and satisfaction which is underpinned by the Hospital's guiding values.
- Lead the development, implementation, and use of case mix systems which require the development and maintenance of standard protocols for given diagnoses within specialities.

Compliance

- Ensure Hospital(s) compliance with all applicable laws, regulations, healthcare, and accreditation standards.
- Ensure Hospital(s) compliance with all its service, budgetary and governance obligation.
- Be responsible for the Hospital(s) clinical governance and standards of clinical care by ensuring that appropriate clinical management and quality assurance management processes are in place, functioning, and compliant with regulatory and set standard requirements.
- Ensure the Hospital(s), its management, and staff comply with all quality, patient care, and health and safety policies as laid down by legislation, health regulations, and the DNE Region and HSE.

The above Job Description 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

Candidates must have at the latest date of application:

Essential

- A Primary Degree Qualification in a relevant health care related field (i.e. Nursing/HSCP, Business or Finance, Quality and HR)
- Demonstrated experience in a similar role at senior leadership levels in a large complex organisation.
- At least 5 years' experience at Senior Management Level in the Health Services or related field.
- Have a proven track record of achievement consistent with this Job Specification in the Health Services
- Have demonstrated capacity to achieve results through multi-disciplinary and cross-sectoral working in a related service
- Career progression through continuing professional development

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.

Note¹: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.

Post- Specific Requirements

- Experience of senior management in a complex organisation

- Highly developed specialist knowledge of managing multi-professional teams
- Successful operational management in a multi-professional environment
- Day-to-day people management including, recruitment and retention, performance management, etc.
- Budgetary management
- Operational planning and implementation including strategic planning and options appraisal

Skills, competencies and or knowledge

Technical & Professional Expertise

Has a command over the technical/ professional skills and knowledge required within the job holder's role and continues to upskill to maintain high professional standards and continuous professional development requirements.

Leadership and Management

Manages performance to deliver team goals; demonstrates accountability for leading, directing, monitoring and evaluating IHA Louth Meath services. Creates a climate in which people want to do their best. Promotes confidence and positive attitude; influences others to follow a common goal.

Problem Solving & Decision Making

Identifies and solves problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances.

Strategic Thinking

Capable of lifting their thinking and applying their efforts outside of daily tasks to prepare strategies that take account of issues and trends and how these link to the objectives of the organisation.

Driving Innovation

Possesses the ability and desire to improve organisation performance by developing or creating innovative solutions.

Project Management

Applies disciplines of planning, organising, and managing resources to bring about the successful completion of a specific project; applies a project management approach to the delivery of activities and plans.

Building & Maintaining Relationships

Builds and maintains relationships with a network of people. Recognises the two way nature of relationships and works to develop mutually beneficial partnerships. Interacts with others in a manner that builds respect and fosters trust

Competition Specific Selection Process

Shortlisting/ Interview

Short listing may be carried out on the basis of the information supplied in your application. The criteria for 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 shortlisting stage of this process (where applied) will be called forward to interview.

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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates 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".

Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.

The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.

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.

Terms and Conditions of Employment

Tenure

The current vacancy 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.

Remuneration

The Salary scale for the post is as at: 17/04/2025

Assistant National Director (Services)

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.

Working Week

The standard working week applying to the post is: 35 Hours

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 in line with HSE annual leave entitlements and will be outlined at job offer 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.

**** Public Servants not affected by this legislation:***

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.

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 and 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/service , 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 procedures.
- 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.

Application Process

How to apply:

- Attach a separate **Cover Letter** (max 2 pages) outlining your qualifications and providing specific examples of how you meet **the eligibility criteria and skills competencies and knowledge** relevant for this role as outlined in this candidate booklet.
- Please provide a **tailored CV** highlighting details of experience of operating at senior leadership level. You should include the name and contact details of **two referees** who will be in a position to provide professional references for you. Referees will not be contacted without the candidates expressed permission.
- Documentation should be emailed directly to ALLMH@osborne.ie. All documents must be submitted in Word or PDF format. For security reasons, files sent by email as links to documents in shared cloud-based servers will not be accepted.

Selection Process/ Shortlisting/ Interview

Short listing will be carried out on the basis of information supplied in your application form. The criteria for 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 shortlisting stage of this process (where applied) will be called forward to interview.

The deadline for applications is 5.30pm on 10TH July 2025

If you do not receive an acknowledgement of receipt of your application, please check your junk/spam folders as email notifications may be filtered here.

Anticipated Interview Dates:

It is expected 1st round interviews will take place on 24th/ 25th July 2025

If invited for interview, the onus is on each applicant to make themselves available on the date(s) specified. If you do not attend on the specified date/time you will be deemed withdrawn from the competition.

Please note: The HSE have retained the services of Osborne Recruitment to manage the administration of the recruitment campaign and to carry out the initial shortlisting process. **Candidates must give their explicit consent to their application being shared between Osborne Recruitment and The HSE** for the specific purpose of being considered for the role of Acute Lead, Louth Meath Hospitals. **Candidates are required to note their consent in the body of the email accompanying their application.**

Failure to follow this process will result in the candidate's application being excluded from the competition.