

## **Procurement & Contracts Manager - Grade VII (Permanent, Full-Time)**

### **Particulars of Office**

1. The appointment is permanent, full-time and pensionable.

### **2. Salary**

Remuneration is in accordance with the salary scale approved by the Department of Health and HSE Current scale.

### **3. Superannuation**

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme and/or the Single Public Superannuation Pension Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the applicable scheme.

### **4. Duties**

The incumbent will perform such duties as are outlined in the attached Job Description.

### **5. Hours of Work**

Under the provisions of the Haddington Road Agreement effective from the 1st July 2013, the whole time standard weekly working hours for this grade are 35 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.

### **6. Probation**

The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and, at the end of the period, the service will be:

- a) Certified as satisfactory and confirmed in writing;
- b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.

### **7. Retirement**

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving

completed application forms for the office occurs. Continued employment is conditional upon capacity and conduct of the employee.

#### **8. Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on several factors such as grade, years of service and whole-time equivalency.

#### **9. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time-to-time by the Department of Health.

#### **10. Termination of office**

The employment may be terminated at any time by three months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act, 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

#### **11. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

#### **12. Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that an unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

#### **13. Hygiene**

During the course of employment, staff are required to ensure that the Hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and

implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

#### **14. Policies / Legislation**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all Hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the Hospital's code of behaviour and the code of practice as defined by their relevant professional body.

#### **15. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources, Ms Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

#### **16. HR Department Privacy / GDPR Policy**

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer ([dpo@nrh.ie](mailto:dpo@nrh.ie)). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.

# **Procurement/Contracts Manager – Grade VII (Permanent Full-Time)**

## **1. Qualifications**

The candidate must, on the latest date for receiving completed application forms for the office possess the following:

- A third level qualification in a relevant field and have at least 3 years' procurement and contracts management experience in public and/or private sector
- Extensive knowledge of the public sector procurement guidelines including eTenders & European Journal portal (OJEU)

## **2. Health**

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied/addressed before appointment.

Health Promotion: - The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

## **3. Character**

Candidates for and any person holding the office must be of good character.

## **Procurement/Contracts Manager, Grade VII (Permanent Full-Time)**

**Title:** Procurement/Contracts Manager (Grade VII)

**Purpose of the Position:** The Procurement/Contracts Manager of NRH supports the Director of Finance in the provision of the overall procurement and contract management of the Hospital. As a key member of the Hospital Management Team, the post-holder will have the opportunity to provide support to the Director of Finance, the Board, the Chief Executive Officer and the Hospital Management Team across a wide variety of initiatives and developments.

**Accountable to:** The position reports to and is accountable to the Director of Finance or any other authorised designated officer so delegated by the CEO.

The successful candidate will manage the day-to-day activities and will drive the Procurement function within the organisation and will provide an efficient and effective support to the Head of Finance/CEO and others through the development of a best practice Procurement Framework.

**Liaison / Communication:** The proper performance of these duties will require a high degree of liaison and communication with Managers and staff throughout the Hospital in the course of their normal duties and responsibilities. The Procurement/Contracts Manager will also have extensive communications with agencies outside the confines of the Hospital.

## **JOB DESCRIPTION**

### **Professional Knowledge & Experience**

- A minimum of 3 years' procurement and contracts management experience in public and/or private sector
- Extensive knowledge of the public sector procurement guidelines including eTenders & European Journal portal (OJEU)
- Ability to identify and meet targets and savings through optimising procurement strategies
- Previous experience of applying stringent compliance standards in a procurement function while managing the execution and documentation of tender processes
- Proven organisational skills and excellent attention to detail
- Delivered robust, efficient and methodical work methods
- Initiative and decision-making skills to prioritise tasks and drive results
- A willingness to embrace a challenge and work within an evolving/changing environment
- Ability to prepare, edit and draft policies and procedures and reports
- Ability to communicate clearly and concisely through report writing and other documents as required
- Strong work ethic and a “hands-on” approach
- Excellent interpersonal and communication skills
- Ability to deal with people at all levels within the organisation
- Ability to and experience in liaising with external stakeholders as required
- Strong IT skills and experience of purchasing software packages
- Ability to take personal responsibility to initiate activities and drive objectives through to a conclusion

## **Outline of Duties and Responsibilities**

The duties and responsibilities of the Procurement/Contracts Manager include but are not limited to the following:

- Developing policies and procedures and maintaining a robust internal control environment for the procurement function
- Leading the development of a new Hospital procurement plan
- Lead the implementation of a new Hospital-wide Contracts register
- Ensure the NRH fully utilise all available OGP/HSE Central Procurement arrangements/ Frameworks and operate e-procurement tools available through [www.etenders.gov.ie](http://www.etenders.gov.ie)
- Promoting procurement awareness within the Hospital and updating staff on changes in procurement law
- Management of procurement reporting systems to include a contract register to provide oversight of procured contracts and forecasted procurement requirements
- Supporting the following administrative duties:
  - Prepare and coordinate tender documentation and oversee tender process including:
    - advice on selection and award criteria
    - advice on specifications
    - Drafting tender documentation
    - Management of tenders through e-tenders and OJEU portal.
- Evaluate supplier responses and prepare clarifications for supplier award process
- Carry out evaluations, organise consensus scoring sessions where relevant and prepare award and regret letters as necessary
- Preparation, co-ordination and execution of contracts
- Maintain procurement files to support Ad-hoc reviews, internal and external audit

- Provide regular reports on procurement activity to management team and budget holders
- Contract management on completion of a competitive process with the relevant stakeholders for the duration of the contract
- Review of purchase order requisitions to ensure proper procedures followed
- Ad hoc procurement duties as required
- Providing expert advice and advise the CEO/ Director of Finance/ Management teams on emerging procurement issues
- Carry out audits of different categories of non-pay expenditure to ensure the correct Procurement method was used
- Carry out value for money reviews to ensure NRH is getting the best value at all times from the use of taxpayers' money
- Lead the implementation of any recommendations from Internal and External Audits in the area of Procurement
- Provide assurance to the CEO/ Director of Finance in the area of Procurement for the purposes of completing the HSE Annual Compliance Statement
- Represent the organisation at meetings with external agencies/bodies/groups as required
- Any other duties as delegated by Director of Finance/CEO from time to time including special projects

The extent and speed of change in the delivery of services is such that adaptability is essential to this level of appointment. The person chosen will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to changing situations. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

### **Information Technology**

- Commission integrated application software to support the operational and management systems for the finance function.
- Ensure that the finance team make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation.
- Collect, interpret and present data and information on the activities, staffing and expenditure of the finance function.

### **Health and Safety**

- Ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act but also within the spirit of the Hospital's mission, vision and values, and that they are known and followed by the Financial Accounting team.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day-to-day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.
- Participate in the Executive Management team out of hours on call rota.

### **Quality, Patient Safety & Risk Management**

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager is:

- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) National Standards, Health Service Executive (HSE), CARF/International Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.

- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Quality and Risk Management Department, clinical programmes and services in order to organise and assure implement at all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.

*The extent of speed and change in the delivery of healthcare is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.*

*This Job Description does not contain an exhaustive list of duties, and the post-holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.*

*I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.*

***To be signed by the post-holder.***

Employee Name: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_