



Electrician (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 current scale.
- 3. Superannuation**

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
- 4. Duties**

The incumbent will perform such duties as are outlined in the attached Job Description.
- 5. Hours of Work**

The normal hours of work associated with the post will be the whole-time equivalent for the grade discharged from 8 a.m. and - 8 p.m. from Monday to Saturday. Your shift hours will be noted to you by the Programmes Manager. Flexibility in working throughout the 7 days may be required.
- 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 70 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. 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 a number of 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 and Children.

10. Termination of office

The employment may be terminated at any time by two 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 revert 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 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 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). 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.



Electrician (Permanent, Full time)

1. Qualifications

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

- i. Possess a Quality and Qualifications Ireland (QQI) Level 6 (or higher) Advanced Certificate Craft – Electrical (or equivalent qualification).

Or

- ii. Possess the National Craft Certificate issued by FETAC

Or

- iii. Possess the Senior Trade Certificate issued by the Department of Education.

Or

- iv. Possess a Level 3 Technical/Trade qualification or equivalent issued by City & Guilds, London

And

- Candidates must have the requisite technical knowledge and ability to discharge the functions of the office.
- At least 3 years' experience in electrical maintenance in a hospital or large institutional complex
- Excellent interpersonal and communication skills
- Administrative experience and organising abilities
- Knowledge of Computer Keyboards Skills
- Experience in working with MV or LV switchgear and within the relevant switch rooms.

Post Specific Requirements

- Demonstrate depth and breadth of experience in electrical engineering, installation, operation and maintenance, in industrial, domestic type buildings and/or healthcare setting, as relevant to the role, including 10,000 volt electrical systems.
- Demonstrate depth and breadth of experience in managing electrical services and contractors, as relevant to the role.

- As this post may involve the driving of HSE owned vehicles, the successful candidate is required to hold a full clean Drivers Licence category B
- Have successfully undertaken or be willing to undertake the Solas Safe Pass Health & Safety Awareness Training Programme, or equivalent approved training programme. *(Please note if you have not undertaken this training, you will be required to successfully complete this training on taking up the post).*

Other requirements specific to the post

- Access to transport to fulfil the requirements of the role, as this post will involve on-call duties.
- Candidates should live within a reasonable travel time of the Technical Services Department so that emergencies can be responded to within an appropriate timeframe.
- The post holder will be required to carry a TSD mobile phone or bleep during working hours.
- Due to the nature of the department's work, some tasks will be carried out outdoors (including on roofs) and in challenging weather conditions. The post holder will be required to work in all weather conditions when requested or when circumstances dictate.
- On-call staff who are required to travel on-site must inform their motor insurance company of this requirement to ensure their policy covers travel undertaken as part of on-call duties.
- On-call staff who are required to travel on-site must be fully compliant with the NRH Driver Safety Policy and must have completed the Driving for Work Application Form.
- As the maintenance service operates 24 hours a day, some overtime will be required periodically.
- The post holder will be required to participate in emergency call-outs.

Technical / Professional Knowledge

- Demonstrate the knowledge to carry out the duties and responsibilities of the post including knowledge of National and European standards for electrical power.
- Demonstrate knowledge of electrical engineering, installation, operation and maintenance, in an industrial/healthcare setting, as relevant to the role.
- Demonstrate knowledge of 10,000 volt electrical systems.
- Demonstrate an ability to develop and write technical engineering reports.
- Demonstrate evidence of computer skills, including the use of Microsoft Word, Excel and e-mail, as relevant to the role.
- Demonstrate knowledge of current Fire, Health & Safety and Building regulations.

Planning and Organising Skills

- Demonstrate experience in the measurement of materials and organising tools and equipment to complete maintenance and project work.
- Demonstrate experience in the implementation and management of work schedules.
- Demonstrate experience in the development of method safety statements.

- Demonstrate evidence of effective planning and organising skills.
- Demonstrate an understanding of the importance of value for money in the performance of work.
- Demonstrate the ability to manage deadlines and handle multiple tasks effectively.
- Demonstrate experience in working effectively under pressure.

Team & Leadership Skills

- Demonstrate team working and leadership skills within a multi-disciplinary team.
- Demonstrate the ability to work on own initiative.

Communication / Interpersonal Skills

- Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal.
- Demonstrate effective interpersonal skills.
- Demonstrate an ability to receive and implement instructions in an effective and efficient manner.

Problem Solving & Decision Making

- Demonstrate the ability to evaluate information, solve problems and make decisions in an effective and timely manner.
- Demonstrate the ability to work within a multi-disciplinary team to resolve problems and implement solutions.

Commitment to Providing a Quality Service

- Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, general public, medical and non-medical staff.

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.



Electrician (Permanent, Full time)

Title:	Electrician (Maintenance)
Purpose of the Position:	<p>The purpose of the post is to provide Electrical back up to ensure front line service is maintained in the National Rehabilitation Hospital to a quality standard.</p> <p>Reporting to the Technical Services Manager, the post holder will undertake electrical repairs and planned installations and maintenance.</p> <p>The post holder shall work as part of a team within the Technical Services Department.</p>
Accountable to:	Technical Services Manager
Liaison / Communication:	Assistant Manager/Foreman and wider TSD Team



Electrician (Permanent, Full time)

JOB DESCRIPTION

Overview of the Role

The purpose of the post is to provide Electrical back up to ensure front line service is maintained in the National Rehabilitation Hospital to a quality standard.

Reporting to the Technical Services Manager, the post holder will undertake electrical repairs and planned installations and maintenance.

The post holder shall work as part of a team within the Technical Services Department.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- 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.
- Manage materials, equipment, associated with the Maintenance Department.
- Plan, organise and control the work, such that a continuous and quality service is provided.
- Compile and record maintenance reports associated with the work consistent with best practice and quality control measures.
- Maintain good outward communications with medical personnel, patients, senior management and committees.
- Promote a quality working environment within the Maintenance Department.

Outline of Duties and Responsibilities

- Operate and maintain the electrical and mechanical services of all buildings within National Rehabilitation Hospital, Dun Laoghaire, Co Dublin and all owned and rented accommodation in the county of Dublin in relation with National and European regulations and best practice.
- Carry out electrical installation, maintenance, testing and recording works, as required.
- Implement a preventative maintenance program for the electrical and mechanical services.
- Assist with the development of management systems for the performance of maintenance on the electrical and mechanical services, incorporating best practice and quality control procedures.
- Record all maintenance activities in a professional manner.
- Maintain a computerised asset register of equipment and plant items for the electrical and mechanical services.
- Assist with an energy conservation programme associated with the electrical and mechanical services.
- Maintain the telecommunications system and equipment as required.
- Participate in the management of new development projects, as required.
- Perform maintenance of the building fabric, where required.
- Participate in a formal emergency on-call service as required.

- Have knowledge of, and ensure all work is conducted in accordance with Health Technical Memorandum 06 for the electrical services.
- Operate and maintain the following systems:
 - Building energy and management systems
 - MV electrical systems and back-up generators
 - LV electrical system and UPS systems
 - Isolated power systems
 - UPS Power Systems
 - Telecommunication and IT systems
 - Fire alarms
 - Hospital Generators
 - Nurse call
 - Heating ventilation and refrigeration systems
 - Medical gas systems
 - Lifts
 - Equipment, as assigned
 - HVAC systems and control
 - Emergency lighting systems
 - Intruder and personal alarm systems
 - Any other systems as required
 - Catering equipment
 - Critical ventilation systems
- Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus and components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Inspect electrical and mechanical systems, equipment and components to identify hazards, defects and the need for adjustment or repair.
- Ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters and oscilloscopes, to ensure compatibility and safety of system.
- Plan, layout and install electrical wiring and associated containment systems such as trunking, trays and conduits, equipment and fixtures, based on job specifications and national regulations.
- Create holes in the building fabric, wall and floors etc.
- Direct and train other workers to install, maintain, or repair electrical wiring, equipment, and fixtures.
- Prepare / follow drawings to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Repair / replace and connect power cables and install ground leads to equipment, such as motors etc.
- Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.

- Work from ladders, scaffolds, roofs and hydraulic hoists and platforms to install, maintain or repair electrical and mechanical services, equipment and fixtures.
- Construct and fabricate parts, using hand tools and specifications.
- Provide assistance during emergencies by operating floodlights and generators and driving required vehicles.
- Assist other trades with maintenance duties not related to mechanical or electrical services, such as carpenters and plumbers.
- Supervise contractors in the performance of their work, when requested to do so.
- Drive and operate vehicles such as vans, cherry pickers and hydraulic platforms.

Health & Safety

- Use protective clothing and equipment as necessary, during the course of duty in accordance with the Health and Welfare at Work Act 1989 and 1985 and observe all other safety procedures currently in force.
- Have a working knowledge of Health & Safety Legislation, including the Safety, Health & Welfare at Work Act (2005), Safety, Health & Welfare at Work (General Application) Regulations (2007) and a good level of knowledge regarding all other health and safety legislation.
- Have a 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 and comply with associated HSE 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.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care 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: _____