

Job Description and Person Specification

Chief Executive Officer

Closing Date for Applications: Sunday, 5th February 2023

Ms Patricia Grenham,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 3731 or p.grenham@svhg.ie

Overview: The Chief Executive Officer (CEO) will support the Group Director of Operations in ensuring the efficient and effective management and development of St Vincent's Healthcare Group and St. Vincent's University Hospital in its pursuit of the aims and objectives set by the Board.

This is a critical post in providing support and clear leadership to the Executive Management Team within St. Vincent's University Hospital. The post-holder will be required to implement the agreed vision for the future, including changes to improve the quality of care and to develop an organisational culture that is open to and empowers innovation, creativity and learning in a clinical setting.

Job title / Grade: Chief Executive Officer

Reports to: Group Director of Operations of St Vincent's Healthcare Group

Key Working Relationships:

In the execution of the role the CEO will have key working relationships with the Group Director of Operations and the Executive Management Team, including:

- Group Director of Strategy
- CEO of St Michael's Hospital
- Director of Operations
- Group Clinical Director
- Clinical Director(s)
- Director of Nursing
- Director of Finance
- Director of HR
- Director of ICT
- Director of Quality and Patient Safety

Key Duties and Responsibilities

Specific Accountability

The CEO will be responsible for the effective and efficient:

- Delivery of patient focused services
- Operation of the hospitals' facilities
- Management of staff

The CEO will act within the policy framework, financial and other limits set by the Group Director of Operations, the Board and by the Company's Memorandum and Articles of Association.

General Accountability

- Work collaboratively with the Group Director of Operations to develop a strategy and service plan for the hospital that is aligned to the Group strategy.
- Ensure that the hospital participates as a member of the group and collaborates and works with other Group entities to deliver the Group strategy.

- Implement the strategy for the hospital in conjunction with the Executive Management Team and ensure its successful delivery.
- Promote and maintain the Group mission statement and values throughout the hospital and ensure that patient focused services and activities are nurtured and developed.
- Act as an ambassador for, and lead the staff in achieving, the hospital's vision, mission, values and strategic plan, as envisaged by the Board.
- Lead and direct the management team in ensuring that the day-to-day activities and resources of the hospital is managed and co-ordinated to provide a first class patient-focused service.
- Lead the hospital's vision to be the employer of choice in health services. Ensure that the management of staff is delivered in a caring environment, to ensure that the dignity of the person is preserved at all times and that potential is identified and encouraged.
- Actively participate in continuing education and research activities consistent with the position of CEO.
- Promote open communications throughout the hospital.
- Develop and maintain partnerships with other healthcare organisations, the Department of Health, the Health Service Executive and other funding agencies, University College Dublin and other educational institutions and the wider community the hospitals serve.
- Understand and advocate for the education and research agenda as an integral part of the University hospital activities.

Management and Operational Planning and Control

- Be responsible and accountable in corporate and executive terms for the organisation and day-to-day operation and delivery of patient focused services throughout the hospital.
- Lead and work collaboratively with the hospital's departments/specialities/services in:
 - Analysing and evaluating services, demands and healthcare trends.
 - Identifying opportunities for the development of both existing and new services to meet the health needs of the population served by the hospitals.
 - Developing the strategic and operational plans to develop existing and new services, both short term and long term.
- Drive the development and implementation of appropriately focused management, operational planning and control systems at the hospital. These systems must drive responsibility and accountability for best practice at all levels.
- Lead the development of the annual Service Plan for the hospital in accordance with Health Service Executive guidelines, for the approval of the Group Director of Operations.

- Ensure the Service Plans are implemented and monitored on a regular basis and that specified targets outlined in the Plan are achieved.
- Lead the development and implementation of the budgeting process with particular emphasis on ensuring that financial/resource allocations and output plans are consistent with corporate goals and objectives. Ensure that these are achieved and that the Group Director of Operations is kept informed on a regular basis.
- Continuously review 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.
- Monitor and co-ordinate the clinical and non-clinical work of the hospital in relation to the policies, aims and budgets set by the Group Director of Operations and the Board. The CEO will have access to the relevant clinical and non-clinical staff and have authority to continually negotiate the level and pattern of resources within which the clinical and non-clinical staff exercise independence (e.g. of beds, staff, facilities, equipment or other resources necessary to pursue service objectives) and will ensure that work programmes/schedules are co-ordinated effectively.
- Determine how best to achieve the aims, directions and objectives set by the Group Director of Operations and the Board to ensure they are delivered within the timescale, policies, guidelines and limits set.
- Implement the decisions and policies of the Group Director of Operations and/or Board expeditiously within the budgetary framework and report on their implementation on a regular basis.
- Prepare an annual report and set of accounts for the consideration and approval of the Group Director of Operations for presentation to the Board.

Communications

Establish, implement, maintain, support and continuously review clear-cut, efficient and effective working relationships and communications:

- Between clinical and non-clinical departments and their staff
- With and between service providers

Organisation Change and Development

- Continuously review and evaluate the efficiency of organisational frameworks applicable at the hospital.
- Develop and implement an ongoing organisation development programme at the hospital in line with the Strategic Development Plan.
- Lead the establishment and implementation of staff development programmes to include Performance Management evaluations and Personal Development schemes

- Lead the development, implementation and use of case mix systems which require the development and maintenance of standard protocols for given diagnoses within specialities.

Quality Initiatives

Lead the development of major quality initiatives in the hospital to focus primarily on and continually evaluate the following:

Effectiveness Issues

- Clinical Audit
- Risk Management
- Patient/Client Complaints
- Patient Focused Service Delivery
- Patient Satisfaction

Relevance Issues

- Continuous evaluation of existing services in relevance terms
- Detailed assessment of proposed new programmes
- Introduction of outcomes measurement provisions

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. St. Vincent's University Hospital is undergoing development 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.

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. This document 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.

The Healthcare Group Structure is subject to ongoing review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Ms Patricia Grenham, Personal Assistant to SVHG Board, e-mail: p.grenham@svhg.ie or phone +353 1 221 3731.

Person Specification

Factors	Essential	Desirable
Qualifications	<p>Degree level or equivalent professional qualification.</p> <p>Demonstrable records of continuing professional development.</p>	<p>Master's degree level or equivalent professional qualification.</p>
Experience (length and type)	<p>A successful track record of achievement at a senior management and leadership level in a large complex operating environment.</p> <p>Strong 'people management' and change management experience.</p> <p>Experience of budgeting and financial management.</p> <p>A proven track record in organisational development.</p>	<p>Experience of operations management in a healthcare setting.</p> <p>Senior leadership experience of implementing a quality management system in healthcare.</p>
Core Competencies	<p><i>Professional Knowledge and Abilities</i></p> <p>The successful candidate will be strong in the following competencies:</p> <p>Leadership & Direction</p> <ul style="list-style-type: none"> • Demonstrate a track record of service innovation and leading through influence. • Have demonstrated effective leadership in a challenging environment. • Demonstrate an aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals. <p>Operational Excellence – Managing & Delivering Results</p> <ul style="list-style-type: none"> • Have a clear focus on operational performance, results and an understanding of the performance systems needed to manage in a large complex organisation. • Show 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. • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money. 	

	<p>Working with & through others – Influencing to Achieve</p> <ul style="list-style-type: none"> • Operate effectively in a matrix working environment. • Be flexible, team orientated and a relationship builder and have a significant track record of achievement in the area. • Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members. <p>Critical Analysis & Decision Making</p> <ul style="list-style-type: none"> • Have the ability to consider the range of options available, involve other parties at the appropriate time and level and to make balanced and timely decisions. • Demonstrate knowledge and application of evidence based decision making practices and methodologies. <p>Building and Maintaining Relationships – Communications</p> <ul style="list-style-type: none"> • Have the capacity to lead, organise and motivate staff to function effectively. • Possess the interpersonal skills to facilitate working effectively in teams, while having the ability to give constructive feedback to encourage learning. • Have excellent interpersonal and communications skills and be willing and able to act as a media spokesperson as required. <p>Personal Commitment & Motivation</p> <ul style="list-style-type: none"> • Be driven by a value system compatible with the aims and ethos of the Healthcare Group. • Demonstrate 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.
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Particulars of Office:

The appointment is: The appointment is a 5 year fixed term contract role

Annual Salary: Single point scale of € 148,468 (Scale Code 0075, CEO BAND H5 HOSPITALS). This rate reflects the most recent pay adjustment of 01 October 2022.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Group’s Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the hours assigned by the Group Director of Operations and be available outside of core hours to respond to emergency or other priority demands.

Annual leave entitlement: 30 working days per annum pro rata. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and Group Director of Operations.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for this vacancy by sending their C.V. and cover letter to:

Mr Gerry O'Brien,
Group Director of Operations,
St Vincent's Healthcare Group,
Elm Park,
Dublin 4,
Ireland.

E-mail: p.grenham@svhg.ie

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required

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 St Vincent's University 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.

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.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's

University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document 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.

Date: January 2023