

Job Description and Person Specification

Hygiene and Facilities Officer (Grade V Officer)

Permanent Vacancy

Reference: HR25E142

**Closing Date for Applications: 26th July 2025
In Person Interviews to take place on: TBC**

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: 01 221 6062 or recruitment@svuh.ie

Philosophy, Mission and Values of the Hospital

Philosophy

The philosophy of St Vincent's Healthcare Group is based on that of the Religious Sisters of Charity. The principles are observed in the treatment and care of patients, in dealings with staff and are based on the core values.

Mission

The Values underlying the philosophy of St. Vincent's Healthcare Group in relation to our care of patients and staff are those of human dignity, compassion, justice, quality and advocacy, which are based on the mission and philosophy of the Religious Sisters of Charity, our shareholders. We strive to maintain excellence in clinical care, education and research. We will continue to develop the Healthcare Group in line with the above principles and with our responsibilities to the wider Irish healthcare system.

Core Values

Human Dignity, Compassion, Justice, Quality and Advocacy

Overview:

The main responsibilities of the Hygiene and Facilities Officer are to co-ordinate and supervise the day-to-day management of facilities related functions including Hygiene and Household Services as assigned.

Be responsible for ensuring that good practice cleaning standards are applied in all areas with emphasis on the elements of hygiene standards (including patient environments, contract cleaning and linen management).

Engage with external contractors and internal stakeholders for hygiene related services.

To assist in the monitoring of contracted internal and external services providers under the Facilities Management remit.

To be responsible for the efficient operation of household services on a day-to-day basis and the management of all housekeeping matters.

Financial administration duties, including invoice reconciliation, planning and cost savings initiatives as required.

Actively participate in the Facilities Management Team and within the General Service Team as required.

To provide administrative support to the Facilities Manager and General Services Manager as required.

To represent locally the Facilities Manager as required, communicating, and acting on instructions promptly and with diligence.

Job title / Grade: Grade V – Hygiene and Facilities Officer

Reports to: Facilities Manager

Key Duties and Responsibilities:

- To be responsible for the day-to-day management of all hygiene and environment aspects under the Facilities Management remit.
- Assist in ensuring the Hospital is compliant with all aspects of national and international best practice standards relating to hygiene matters.
- Supervise and support the Household Team, ensuring that standards of excellence are applied and maintained in all areas of Hygiene Services.
- Support and monitor day-to-day hygiene services ensuring that cleaning standards throughout the Hospital campus are maintained accordingly.
- To co-ordinate and oversee hygiene and environmental auditing across the organisation.
- To participate in the monitoring and auditing of support services within the Facilities and Household remit ensuring preparation of relevant reports and statistics.
- Effectively promote and communicate hygiene matters and co-operate with multidisciplinary clinical and non-clinical teams and individuals in the pursuit of excellent hygiene standard. (Ability to deal professionally with people at all levels is essential.)
- To respond appropriately to emergencies or urgent matters as they arise and dealing with the consequences.
- Participate and add value to working groups appropriate to areas of responsibilities (Hygiene and Environment, tendering processes, etc.)
- To participate in the commissioning of new services / facilities and to co-ordinate the provision of hygiene services in this regard.
- Actively engage in any change initiatives that improve the overall service.
- Provide administrative support for the Facilities Manager as required.
- Keep Line Manager up-dated as appropriate.
- Ensure that all duties are conducted in a professional and confidential manner.
- Any duties arising that are appropriate to the position.
- To liaise with the Estates Department in relation to repairs and maintenance of areas identified under environment and hygiene monitoring activities.
- To lead by example.
- Excellent administrative and/or project management skills
- Flexible and enjoys working in a busy environment.
- Excellent team-working skills and ability to influence and motivate a range of stakeholders.
- Have a focus on delivery and problem solving.
- Excellent interpersonal and communication skills, written and oral.
- High capacity for responsibility and able to work on own initiative.
- Ability to maintain composure working to deadlines.
- Responsible in approach and customer friendly
- Should be self-confident, energetic and methodical.

Hygiene and Housekeeping

- Co-ordinate auditing of cleaning standards throughout the Hospital and provide feedback to departments and staff in relation to cleaning practices.
- Participate in the management and co-ordination of household services on a day-to-day basis and the management of all housekeeping matters.

- Participate in the management and co-ordination of all hygiene related audit programmes across the organisation
- Report on and co-ordinate agreed quality improvement initiatives arising from all Hygiene and Facilities Audit programmes.
- To ensure work completed by staff or contractors in relation to Facilities Management and Hygiene has been completed in a timely manner.
- Assist in the development of cleaning specifications and matrices for the organisation in line with national standards when required.
- Assist in the evaluation of current and new cleaning products and equipment and engage with the Facilities Manager regarding same.
- To ensure Public Areas and Staff Facilities are monitored and validation/auditing is carried out and reported on as required.
- To assist with the management of Staff Rest Rooms, On-call Rooms and Staff Changing Room Facilities.
- Develop and maintain administrative systems and processes to support the Facilities Management Department with particular focus on Hygiene Services and Household Services.
- Administration Support for hygiene related meetings including HHQIG, Contractor review Meetings etc.
- Responsible for the collation and updating of KPI data appropriate to areas of responsibilities (Hygiene and Environment, Housekeeping,

Information Management:

- Develop and maintain appropriate management information systems to support the requirements and operational effectiveness of the Office of Facilities Management and to facilitate decision-making through the provision of timely and relevant information and the production of reports as required.
- Ability to present information clearly and concisely both written and oral format.
- Have good attention to detail and analytical skills.
- Be fully computer literate.

Quality:

- Maintain a high level of confidentiality of all correspondence received and all other activities within the department.
- Actively promote and deliver high quality, flexible support to the Facilities Manager
- Regularly audit the activities of the department and initiate changes and improvements designed to strengthen controls and systems.
- Work closely with colleagues in Facilities Management and other departments to ensure high quality customer focused service is always provided.

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 Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries:

Ms Orla Rooney, Facilities Manager, **Telephone:** +353 1 221 4169 or **Email:** orlarooney@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p>Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.</p> <p>Or</p> <p>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish¹. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p>Or</p> <p>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</p> <p>Or</p> <p>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p> <p><i>Note 1:</i> <i>Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable.</i></p> <p><i>Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.</i></p> <p><i>The Leaving Certification Applied Programme does not fulfil the eligibility criteria.</i> and</p> <p>(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p>	<ul style="list-style-type: none"> • Relevant 3rd level qualification <p>Further studies in:</p> <ul style="list-style-type: none"> • Facilities Management • Auditing Methodologies

Experience (length and type)	<p>Demonstrate excellent knowledge of National Hygiene standards and other relevant standards particularly in a hospital environment.</p> <ul style="list-style-type: none"> • A minimum of 2 years relevant Hygiene services experience, supervising hospital cleaning in a level 4 hospital. • A minimum of 2 years' experience of using an electronic audit tool in a healthcare setting. 	<ul style="list-style-type: none"> • Proven Facilities and /or support services knowledge • Experience and proven track record in conducting and reporting on audits. • Experience of applying process improvement tools and methodologies in a healthcare setting. • Demonstrates excellent knowledge and understanding of facilities and support service management. • Experience managing 3rd party contractors including tender preparation / evaluation. • Experience working in a healthcare setting • A minimum of 3 years recent, relevant administrative experience. <p>Or</p> <ul style="list-style-type: none"> • A minimum of 2 years relevant Facilities experience.
Core Competencies	<p><u>Managing the service</u> Knowing the health service and how it works Planning and managing resources Evaluating information and judging situations Setting standards to be proud of Delivering quality and fairness for service-users</p> <p><u>Managing people</u> Influencing people and events Managing individual performance Being the communication channel Creating team spirit Supporting personal development</p>	<ul style="list-style-type: none"> • Demonstrates excellent knowledge and understanding of facilities and support service management • Experience managing 3rd party contractors including tender preparation / evaluation • Demonstrate excellent knowledge of National Hygiene standards and other relevant standards particularly in a hospital environment.

	<u>Managing yourself</u> Being a role model Maintaining composure and quality of working life <u>Being a role model</u> Maintaining composure and quality of working life <u>Managing change</u> Integrating the service Embracing the change agenda	
Health	Candidates 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.	
Age	Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.	
Character	Candidates for and any person holding the office must be of good character.	

Particulars of Office:

The appointment is: Whole-time, and Pensionable

Annual Salary: Grade V Officer Salary Scale (as at 01/03/2025), pro rata per annum.

1	2	3	4	5	6	7	
€51,206	€52,738	€54,300	€55,897	€57,503	€59,375	€61,253	LSIs

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital'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 agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 29 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

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**.

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 vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

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.

Persons in receipt of a pension from specified Superannuation Schemes: Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme

- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012): Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

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 week's 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: July 2025