

Job Description and Person Specification

Laboratory Manager

Permanent Vacancy

Reference: HR25E220

Closing Date for Applications: Tuesday, 23rd September 2025

In-person Interview Date: Friday, 10th October 2025

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

Contact: 01 221 6062 or recruitment@svuh.ie

Accountability and Working Relationships

Title: Laboratory Manager

Reports to: Director of Operations

Role Summary: The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and technological development and the management of changes necessary to achieve organisational objectives.

Key Duties and Responsibilities:

Planning

- Develop policies for the selection, introduction and development of information and other systems for co-ordination of data collection, communication and management.
- Advise on scientific equipment selection, purchase, replacement or upgrading.
- Participate in the preparation of annual service plans for the service and monitor and report on their implementation as required.
- Participate and co-operate with any internal or external evaluation of the service.

Leadership and Professional Accountability

- Provide strategic and clinical leadership which results in the delivery of effective, efficient, quality assured and patient centred laboratory service.
- Develop a shared sense of commitment and participation among staff in the planning and development of the service.
- Keep the Hospital Manager/Clinical Director apprised of any significant development within his/her area of responsibility and perform such additional duties as may be assigned from time to time.

Operations

- Develop, implement and evaluate operational policies, protocols, and guidelines to maximise utilization of resources and ensure systematic audit of such usage.
- Develop collaborative planning and new focus of work organisation in conjunction with assigned staff and other professionals.
- Contribute to the strategic and development planning of the wider organisation.
- Liaise closely with internal and external service users to ensure effective and efficient utilisation of available resources.

Personnel Management

- Effectively manage the recruitment, selection and appointment of staff.
- Ensure the optimum and effective use of staff through efficient rostering, skill/grade mix planning, work load measurement and staff deployment.
- Initiate the implementation of a staff development and individual performance review process and foster a high level of morale among staff by effective motivation and communication.

- Participate in the formulation of relevant personnel policies and procedures and deal with human resource problems, in association with the Human Resources Department and, if necessary, in accordance with the hospital's disciplinary procedures.
- Promote and maintain a safe environment for staff. Develop and implement Risk Management and Health and Safety strategies in consultation with appropriate personnel.
- Effectively manage all staff assigned to the Pathology Laboratory Team.

Finance

- Prepare annual financial estimates of in respect of pay and non-pay costs, incorporating staffing, education and training costs.
- Participate in the overall financial planning of the service including the negotiation of resources and the assessment of priorities in pay and non-pay expenditure.
- Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation.
- Implement appropriate budgetary control measures and implement monthly expenditure audit systems.
- Develop, implement and evaluate strategies to maximise potential income generated by activities.
- Co-operate with relevant Departments in establishing costing methods in respect of utilisation of the Pathology Laboratory Service.

Quality Assurance

- Ensure that best practice standards are in operation and that regular monitoring is undertaken through audit.
- Implement an ISO 15189 quality management programme and participate, lead and direct, as appropriate, a Laboratory Accreditation Strategy approved by the hospital/board.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care.
- Ensure adherence to all codes and guidelines relating to professional practice.
- Monitor research and new developments and encourage adoption of new ideas/ technology throughout the hospital.
- Initiate, facilitate and take part in relevant research and promote awareness of ongoing and current research.
- Ensure compliance with all legislation.

Health & Safety

- Participate in ensuring that effective safety procedures are in place to comply not only with the Safety, Health 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.
- Assist and co-operate with the Laboratory Management Team in developing procedures to be followed in preventing and managing accidents occurring in the Laboratory area.

Professional Development

- Achievement of Laboratory and personal objectives are reviewed annually as part of the Personal Development Planning (PDP) process, which forms the basis for the staff annual joint review meeting with the line manager.

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:

Mr Cahal Flynn, Director of Operations, cahal.flynn@svhg.ie +353 (1) 2215331

Person Specification

| Factors | Essential | Desirable |
|-----------------------|---|--------------------------|
| Qualifications | <p>Qualifications to practice as a Laboratory Manager as laid down by the Health Executive Service.</p> <p>Candidates for appointment must:</p> <p>(i) Be registered, or be eligible for registration, on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU</p> <p style="text-align: center;">or</p> <p>(ii) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see note 1 below*), must submit proof of application for registration with the Medical Scientists Registration Board at CORU. The acceptable proof is correspondence from the Medical Scientists Registration Board at CORU confirming their application for registration as a Section 91 applicant was received by the 30th March 2021.</p> <p style="text-align: center;">and</p> <p>a) Possess <u>one</u> of the following NFQ Level 9 post graduate qualifications or equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine;</p> <p>MSc Clinical Laboratory Science, Dublin Institute of Technology (DIT).</p> <p>MSc Clinical Laboratory Science, Technological University Dublin (TU Dublin).</p> <p>MSc Clinical Chemistry, University of Dublin, Trinity College (TCD).</p> <p>MSc Biomedical Science, University of Ulster (UU).</p> <p>MSc Biomedical Science, Cork Institute of Technology (CIT)/University College Cork (UCC).</p> <p>MSc Biomedical Science, Munster Technological University (MTU)/University</p> | As relevant to the grade |

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| | <p>College Cork (UCC).</p> <p>MSc Molecular Pathology, Dublin Institute of Technology (DIT)/University of Dublin, Trinity College (TCD).</p> <p>MSc Medical Science, Atlantic Technological University (ATU)</p> <p style="text-align: center;">or</p> <p>(iii) An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).</p> <p style="text-align: center;">or</p> <p>(v) Possess Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.</p> <p style="text-align: center;">or</p> <p>(v) Have attained the Fellowship examination of the Institute of Biomedical Science (Awarded prior to 1999).</p> <p style="text-align: center;">and</p> <p>b) Possess seven years full time clinical experience (or an aggregate of seven years' full time clinical experience) as a medical scientist in a medical laboratory since qualifying as a medical scientist, two years of which were spent in a promotional post.</p> <p style="text-align: center;">and</p> <p>c) Demonstrate evidence of Continuous Professional Development.</p> <p style="text-align: center;">and</p> <p>d) Candidates must have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">and</p> <p>e) Candidates must provide proof of Statutory Registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU <u>before a contract of employment can be issued*</u> (Applicable to Section 38 applicants only).</p> <p><u>Annual registration Applicable to Section 38 applicants only*).</u></p> <p>(i) On appointment, practitioners must maintain annual registration on Medical Scientists Register maintained by the</p> | |
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| | <p>Medical Scientists Registration Board at CORU*</p> <p style="text-align: center;">and</p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)</p> <p><u>Note 1*</u> Section 91 candidates are individuals who qualified before 31st March 2019 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 31st March 2014 and 31st March 2019 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.</p> <p><u>Note 2*</u> For information in relation to the type of applicants – please click on this link https://coru.ie/health-and-social-care-professionals/registration/what-kind-of-applicant-am-i/</p> | |
| Experience | Possess seven years full time clinical experience (or an aggregate of seven years' full time clinical experience) as a medical scientist in a medical laboratory since qualifying as a medical scientist, two years of which were spent in a promotional post. | As relevant to the grade |
| Core Competencies | <ul style="list-style-type: none"> • Have excellent interpersonal and communication skills and a high capacity for responsibility and individual initiative. • Demonstrate adaptability to the rapid changes taking place in the health services. | As relevant to the role |
| 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. | |
| Character | Candidates for and any person holding the office must be of good character. | |

Particulars of Office:

The appointment is: Whole-time, Permanent and Pensionable.

Panel: A panel may be formed to fill upcoming permanent, temporary, whole and part-time vacancies over the next 6 months.

Annual Salary: Laboratory Manager (393X grade) as at 01/08/2025, pro rata

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---------|---------|----------|----------|----------|----------|----------|----------|----------|
| €91,461 | €95,952 | €101,470 | €108,626 | €114,168 | €119,668 | €125,767 | €129,828 | €133,918 |

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: 30 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 members 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 of 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.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://stvincents.ie/ProtectedDisclosures)

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 electronic 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.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Career website.
- 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 weeks' notice of interview. All interviews are held in person unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. 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, overseas police clearance (if applicable)*, 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.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

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.

September 2025