

Job Description and Person Specification

Foreman - Carpenter

Specified Purpose Vacancy

Reference: HR25I270

Closing Date for Applications: Monday, 24th November 2025

In-person interviews: Friday, 5th December 2025 (TBC)

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

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Job title / Grade: Foreman Carpenter

Reports to: Head of Estates Operations

Key Duties and Responsibilities:

Professional/Technical

Supervise the efficient operation and effective maintenance of all buildings and services on the St Vincents University Hospital campus.

Supervise and liaise with all trade staff, general operatives and associated trades engaged in the maintenance, repair and alteration of services.

Supervise and control of external/internal contractors engaged in works, particularly in relation to new developments and alterations of existing buildings and services.

Update and inform the Head of Estates Operations on a planned basis, in relation to, planned preventive evaluation, trades performance and standards.

Assist in the setting up and implementation of planned maintenance programmes and preventative maintenance programmes, highlighting areas which need corrective attention.

Oversee the maintenance, surveys and repair of all buildings on the hospital campus.

Oversee the maintenance, surveys and repair of hospital campus grounds.

Operate & Carry hospital pager assigned to carpentry foreman.

Be responsible for the safe custody, maintenance and satisfactory working order of all tools, plants and appliances, including maintenance equipment in use in the various workshops and other departments under his/her control.

Order / maintain material stocks and tools as required for all works.

Review drawings and/or sketches for project planned /reactive maintenance and survey/mark-up as built drawings as required.

Plan and supervise existing or proposed rota arrangements with the Head of Estates Operations which may require to work overtime or flexi-time occasionally.

Be expected to co-operate with the implementation of new technology.

Participate as required in carrying out work other than supervision, this may include day to day hands-on repair.

Carry out such duties as may be assigned to him/her from time to time by the Head of Estates Operations including various other nominated managers.

Education & Training

Undertake training as required to enhance his/her ability and safety at work.

Monitor all mandatory training within the carpentry department and ensure all staff are compliant and up to date with requirements.

Administration

The acting foreman will have line management responsibility for carpentry staff, grounds staff and general operatives or others as deemed necessary by senior Estates Management.

Oversee the completion of return to work forms for all carpentry staff as required by SVUH policy or as required by Senior Estates Management.

Oversee and manage overtime for Carpentry Department ensuring strict approval and accurate recording of such hours.

Address issues of poor performance and/or time keeping in a timely manner and escalate as necessary to Senior Estates Management.

Assist in the preparation of budgets/quotes for general maintenance.

Prepare estimates of costs and programme schedule for all works to be carried out by SVUH Carpenters.

Keep all logs and records as are considered necessary. This may include the completion of time sheets, annual leave records and sick leave records, recording and monitoring of "Managing Attendance Policy".

Manage time keeping within the Carpentry Department, ensuring all staff clock in and out each day. Issues of poor time keeping should be managed and addressed by the Acting Foreman.

Manage annual leave for all Carpentry staff ensuring adherence to SVUH Annual Leave Policy. This should include regular engagement with Estates administration staff to check and track annual leave entitlement.

Adhere to approved procedures for quotations, ordering and processing of payment.

Attend regular update/progress meetings with Estates Management/Head of Estates Operations.

Manage the online maintenance management system to record and prioritise all maintenance requests.

Develop and implement planned maintenance programmes/inspections to ensure SVUH buildings and grounds are maintained effectively.

Health & Safety

Use protective clothing and equipment as necessary, during the course of duty in accordance with the Health and Welfare at Work Act 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 purpose and function of the Health & Safety Authority (HSA). The post holder may be asked to participate in inspections as appropriate. Support and promote a safe working environment at all times, to include participation in the development of the annual maintenance safety statement.

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.

Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Prepare and implement method statements / risk assessments for all project work and planned/reactive maintenance.

Ensure that all staff within the Carpentry Dept keep up to date with all mandatory training requirements as set out by SVUH

Note:

The extent and speed of change in the delivery of health care is such that adaptability is essential. The person chosen will be required to maintain, enhance and develop their knowledge, skill and aptitudes necessary to respond to a changing situation. The Job Description therefore must be regarded as an outline of the major areas of accountability at the present time and 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 Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries:

Mr Nick Andrews, Head of Estates Operations, Telephone: 01 221 4904 or e-mail: nickandrews@svuh.ie

Person Specification

Factors	Essential	Desirable
Qualifications	Eligible applicants will be those who on the closing date for the competition: (i) Possess a Quality and Qualifications Ireland (QQI) Level 6 (or higher) Advanced Certificate Craft - Carpentry & Joinery (or equivalent qualification). Or (ii) Possess the National Craft Certificate issued by FETAC Or (iii) Possess the Senior Trades Certificate issued by Department of Education. Or (iv) Possess a Level 3 Technical/Trade qualification or equivalent issued by City & Guilds, London. And Candidates must possess the requisite technical knowledge and ability, including a high standard of suitability for the proper discharge of the office.	
Experience (length and type)	Have 5 years satisfactory post qualification / apprenticeship experience in industrial or clinical type buildings, of which 2 years desirable experience must be in the management of a small maintenance team.	Have experience of working within a large acute hospital.
Core Competencies	• Flexibility & Adaptability • Communication • Team working / Building effective relationships • Health & Safety • Procedures / Legislation & Quality • Patient Centred Focus • Personal Development • Technical Skills • Hygiene	
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 office must be of good character.	

Particulars of Office:

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

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

Annual Salary: as at 01/08/2025, pro rata

1	2	3	4	5	6	7	8	9	10	11	12
€53,420	€53,995	€54,274	€54,584	€54,877	€55,032	€55,180	€55,332	€55,485	€55,728	€55,912	€56,366

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 39 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: 25 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 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 wellbeing 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**.

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 \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

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.

Applications must be made in writing (via email, fax or hard copy) enclosing an up-to-date Curriculum Vitae quoting the post and reference number to recruitment@svuh.ie or to HR Operations – CAGS, St. Vincent's University Hospital, Dublin 4. Applications must be received before midnight on the closing date of the competition. Late applications will not be accepted. All applications are treated in strict confidence.

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.

Date: November 2025