



Open competition for appointment to the position as:

**Deputy Director**  
**Grade: General Manager**  
**Permanent Post**

**in the**

**Pre-Hospital Emergency Care Council**

**INFORMATION BOOKLET FOR CANDIDATES**

**Ref: 2023/001**

**Closing Date: 3 April 2023**

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Pre-Hospital Emergency Care Council 2<sup>nd</sup> Floor, Beech House,  
Millennium Park, Osberstown, Naas,  
Co. Kildare  
W91 TK7N

#### **Introduction**

Established by the Minister for Health and Children in April 2000, the Pre-Hospital Emergency Care Council (“PHECC”) is an independent statutory body with responsibility for standards, education and training in the field of pre-hospital emergency care in Ireland. PHECC’s mission is to protect the public by specifying, reviewing, maintaining and monitoring standards of excellence for the delivery of quality pre-hospital emergency care.

The functions of the Council are set out in the PHECC Establishment Orders (S.I. No. 109/2000). Further information about PHECC, including publications and key documents, is available at [www.phecc.ie](http://www.phecc.ie).

PHECC has a WTE compliment of 23 staff and an annual budget of €3.4M

## **The Role**

The Deputy Director reports directly to the PHECC Director and is operationally responsible for the effective running of the service and will also undertake the role of Director of corporate services. /he will work hand in hand with the section Managers in guiding and providing leadership. As a member of the Senior Leadership team, s/he has a key role in supporting the Director in ensuring the delivery of the strategic objectives.

The Deputy Director will be responsible for a number of functional areas including Finance, ICT, the Quality Management System, Risk Management, Business Planning and Strategy, and as such will have a number of direct reports.

## **Duration**

The appointment will be a permanent and pensionable Contract of Employment with the Pre-Hospital Emergency Care Council.

## **Principal Duties and Responsibilities of the Role**

### **Deputy Director**

- To act for and represent the Director as requested in his/her absence.
- To be an active member of the Senior Leadership Team (SLT).
- To oversee the development and implementation of organisation service planning and budgeting, reporting and control systems.
- To keep up to date on all matters relating to the functions, duties and responsibilities of the Director.
- To participate in strategic development of pre-hospital emergency care in line with Council policy.
- To establish and maintain legal liaison in support of Council activity and maintain a register of legal advices.
- To undertake any other duties as directed by the Council or Director.

### **Administration**

- To support the Director and the Council as required.
- To provide oversight of the service planning process.
- To promote and participate in the implementation of change.
- To manage the preparation and publication of the Annual report.
- With the Director to assist with the preparation and monitoring of the Strategic Plan.
- To prepare all necessary reports to the Department of Health & Children and relevant statutory agencies.

### **Finance**

- To arrange for the installation and management of appropriate accounting systems.
- To monitor and control finances and accounting procedures, including control of the expenditure authorised by the Council, within the Council's annual non-capital determination.
- To ensure optimum use of resources in line with current best practice.
- To evaluate and make recommendations on proposals, which have funding implications.
- To ensure purchasing operations are in line with the current Public Procurement Guidelines.
- To prepare and compile financial statements in accordance with accounting standards and the requirements of the Comptroller and Auditor General.

- To advise the Director on all aspects of strategic and operational financial planning.
- To keep up to date with financial legislation that may impact on the work of the Council.

#### **Information/Communications and Technology (ICT)**

- To arrange for the installation and management of appropriate ICT systems and procedures.
- To ensure and promote effective communication in both internal and external environments.
- To ensure all ICT operations are adhered to.
- To provide advice and support to the Council/Director/Section managers regarding information management.
- To develop and maintain an interactive website to facilitate and promote the work of the Council.

#### **Quality, Governance and Risk Management**

- To ensure that PHECC continue to achieve ISO:9001 2015 accreditation and oversee the accreditation process.
- To provide management and oversight of the PHECC Quality Management System including the document control systems.
- To ensure the PHECC Policies are in place and maintained.
- To provide oversight of the Data Protection function and ensure compliance with GDPR.
- To manage the Freedom of Information and Data Access functions.
- To provide oversight of responses to Parliamentary Questions (PQs).
- To maintain and report on the PHECC Risk Register.
- To operate and maintain the PHECC complaints process.
- To work with the Director and Secretary to Council to ensure that PHECC complies with the Code of Governance for Public Bodies.

#### **Human Resources**

- To work closely with the Director and HR Manager to:
  - To create a positive working environment, which contributes to maintaining and enhancing working relationships.
  - To co-ordinate and develop health and safety requirements in line with personal and organisational goals.

***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 job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work. The officer may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time.***

#### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A 3rd Level qualification in a relevant subject.</li> <li>• A management qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Masters in a relevant subject.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in a Senior Management role in the Public Sector</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing in a regulatory environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• An understanding of the Code of Governance for Public Bodies.</li> <li>• Previous experience of budgetary management and financial control.</li> <li>• Previous experience of managing a team.</li> <li>• Strong leadership and influencing skills.</li> <li>• Excellent stakeholder and relationship management.</li> <li>• Applicants should possess Level 3 behavioral competencies of the competency framework set out below.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the health or emergency medicine sector.</li> <li>• Experience in processing legal advices.</li> <li>• Experience in managing ICT.</li> </ul>
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## Core Competencies

### Quality Service

- Mentor and develop workforce to establish a high performing culture.
- Monitors, maintains and develops the quality of the service.
- Seeks opportunities and leads initiatives for improving services.
- Promotes a multi-disciplinary approach.
- Promotes a proficient and cost-effective service.

### Planning & Organising

- Plans ahead with a vision for understanding the overall integration across different service areas and disciplines.
- Excellent awareness of how external factors impact workforce planning.
- Develops strategic plans and objectives.
- Is aware of workload and pressures across teams and acts appropriately to promote maximum organisational effectiveness.
- Ensures both self and teams' time is utilised to meet key organisational objectives.

### Professionalism

- Is an advocate for the service by consistently projecting a professional image.
- Ensure a respectful representation of service/department.
- Act as a professional role model for others.
- Demonstrates and encourages a strong work ethic.
- Is transparent; acts with integrity and carries no hidden agendas.
- Espouses professional ethics and codes of practice.

### Continuous Learning & Development

- Leads continuous professional and personal development in support of vision /department/ team.
- Aware of critical roles central to the core service of the organisation and ensures successful delivery of these positions.
- Ensures 'managers of the future' are identified and developed.
- Provides and supports learning opportunities for others.
- Uses professional bodies to improve knowledge and resources.
- Presents at industry seminars/conferences when appropriate.

### Organisational Knowledge

- Anticipates and manages the impact of political environment on service.
- Understands how different service areas and disciplines align with overall service.
- Excellent knowledge of organisational culture, key stakeholders and internal dynamics.
- Understands and influences national frameworks for the service.

- Keeps up to date on developing technologies and their likely impact.
- Balances available resources implements a 'value for money' approach.

### **Innovation & Creativity**

- Fosters and develops an innovative and creative culture to meet organisational goals and objectives.
- Encourages and values new ideas, perceptions and suggestions.
- Ability to see future trends and changes in opportunities and anticipates appropriate courses of action.
- Works with internal & external resources, encouraging partnership on new ideas.
- Thinks laterally and is considered within the service as a good source of creativity for new ideas.
- Encourages diversity and inclusion in the creative process to generate highly innovative solutions.

### **Leadership Potential**

- Translates the overall strategic vision and goals and clarifies what is required from each department.
- Inspires commitment and passion in others to accomplish objectives.
- Influences others through evidence-based reasoning aligned with strategic priorities.
- Challenges traditional assumptions and champions new initiatives.
- Decisive, can make unpopular decisions after consulting major stakeholders.
- Shows skills at negotiating when managing upwards in the organisation.
- Demonstrates a high level of self-belief and credibility in all interactions.
- Leads multiple teams/projects adapting leadership style to different situations and/or individuals in order to achieve optimum results.
- Creates and fosters an environment where people are flexible and open to change.

### **Problem Solving & Decision Making**

- Thinks creatively and laterally in relation to the entire service.
- Processes diverse information and can make well informed decisions during times of uncertainty.
- Considers how full scope and impact of decisions affects the service financially.
- Anticipates Issues/opportunities and implements appropriate measures accordingly.
- Can examine complex information to identify root causes of problems issues.
- Breaks large problems down into smaller, more manageable sections.
- When providing solutions, is not restricted by convention.
- Facilitates groups or teams through problem-solving and creative-thinking processes leading to the development and implementation of new approaches, systems, structures and methods.

### **Teamwork**

- Creates an environment where employees work collaboratively and effectively in a spirit of co-operation and mutual respect to maximise service delivery for service users.
- Embraces diversity and values a broad range of perspectives.
- Is inclusive of key stakeholders when making important decisions.
- Encourages consultation and collaboration across disciplines.

### **Communication & Interpersonal Skills**

- Takes a strategic approach to communicating across the organisation.
- Creates a culture of open communication to maintain a climate of trust and honesty.
- Adapts tone and pace of communications to reflect the needs of the individual and / or situation.
- Opens up communication channels through implementation of systems and processes.
- Establishes and maintains information networks across service.
- Adopts a range of communication techniques as appropriate to explain complex information.
- Skilfully mediates conflict situations creating win-win scenarios.

### **Health and Character**

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought.

### **Eligibility to Compete and Certain Restrictions on Eligibility**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

**To qualify candidates must be citizens of the EEA by the date of any job offer.**

### **Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### **Principal Conditions of Service**

#### **General**

The appointment is on a permanent contract.

#### **Probation Period**

The successful applicant must undergo a period of 9 months' probation subject to the rules of the public sector.

#### **Location**

Your initial assignment is to the Council's Offices on the 2nd Floor, Beech House, Millennium Park, Osberstown, Naas, Co. Kildare. W91 TK7N. You may be required to work in other locations within PHECC to meet service requirements. You may be required to travel in the performance of your duties. Expenses which are necessarily incurred in the performance of your duties will be reimbursed in accordance with the approved public service arrangements.

PHECC intends to move to a hybrid working from home arrangement, which the successful candidate can apply to join.

#### **Salary**

Candidates should note that salary will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. New entrants to the public sector will start on point 1. For existing public sector applicants the start point will be dependent on previous public sector experience.

The General Manager Standard Salary scale (01 March 2023) will apply to this position as follows.

€78,618      €80,604      €83,749      €86,917      €90,060      €93,211      €97,793

### **Superannuation and Retirement**

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service or has had a break in excess of 26 weeks will be offered an appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at <http://www.per.gov.ie/pensions>.

### **Selection Process**

How to Apply and Closing Date: The completed application form must be submitted by **5pm on Monday, 3 April 2023**. Only applications sent to **hr@phecc.ie** will be accepted.