



**Grangegorman  
Development Agency**  
Gníomhaireacht Forbartha  
Ghráinseach Ghormáin

**CANDIDATES INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

Open Competition for appointment to the position of:  
**Health and Safety Project Coordinator Panel**  
**Grangegorman Development Agency**  
(Four Year Fixed Term Contract)  
Closing Date: 9 October 2017

**CONTACT:**  
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**Health and Safety Project Coordinator Panel  
Grangegorman Development Agency**

## **1. Background Information on the Post**

The Grangegorman Development Agency (GDA) is a statutory agency established in 2006 by the Irish Government under the Grangegorman Development Agency Act 2005 to redevelop the former St. Brendan's Hospital grounds in Dublin City Centre. The development represents one of the largest regeneration projects and urban design undertaken within the city core for many decades.

The site extending to 30 hectares (73 acres) will be entirely redeveloped to create 21st century facilities to meet the needs of the Health Service Executive (HSE), Dublin Institute of Technology (DIT), the City and surrounding communities.

## **2. Project Vision**

The Vision for the Grangegorman Project elaborates upon the statutory purpose of the Grangegorman Development Agency (GDA) and embraces the identified needs of the stakeholders to describe a vision for the future reality of Grangegorman and to establish key success measures for the project.

The Project Vision establishes the overall Project Aims and may be described as follows:

- To satisfy the requirements of the Grangegorman Development Agency Act 2005.
- To develop a world class integrated campus for Dublin Institute of Technology – a flagship in development within higher education in Ireland, incorporating leading edge design, educational innovation and technology.
- To redevelop St. Brendan's Hospital and other local clinical services on a state-of-the-art integrated healthcare campus which enables a high class service model to be delivered by the Health Service Executive.
- To generate community benefit through enhanced physical environment, sport and recreational facilities, arts and cultural spaces, social and educational amenities, and economic opportunity.
- To achieve excellence in architecture, urban design and sustainability and protect the architectural heritage of the site.
- To develop a new city quarter which links with and adds value to its surrounding neighbourhoods and the city in general and articulates Dublin City Council's vision for the City as expressed in the City Development Plan.
- To maintain a communication strategy throughout the delivery of the project that facilitates appropriate consultation.

### **3. Principal Duties**

The Grangegorman Development Agency wishes to establish the Health and Safety Project Coordinator Panel from which candidates can be drawn upon as a relevant vacancy arises within the GDA. The panel will be live for 2 years.

The Health and Safety Project Coordinator will be primarily responsible for the coordination and management of Health and Safety for the Agency, and across the Grangegorman Development Site.

Reporting to: Director of Construction, or other designated Managers, the Health and Safety Project Coordinator shall undertake the following tasks to the highest standards:

- To formulate, update and develop, as appropriate, policies and procedures on health and safety for the GDA, ensuring that the GDA complies with current and developing legislation (and regulations) in workplace and construction settings.
- To manage, assist, advise and coordinate, in cooperation with other relevant staff, the production and periodic review of the GDA's safety statements and health and safety management systems.
- To plan short-term, medium-term and long-term health and safety goals and objectives having due regard for relevant legislation and to develop performance standards for the objectives set.
- To implement the safety management systems as required on a day-to-day basis and to monitor, analyse and review policy, plans and performance; and to procure and maintain all necessary relevant PPE, facilities, equipment etc. as necessary.
- To be the Health & Safety link between the various Construction Sites and Project Coordinators.
- To manage or carry out GDA Site Inductions and manage site swipe card and access system.
- To carry out regular health and safety inspections/audits of individual sites across the Grangegorman Development on behalf of the GDA; ensuring adherence to statutory requirements and to agreed / GDA safety policies and procedures.
- To review contractors method statements and risk assessments to ensure best practice.
- To compile Health and Safety statistics of individual sites and do a comparison of individual sites on a league table basis.
- To chair, record and distribute minutes of regular Health and Safety Site Coordination meetings.
- To fill the role of site wide traffic coordinator as required.
- To implement the GDA's 'Permit to Dig' system and to develop other 'Permit to Work' systems deemed appropriate.
- To investigate accidents, incidents, occupational diseases, near-misses and important

health and safety problems (and to maintain appropriate records of same).

- To liaise with enforcement agencies such as HSA and health and safety inspectors, as required.
- To liaise with employees and safety representatives in relation to health and safety issues.
- To manage and the provision of training, guidance and advice to GDA Management and Project Coordinators.
- To oversee the implementation of the GDA's fire prevention policy and emergency response procedures, fire safety standards and implement fire safety drills and to attend emergency call-outs as appropriate.
- To manage and liaise with those dealing with insurance policies and claims for the GDA.
- To make such reports as required by management from time to time including an annual reports and reports to the GDA board.
- To ensure all H&S standards are aligned with GDA's Building Information Management (BIM) systems and process'

#### General Project Management

- to manage and / or coordinate any or all aspects of minor design projects / construction projects works in relation to Estate and Facilities Management. Such projects may relate to buildings and / or site infrastructure and / or the public realm.
- To assist senior management in the GDA with the delivery of the overall Grangegorman Project.
- To develop and maintain an interactive risk register to ensure the Agency establishes a direction from managing all its risks and monitoring of actions to be taken to mitigate risk.
- To assist with the GDA's interface with Stakeholders and Communities.

In addition to their specific portfolio the appointee will also work as part of the overall GDA team in delivery across all phases of the development on the Grangegorman site carrying such other functions related to the post as may be necessary or required by the GDA, from time to time.

**Note:** The functions and responsibilities assigned to this position are based on the current stated role and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the GDA.

## **4. Qualifications and Experience**

### 4.1. Essential Requirements:

Candidates must:

- Hold a qualification at level 8 on the National Framework of Qualifications in Health and Safety; and relevant experience and/or qualification(s) in construction related discipline(s) ;
- Have a minimum of 7 years relevant postgraduate experience;
- Appropriate experience in management of design teams / construction projects;
- Appropriate knowledge of design in the built environment;
- Relevant experience of health and safety management for large scale sophisticated projects;
- Knowledge of current health and safety regulations and legislation;
- Experience in implementing, managing and reporting on a safety management system on site;
- Excellent interpersonal and communication skills, and
- Ability to work on own initiative, as part of a team and as leader of a group.

### 4.2. Desirable Requirements

- Knowledge of the practices and procedures of the public sector;
- Experience in dealing with external agencies, local authorities and the local community.
- Knowledge of the use of Building Information Modelling (BIM) in the construction industry.
- Experience in Project Management

## 5. Eligibility to apply and certain restrictions on eligibility

### 5.1. Citizenship Requirement

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. Citizens of non-European Economic Area (EEA) States will not be eligible to compete. A candidate who is in doubt in this regard should consult the Department of Jobs, Enterprise & Innovation.

### 5.2. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### 5.3. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

### 5.4. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

### 5.5. Ill-Health Retirement:

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**Declaration:** Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## 6. Principal Conditions of Service

### 6.1. Salary

Entry will be at the minimum of the scale and increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution).

€ 65,093      € 66,271      €67,962      €70,249      €72,530      €73,846

Other pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

### 6.2. Annual Leave

30 working days per annum. This allowance is subject to the usual conditions regarding the granting of annual leave, is based on a five day week and is exclusive of the usual public holidays.

### 6.3. Hours of Work

Working hours will be in accordance with the standard arrangements and will equate to no less than a 37 hours (net of rest breaks) per week.

No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

### 6.4. Place of Work

The GDA's offices are currently located at Grangegorman Lower, Dublin 7 but may vary depending on the needs of the project.

### 6.5. Tenure

The position of Project Health and Safety Project Coordinator is a full-time fixed term contract appointment of 4 years duration. The provisions of the Unfair Dismissals Acts 1977 – 2007 will not apply to the termination of the contract consisting only of the expiry of the fixed term.

### 6.6. Sick Leave

Sick leave with full pay may be allowed at the discretion of the GDA in accordance with established procedures and conditions for the public service generally.

### 6.7. Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Grangegorman Development Agency depending on the status of the successful appointee:

- (a) In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers);
- (b) An individual who is on Secondment will remain a member of the parent organization's pension scheme and the pensionable remuneration will be based on his/her substantive grade i.e. the grade at which the individual is employed in

- his/her parent organisation;
- (c) An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

**Appointee’s status for superannuation purposes:** At the time of being offered an appointment, the Department of Education and Skills, in consultation with the Department of Public Expenditure and Reform if necessary, will, in the light of the appointee’s previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply. Appointees will be required to disclose their full public service history.

Details of the appropriate superannuation provisions will be provided upon determination of appointee’s status. The following points should be noted: **Pension Accrual:** A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**Pension Abatement:** The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree’s public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which, as indicated below, render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

**Ill-Health Retirement:** Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**Pension Related Deduction:** This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009. For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website <http://www.per.gov.ie/pensions>

**For further information in relation to** the pension scheme for Established State Employees, please see the following website: <http://www.cspensions.gov.ie>.

#### IMPORTANT NOTICE

**The above represents the principal conditions of service and is not intended to be the**

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**comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.**

## 7. Competition Process

Candidates should submit a comprehensive CV setting out your career history, with responsibilities and achievements.

Enclose a covering letter, highlighting your suitability for this role and providing your full postal address, daytime, and mobile telephone numbers.

If after reading the material you have any questions about any aspect of the recruitment for this appointment please email [recruitment@ggda.ie](mailto:recruitment@ggda.ie)

### **Closing date**

Please email your Curriculum Vitae with a covering letter to be received **no later than 1pm on the 9th October 2017** to [recruitment@ggda.ie](mailto:recruitment@ggda.ie) clearly identifying which role you are applying for in the subject line eg: Application for position – Health and Safety Coordinator Panel.

You can also post or deliver to:

Confidential  
Health and Safety Coordinator Panel  
Nora Rahill  
Corporate Affairs Manager  
Grangegorman Development Agency  
The Clock Tower  
Grangegorman Lower Dublin 7

Only applications received by 1pm will be accepted into the campaign. **Applications will not be accepted after the closing date.**

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email [Anne-Marie.deasy@ggda.ie](mailto:Anne-Marie.deasy@ggda.ie) or call her on 01 4024140.

### **Interviews for this post are likely to be held on 27<sup>th</sup> October 2017**

You are advised to check your Junk/Spam email folders as communication of the recruitment process will be by email to all candidates. You are also advised to check these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Grangegorman Development Agency (GDA).

The GDA accept no responsibility for communication not accessed or received from/by an applicant

Candidates should make themselves available on the date(s) specified by the GDA and should make sure that the contact details specified on the application form are correct.

### **Selection Methods**

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- presentation or other exercises
- a final competitive interview
- Any other tests or exercises that may be deemed appropriate

### **Shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the GDA may decide that a number only will be called to interview. In this respect, the GDA provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

### **Security Clearance**

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided.

Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed by the GDA. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

### **Other important information**

The GDA will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the GDA are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the GDA will make all such enquiries that are deemed necessary to determine the suitability of that candidate.

Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the GDA may, at its discretion, select and recommend another person for appointment on the results of this selection process

### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **Specific candidate criteria**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post unless they:
- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by the GDA, or who do not, when requested, furnish such evidence as the GDA require in regard to any matter relevant to their candidature, will have no further claim to consideration.

**Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it. Feedback will be provided on written request.

**Data Protection Acts, 1988 and 2003**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in accordance with FOI legislation to: The Data Protection Officer, Grangegorman Development Agency, The Clock Tower, Grangegorman Lower, Dublin 7, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.