



## Information Booklet

Open competition for appointment to the position of  
Senior Manager – Programme Delivery, Capital  
Programmes Unit

Closing Date: **Monday, 8<sup>th</sup> August 2022 at 1pm**

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## **Table of Contents**

<b>About the Higher Education Authority</b>	<b>3</b>
<b>Job description</b>	<b>4/5</b>
<b>Requirements</b>	<b>5</b>
<b>Principal Conditions of Service</b>	<b>5</b>
<b>Pay</b>	<b>5</b>
<b>How to apply</b>	<b>9/10</b>
<b>Selection Process</b>	<b>10</b>
<b>Confidentiality</b>	<b>10</b>
<b>Security Clearance</b>	<b>10</b>
<b>Candidates Obligations</b>	<b>11</b>
<b>Data Protection Acts 1988 &amp; 2018</b>	<b>12</b>

**Title of post:** Senior Manager – Programme Delivery, Capital Programmes Unit

**Status of position:** 1 permanent vacancy

**Authority:** Higher Education Authority

**Location:** 3 Shelbourne Buildings, Shelbourne Road, Dublin 4

### About the Higher Education Authority

The mission of the Higher Education Authority (HEA) is to create a higher education system that maximises opportunities and ensures a high-quality experience for students. The HEA is the statutory funding body for the universities, institutes of technology and several designated higher education institutions and advises the Minister for Further and Higher Education, Research, Innovation and Science on the development of Irish higher education.

Arising from the National Strategy for Higher Education, the HEA is now playing a key role in leading the higher education system in the achievement of higher levels of performance. The HEA advises the Minister for Further and Higher education, Research, Innovation and Science on the objectives to be set for the higher education system and performance indicators to be applied. It is the HEA's responsibility to ensure that institutional objectives are aligned with national objectives, that appropriate metrics are in place to measure performance and that funding allocations reflect performance. We are the lead agency in the creation of a co-ordinated system of higher education institutions with clear and diverse roles appropriate to their strengths and national needs.

The HEA performs an advocacy role for higher education to students, Government, employers and the general public and we input into the national policy agenda through the provision of high quality, research, and evidence-based policy advice to the Department of Further and Higher Education, Research, Innovation and Skills and other agencies and Departments with significant interaction with the higher education system.

The HEA's Strategic Plan for the period 2018-22 is available here <http://hea.ie/about-us/strategic-plan/>

The Department plans to reform the HEA's legislation. Further details available [here](#).

### Context for the position

The HEA is seeking to fill one permanent, full-time post of Senior Manager – Senior Manager – Programme Delivery, Capital Programmes Unit this is graded at Assistant Principal (standard) level.

The HEA allocated €86.5m in 2020 and is set to allocate €106m in 2021 and is set to grow. The following are the key programmes managed by the Capital Programmes Unit.

- Capital Building Programme
- Devolved grant scheme
- Energy Efficiency & Decarbonisation Pathfinder Programme
- Higher Education PPP Programme
- Higher Education Space Survey

In addition, we are seeking to create a panel which will be established from the interviews, this will be in place for two years in the event of a vacancy arising during the duration of the panel.

### **Senior Manager – Programme Delivery, Capital Programmes Unit**

Reporting to the Head of the Capital Programmes Unit the post holder will be responsible for managing a number of programme and work streams in the Capital Programmes Unit (CPU), working with colleagues across the HEA.

#### **Main Duties & Responsibilities include:**

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- Responsible for the management and delivery of the portfolio of capital investment programmes in the CPU, which include the HESIF, TSSPF, EEDPP etc, from approval through to completion.
- Responsible for leading the project review process and Public Spending Code, Decision Gate approval process across all CPU capital programmes, producing recommendations.
- Embed and deliver the Programme Management Office approach across all capital investment programmes and projects within the CPU and aligning with key stakeholders as required.
- Responsible for the development, monitoring, tracking, and benchmarking of project and programme performance indicators, and the delivery of meaningful reporting to inform decision making.
- Responsible for the ongoing management and reporting of CAPEX expenditure profiles across the HEA portfolio of capital programmes and projects.
- Responsible for the management, requisition & disbursement of CAPEX funding, approvals notifications, implementation of controls, claims management, reporting, account reconciliation, and compliance and performance monitoring across the HEA capital investment programme.
- Lead the continued development, implementation, and management of the CPU systematic framework of programme and project governance, and controls (policies, procedures etc.).

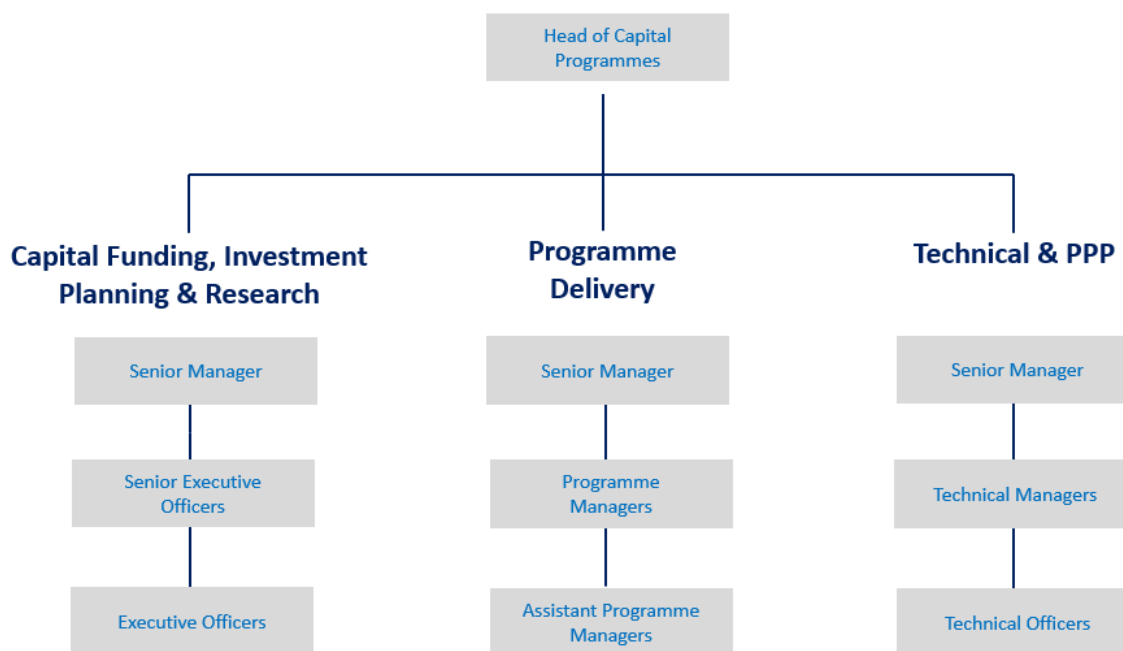
- Own and drive proactive risk management at a programme level and the continued development and implementation of the risk assessment and management strategy across the portfolio.
- Responsible for the development, management, collation, synthesis and analyses of project and project delivery data to enable effective project and programme reporting, and appropriate decision making. Be able to utilise data to problem solve and deliver solutions.
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- Data capture management, analytics and visualization including using various platforms and tools (e.g., Tableau, ArcGIS).
- Provide regular reports across all performance indicators including; programme, cost, quality, budget, risk, and funding relating to the capital investment programme.
- Drive continuous improvement in Programme and Project Management, capability and practice (tools, processes, technology, business intelligence, and other levers of value) to continue to develop project and programme delivery.
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- Lead on all programme and project reporting within the capital team and with external stakeholders, updating internal databases and reporting on KPIs.
- Contribute to detailed review and evaluation of capital proposals, projects, and programmes, managing including technical and non-technical work-streams, and the production of detailed evaluation reports and recommendations.
- Lead and contribute to the continued development and implementation of the internal systems, procedures, and policies of the CPU.
- Act in an advisory capacity to HEIs in all aspects of capital planning and capital delivery including, initial inception through to design, planning, procurement, delivery, and review.
- Manage and lead a team and any supporting staff, ensuring the team has the tools and resources to deliver the agreed work programme in accordance with policies and procedures.
- Any other duties as required by the Head of Capital, Deputy CEO or CEO.

**Requirements:**

- A Level 8 qualification in Project/Programme Management, Quantity Surveying, Engineering, or other construction related discipline.
- Excellent demonstratable project and/or programme management experience with a minimum of 5 years' experience in the management and delivery capital projects and / or programmes.

- Experience in managing / leading one or more of the following: estate planning, procurement, design team management, construction and contract management, project management and/or operational asset management.
- Chartered membership of a relevant professional institution (or eligibility to apply for membership).
- Knowledge of Project Ireland 2040, National Planning Framework, National Development Plan 2021-2030, Climate Action Plan, and wider sustainability issues within the built environment.
- Knowledge and experience in the Public Spending Code, Capital Works Management Framework and Public Procurement requirements.
- Knowledge and experience of planning requirements, building standards and construction contracts.
- Excellent verbal and written communication ability, with demonstrating experience in the preparation and publication of professional reports.
- Highly numerate with excellent attention to detail, ability to interrogate and analyse large datasets and data visualisation.
- Strong analytical skills and ability to interrogate and challenge information/data, ideally with expertise in statistical analysis and/or data visualisation software such as Tableau, Power BI, etc.
- Experience in the Microsoft Office suite of programmes, including Word, Excel, PowerPoint.
- Experienced managing and leading teams.

## CPU Team Structure



## Principal Conditions of Service

### Part 1 (Conditions which particularly apply to this position)

1. **Pay:** The salary scale for this position is as follows:

PPC - €70,399 €72,991 €75,620 €78,25 €80,891 €82,409 €85,067 (LSI1) €87,734 (LSI2)

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

Different pay and conditions may apply if, prior to appointment, the appointee is an existing civil or public servant appointed prior to 6<sup>th</sup> April 1995.

Increments may be awarded subject to satisfactory service 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.

**Salary:** The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale. Different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

2. **Annual Leave:** Annual Leave will be 30 working days. This leave is exclusive of public holidays.
3. **Hours of Attendance:** Working hours will be in accordance with the standard arrangements for HEA and will equate to no less than a 35 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.

4. **Location:** This position is currently based at 3 Shelbourne Buildings, Shelbourne Road, Dublin. Currently HEA staff are working from home having regard to Government measures relating to Covid 19. While some return to working from the HEA's Offices may be possible early in the new year, it is envisaged that staff will continue to work from home for a number of days each week having regard to the need to maintain physical distancing.

It is the intention of the HEA to introduce a hybrid working policy in 2022 under which staff may, depending on the position, work a number of days from home.

## **Part II (Other conditions which apply generally to appointees to this position)**

1. **Tenure:** This post is permanent.  
The appointment to the post is subject to a probationary period that will be no greater than 11 months. Shorter probationary periods will apply to any contracts shorter than one year.
2. **Duties:** The appointee will be expected to perform all acts, duties and obligations as appropriate to this position (which may be revised from time to time).
3. **Outside Employment:** The position is whole-time and the appointee must avoid involvement in outside employment/business interests in conflict or in potential conflict with the business of HEA. Clarification must be sought from management where any doubt arises.
4. **Sick Leave:** Sick leave with full pay may be allowed at the discretion of the Higher Education Authority in accordance with established procedures and conditions for the public service generally.



- 5. Retirement and Superannuation:** The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the HEA 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<sup>st</sup> 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 organisation'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 be a member of the HEA's Staff Superannuation Scheme and Associated Spouses and Children's Scheme.
  - d) At the time of being offered an appointment, the HEA in consultation with the Department of Education & Skills and 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 for the duration of the appointment. 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.
  - e) Retirement age shall be subject to relevant superannuation scheme provision and the statutory provisions set out in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and the Public Service Superannuation (Age of Retirement) Act 2018.
  - f) 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<sup>th</sup> 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 outlined 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.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007:** The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the cesser of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e., the added years previously granted will not be taken into account in the calculation of the pension payment).
  - **III-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.
6. **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>
  7. **Eligibility to compete:** 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.
  8. **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.
  9. **Department of Health and Children Circular (7/2010):** The Department of Health Circular 7/2010 dated 1<sup>st</sup> 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.

**10. Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> 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.

**11. Declaration of previous public service employment history:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

## Competition Process

### How to Apply

Applications should be made by sending a current CV together with a cover letter outlining suitability for the post applied for by email to Mark Carroll, Senior Executive Officer (acting), [recruit@hea.ie](mailto:recruit@hea.ie) no later than **Monday 8<sup>th</sup> August 2022**. Applicants will be required to provide a declaration as outlined in paragraph 11.

### Applications will not be accepted after the closing date.

In less than 1000 words in total, please address the following three areas in your cover letter:

1. Your project / programme management experience in the delivery of significant capital programmes / projects
2. Your experience in the implementation of a monitoring and reporting system which includes, key performance indicators for large, complex capital programmes / project
3. Your experience in leading and managing teams in the delivery of a complex work programme

## **Selection Process**

The selection may include shortlisting of candidates on the basis of the information contained in their application and by:

- Interview, either in person in the HEA's offices or via MS Teams/Zoom
- Satisfactory references (referees will not be contact without the candidate's prior agreement)

The Higher Education Authority reserves the right to require candidates attend a second interview.

## **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 HEA may decide that a number only will be called to interview. In this respect, the HEA 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 in your application.

## **Confidentiality**

Subject to the provisions of the Freedom of Information Act, 1997 as amended 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. If unsuccessful this information will be destroyed by the HEA. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

## **Other important information**

The HEA 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 HEA 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 HEA 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 HEA 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.

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

Candidates who do not attend for interview or other test when and where required by the HEA, or who do not, when requested, furnish such evidence as the HEA requires 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. Having regard to the significant level of recruitment involving the HR section applicants are advised that it may take some time to respond to requests for feedback.

### **Data Protection Acts, 1988 and 2018**

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 held by the HEA. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 and 2018. To make a request under the Data Protection Act 2018, please submit your request in writing to: Human Resources & Accounts, HEA, 3 Shelbourne Buildings, Crampton Avenue, Shelbourne Road, Dublin 4, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'HEA'. Alternatively, you can email [dataprotection@hea.ie](mailto:dataprotection@hea.ie)