

JOB DESCRIPTION

Job title:	Executive Assistant to the Chief Executive Officer
Grade:	Grade V
Reports to:	CEO
Working Hours:	35 hours for full-time staff

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Role Summary:

To provide executive assistance to the Chief Executive Officer. The objective of the role is to maintain the highest level of efficiency and confidentiality while promoting the values of the hospital at all times.

Responsibilities:

- To act as the first point of contact for the CEO, proactively and promptly reviewing and tracking incoming enquiries such as emails, invitations, complaints, and correspondence and responding directly or advising on responses to the CEO, providing clarity of outcomes/actions.
- Management of the Chief Executive's diary ensuring key meetings are prioritised and the day is optimised for success.
- Assess CEO priorities and ensure adequate time for meetings have been allocated.
- Preparation for all meetings, prepare and circulate meeting agendas and documents, as appropriate. Ensuring all video/audio conference meetings are set-up in advance of meeting and liaising with IT for any technical issues.
- Welcoming of guests and managing relationships.
- Arrange signing of contracts and letters on behalf of CEO.
- Anticipate the needs and requests of the CEO.
- Providing project support; reviewing and summarising reports, presentations, and documents suitable for presentation.
- Maintain a co-ordinated and up-to-date calendar for the CEO by determining the urgency and nature of requests, making necessary arrangements, and resolving time conflicts. Organise and schedule meetings with employees and external stakeholders.
- Attend meetings with the CEO or on the behalf of the CEO to record meeting outcomes and follow-up actions.
- Provide support in producing reports, briefings and presentations as required.
- Assist with the collection and collation of data and information as required for preparing reports, briefings and presentations.
- Develop and maintain good working relationships with all key stakeholders in the Hospital.
- Maintain confidentiality and a high level of professionalism.
- Take ownership of workload and meet deadlines without close supervision.
- Continually develop effective interpersonal and communication processes to ensure the delivery of an effective service.
- Other duties as required.



Qualifications / Experience:

- 3 years plus experience in a similar or transferrable role.
- Demonstrate a high level of accuracy, efficiency, and attention to detail.
- Excellent organisational and communication skills.
- Ability to multi-task and prioritise.
- Fully proficient in MS suite (Excel, PowerPoint & Word) and Outlook.
- Displays the highest level of confidentiality and discretion.
- Personal accountability and proactivity.
- Excellent time management, prioritisation and multi-tasking skills.
- Collaborative work style with an ability to build effective working relationships at all levels, both internally and externally.
- Excellent project management skills.
- Excellent communication skills, verbal, written, report writing and presentation.
- Able to demonstrate good attention to details, good judgement showing logical decision making and a hands on approach.

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.

Conditions of Employment:

- Annual Leave Entitlement: 30 days per annum pro- rata. Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment.
- Probationary Period: The appointee shall hold office for a probationary period of six months.
- The terms of the Hospitals Superannuation Scheme (VHSS & SPSPS) will apply to this position.
- A minimum of 1 months' notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

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 fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

Confidentiality

In the course of your employment you 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 Michaels Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme.
- Access to learning and development opportunities.
- Library facilities.
- Subsidised staff restaurant.
- Subsidised pharmacy.
- Access to subsidised gym facilities.
- Access to health services credit union.

- Group discount for health insurance.
- Excellent access to public transport including dart and bus routes.
- Tax saver commuter ticket scheme.
- Bike to work scheme.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

Reviewed: 25/06/2025

Next review: 25/06/2028