



## **Director of Support Services**

Applications are invited for the above full time permanent position from all suitably qualified individuals.

### **Purpose of Post**

The Director of Support Services is responsible for the oversight of functions as ascribed by the Chief Executive and broadly identified as; Transport, Technical Services, Catering, ICT, Sports Centre, Household, Reception Services, Laundry, Stores, and Library. The post holder will also be required to participate in the effective governance of Risk, Quality, Governance and Compliance. The post holder is expected to ensure effective and efficient support services, to implement the strategic plan to bring about reform across the organisation to the benefit of persons with intellectual disabilities supported by Stewarts.

### **To be considered for this post applicants must have the following:**

- Bachelor's degree in business management or relevant discipline is essential.
- Masters qualification in business management or relevant discipline is essential.
- Proven Director of Operations / Director of Support Services experience is essential.
- Strong working knowledge of data analysis and performance metrics.
- In depth working knowledge of the healthcare sector, specifically the intellectual disability sector.
- Excellent report writing and organisational skills.
- Strong and proven problem solving and analytical skills.
- Excellent people management and coordination skills.
- Proven ability to lead, delegate and motivate staff.
- Proven ability to anticipate issues, identify solutions and provide clear guidance to the executive to ensure strong governance across its services.
- Ability to work strategically ensuring effective planning and delivery of services within budget.
- Ability to build effective relationships with both internal and external stakeholders, including staff, families, HSE etc.
- Excellent communication, negotiation and influencing skills.
- Excellent interpersonal skills.
- Strong and proven financial acumen.
- Strong proficiency in computer skills.

Job description may be obtained by contacting the HR Department.

Application is by CV and cover letter no later than Friday June 15<sup>th</sup> 2018 which can be sent by email to: [HR@stewartscare.ie](mailto:HR@stewartscare.ie) or by writing to the HR Department, Stewarts Care Ltd, Palmerstown, Dublin 20.

Stewarts Care Ltd is an Equal Opportunities Employer

