

18th October 2016

To: Each Member of the Directorate and Leadership Team
Each Assistant National Director HR
Each Chief Officer, CHO
Each Head of HR, CHO
Each Hospital Group CEO
Each Hospital Group HR Director
Each CEO Section 38 Agency
Each HR Manager Section 38 Agency
Each Employee Relations Manager

From: Rosarii Mannion, National Director of Human Resources

Re: HR Circular 014/2016 Job Evaluation Scheme 2016

Dear Colleagues,

A revised job evaluation scheme reopened on 1st September 2016. The scheme is available for all employees in Clerical and Administrative Grades III to VI and analogous grades in the health service covered by IMPACT.

The scheme is reflective of the revised structures within health services, with a greater focus on leadership and teamwork and less emphasis on supervision.

The criteria applied to the scheme is in line with best practice utilising factor definitions that are used in other job evaluation schemes, with greater emphasis placed on competencies relevant to the various grades. The scheme also accommodates technical posts in the clerical and administrative stream that have a very high skill level (which may have associated qualifications) and that may work single handedly or in small teams. Cognisance is also taken of the requirement to accommodate clerical and administrative posts with high levels of specific knowledge that may not have associated formal qualifications.

An application form for the scheme will need to be completed by each applicant and signed off by his/her line manager. In addition, all National Directors are required to **approve applications** for their respective

Divisions prior to submission . Following this, all National Directors will be made aware of details of applications from within their given Division and will be required to **sign off and approve same before the evaluation process is initiated.** A full explanatory note and process flow chart is to follow.

Please note that all successful applications must be funded from within existing resources. **No additional funding has or will be made available to support the scheme.**

A nominee from each Division will be trained to undertake the job evaluation process.

Filling of re-graded posts

The evaluations will be carried out jointly by HSE management and trade union nominees. It has been agreed that where an upgrade to a post is recommended by the joint evaluators and the post has been occupied by an individual for 4 years or more at the time of evaluation, the methodology of filling same will be by way of designation.

All other posts will be filled maximising the available pool as follows:

- A post in a Community Health Organisation (CHO) will be filled by advertising in the particular CHO.
- A post in a Hospital Group will be filled by advertising in the particular Hospital Group.
- A post in National Division will be filled by advertising in the particular National Division.

Again, it is important to note that the Department of Public Expenditure and Reform have made it clear **that additional funding will not be made available to support the scheme.**

Queries

The governance of the Scheme rests with Leadership, Education and Talent Development. Employees and managers are invited to address any queries that they may have regarding these arrangements to JobEvaluation.Scheme@hse.ie

Yours Sincerely,



Rosarii Mannion
National Director of Human Resources