Additional Competition Information

Position: Speech & Language Therapist (Working with Children with deafness/hearing impairment)
Location: North West Dublin
NRS0150

Dear Candidate,

Thank you for your interest in pursuing a career with the HSE.

This is some additional important information regarding this competition. We strongly recommend that you read this document before applying for this competition.

In this document we lay out the regulations by which the competition will run. It outlines what we require from you and in what format we require it, it also explains what will happen after the interview process and how panels will be managed.

This is to ensure we have the same information from all candidates and that candidates are treated in the same manner.

1. How to apply for Speech & Language Therapist Senior (Working with Children with deafness/hearing impairment)

You must use the Application Form Attached particular to this post, which you will find attached and type in your details which you can return to applyalliedhealth@hse.ie or return by post to: Ms Mary Fox, National Recruitment Services, Health Service Executive, HR - Services, Aras Slainite Chluainin, Manorhamilton, Co. Leitrim

- There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
- We will not be able to process applications by CV or any other method.

NB This is a competency based selection process. In order to consider your application, **this section of the form must be fully completed**. If you do not complete all questions, we will be unable to process further incomplete applications.

This means if you do not answer all of your competency questions in full your application will not be submitted for invitation to interview.

Candidates please note the National Recruitment Services check eligibility after the closing date for the receipt of applications. The National Recruitment Services can only accept completed Application Form received by **12 Noon Tuesday 1st June 2010**. This means that if you have sent the wrong version of your application form (e.g. blank, incomplete etc), or that you have not attached requested relevant supporting documentation you will not be processed further.

N.B. PLEASE NOTE THAT THE NATIONAL RECRUITMENT SERVICES MAY CONTACT YOU BY MOBILE PHONE, E-MAIL AND/OR POST; THEREFORE IT IS MOST IMPORTANT THAT BOTH YOUR MOBILE TELEPHONE NUMBER & E-MAIL ADDRESS ARE INCLUDED IN YOUR APPLICATION.

IT IS YOUR RESPONSIBILITY TO ENSURE YOU HAVE ACCESS TO YOUR MOBILE VOICE MAILS, TEXT MESSAGES AND EMAILS.

2. Who should apply?

We welcome applications from all suitably qualified candidates who are interested in a Speech and Language Therapist Senior post working with children with deafness / hearing impairment in the North West Dublin area. A panel may be formed from this competition from which vacancies that may occur for a 12 month period may be filled.
Applicants invited to apply include:

- All applicants interested in permanent and/or temporary vacancies
- Current Employees interested in working elsewhere (geographic)

For more details on suitably qualified applicants please see Appendix 1 attached.

**Applicants from outside the European Economic Area**

While the HSE is an equal opportunities employer, in line with current Department of Enterprise and Employment Work Permit requirements, applications from non European Economic Area (EEA) citizens will only be considered in the event that an EEA citizen cannot be found to fill a vacancy.

However, we welcome applications from Non EEA Nationals who currently hold in-date documentation giving entitlement/permission to work in this state. **Further information in Appendix 2 of this document. Please read Appendix 2.**

**Applications that are not accompanied by the requested documents where necessary will be considered incomplete and will not be processed any further.**

N.B. This means that your application will not be submitted for the eligibility/shortlisting exercise and subsequent invitation to interview.

3. **Will I get a post through this competition?**

This is a vacancy driven competition.

This means the HSE are running a recruitment and selection process to fill an existing vacancy for a Speech & Language Therapist Senior working with children with deafness/hearing impairment in the North West Dublin area.

A panel may be formed from this competition from which any further vacancies which may arise during the lifetime of the panel will be filled. By participating in this process you are ensuring that you will be included for access to opportunities that may occur.

A position on the panel is not a job offer and does not necessarily mean that you will be offered a post.

Depending on the outcome of the selection process candidates may be placed on a panel in order of merit, from which temporary and permanent job offers will be made.

4. **Where is the post located?**

The post is located in the PCCC services North West Dublin area.

5. **What is the selection process?**

- Candidates who apply must be suitably qualified (see Appendix 1). Candidates deemed ineligible will not be called forward to interview.
- Candidates must complete a competency based application form, those who do not fully complete the competency based application form will not be submitted for the ranking exercise and subsequent interview (if applicable).
- Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.
Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

6. Formation of Panels

What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then offered to the first candidate on the panel. If the number one successful candidate on the panel refuses the job offer, it is then offered to the second candidate on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

Marking System

Candidates are given marks for skill areas during the interview. Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 121 at interview, which would place them at joint number 3 on the panel.

If Professional Knowledge has been the secondary ranking chosen then the candidate who has scored highest in this area will receive the first job offer. Karen scored 19 in the Professional Knowledge element and Mary scored 18. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. THE HSE reserves the right to extend the life of the panel to fill temporary and/or permanent vacancies that may arise.

Please note the HSE reserves the right to use the Speech & Language Therapist Senior working with Children with deaf/hearing impairment panel to fill vacancies in other sites, should further vacancies arise.

7. Acceptance / Refusal of Job Offers

The National Recruitment Services will require that you include in your application form your:

- mobile telephone number
- e-mail address

These are the communication channels which we will use to contact you. If you change your e-mail address or mobile telephone number it is your responsibility to inform the National Recruitment Services.

Permanent Whole Time Posts

You will have one working week in which to express an interest* in a permanent post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the last date by which you may express an interest. You will also receive a description of the post/service as well as contact details for the Service Manager to discuss the service/department we strongly recommend that you do so.

The National Recruitment Services may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered will be moved to the end of the panel.
Candidates who formally accept a post and subsequently decline the post will be moved to the end of the panel.

Candidates who accept and start employment in a permanent post will be removed from the panel.

**Permanent Part Time posts**

Vacancies may arise that constitute less than one full time post (i.e. less than one full working week). Where possible we will endeavour to merge vacancies together in order to create a full time post. If this is not possible we will offer the part time post to candidates in order of merit. Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally offered will not be moved to the end of the panel.

Candidates who accept and start employment in a permanent part time post will be removed from the panel.

**Temporary Whole Time or Part Time Job Offers**

You will have 24 hours in which to express an interest* in a temporary post should it arise. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post/ service and contact details for the Service Manager to discuss the service/ department if you wish to do so.

The National Recruitment Services may notify more than one candidate, in order of merit that a temporary post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered will not be moved on the panel and their ranking on the panel will change.

Candidates, who accept a temporary post and are issued with a contract, will be classified as “dormant”. This means that you will not be contacted regarding any further temporary posts, which arise unless you notify the National Recruitment Services. At any time, after you take up duty should you be about to become available for temporary work again, you can contact the National Recruitment Services, who will immediately reactivate your status on the panel confirming your availability for temporary posts.

**Candidates who take up temporary positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest* in temporary vacancies will not forfeit their ranking on the panel. Regardless of whether a candidate’s status on the panel is dormant (due to accepting a temporary post) or active, it will not affect in any way expressions of interest/ job offers for permanent positions.**

*Expression of Interest – What does this mean?*

*An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.*

8. **Competition Time Scales**

Closing date for return of Application Form: 12 noon Tuesday 1st June 2010

Interviews are provisionally scheduled for week commencing Monday 28th June 2010

Candidates who do not confirm their interview attendance prior to the date and time supplied in the invitation to interview will have their slot cancelled.
9. **Interview Location**

Interviews will be scheduled locally.

Interviews will be held in person only, therefore candidates must be available to present for interview. Interviews will be held on the dates specified by the National Recruitment Services, no subsequent or alternative interview dates will be offered to candidates. There will be no alternative interview methods e.g. telephone/video conferencing.

You will also be required to produce the following documentation prior to conducting your interview. Candidates who do not bring the required documentation listed below will not be admitted to interview.

- **Form of photographic identification** i.e. drivers licence, passport or student I.D. This identification will be checked and returned to you immediately on the day.
- **Garda Vetting Form** - you will also be required to complete a Garda vetting form which will be enclosed in your invitation to interview letter. You will be required to fully complete this form and return it to the National Recruitment Service in the envelope attached. All candidates must complete the Garda vetting form. This includes current HSE employees. We strongly recommend to avoid delays that you complete your form as per the instructions enclosed with your form.
Applicants
Suitably Qualified Candidates:

Each candidate must be on the latest date for receiving completed application form for the office:
(a)       (i) the B. Sc degree (Clinical Speech and Language Studies) from the University of Dublin
OR
(ii) the BA (Moderatorship)(Remedial Linguistics) from the University of Dublin
OR
(iii) the M.SC in Speech & Language Therapy (Professional Qualification) from the University of Limerick
OR
(iv) Licentiate from the College of Speech Therapists
OR
(v) A validated Speech & Language qualification at least equivalent to (i), (ii), (iii) or (iv) above**

(b) have at least three years satisfactory post qualification experience
(c) a suitable standard of professional attainments
(d) the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of the office

**Please note a Speech & Language Therapy qualification from National University of Ireland, Galway and University College Cork is a recognised qualification.
Appendix 2

Applicants from Outside the EEA

Applicants from outside the European Economic Area

If you are a non EEA National in order for us to process your application it will be necessary for you to submit the following scanned documentation:

a) A scanned copy of your documentation which entitles you to work in this state
b) A scanned copy of your passport page showing your identity details [i.e. the page that shows your photograph and personal details]
c) A scanned copy of your passport page showing your immigration stamp showing you have permission to be in this state

Your application will be rejected if you fail to send copies of the requested documentation to prove you have permission to work in this state.

This means that your application will not be submitted for the eligibility/shortlisting exercise and subsequent invitation to interview.

For more details on EEA countries please see below or visit the Department of Enterprise Trade and Employment website www.dete.ie

EEA Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland.

Bulgarian and Romanian nationals, will continue to require a permit to take up employment in Ireland and the job will continue to be subject to the current requirement for a labour market test. Bulgarian and Romanian nationals who are already in the Irish State on a valid employment permit for an uninterrupted period of 12 months or longer prior to the 31st December 2006 will not need an employment permit.