



**Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive

Dr. Steevens' Hospital

Dublin 8

Tel: 01 6352319 Email: nationalhr@hse.ie

**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Assistant Chief Finance Officer  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHOs  
Each Head of HR CHOs  
Head of HR, PCRS  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

**From:** Anne Marie Hoey National Director Human Resources

**Date:** 21<sup>st</sup> June 2021

**Re:** HR Circular 023/2021: Re-grading of Home Help Co-ordinators Grade Code 6584

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Dear Colleagues,

In September 2018 under the auspices of the WRC (Ref.C-163443 -18), the Health Service Executive and FÓRSA reached agreement on the proposed Operating Model for the introduction of the CHO Networks. Under the section on Structure in Social Care the parties agreed to a separate engagement under the auspices of the WRC conciliation service (Ref.C-163640-18), with a view to negotiating the operating model and sub structure for Social Care.

As part of this process FÓRSA included a group claim for Home Help Coordinators on the issue of the grading for the post across the country. The parties agreed to use the tools of the Clerical Administration Job Evaluation Scheme, using sufficient numbers of the current Home Help Coordinator Grade VI posts, in order to establish the appropriate level of the posts.

The initial evaluation took place on the 9<sup>th</sup> October 2019, with additional information required thereafter by the evaluators in order to make a complete assessment. The outcome of this assessment was acceptable to all parties and this Circular gives effect to that outcome, as set out below

- Home Help Coordinator posts currently at Grade VI level are to be upgraded to Grade VII level with effect from 9<sup>th</sup> October 2019.
- Save in circumstances where local probation arrangements are at play, current permanent post holders will be designated into the new grade.
- In terms of assimilation to the new grading, normal pay on promotion rules as per Circular 10/71 will apply.
- The effective date of implementation will be the 9<sup>th</sup> October 2019.
- All new appointments to the role will be at Grade VII level, also with effect from 9<sup>th</sup> October 2019.
- In line with HSE HR Circular 008/2016, this rate will apply to any staff member filling the position.

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility including Payroll Managers.

#### **Queries**

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments / Employee Relations Departments. Please note also that the National HR Help Desk is also available to take queries on 1850 444 925 or email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Queries from HR Departments on the contents of this Circular may be referred to Paul Byrne, HSE Corporate Employee Relations, HR Directorate, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Email: [paulj.byrne@hse.ie](mailto:paulj.byrne@hse.ie) or [martina.canavan@hse.ie](mailto:martina.canavan@hse.ie)

Yours sincerely



**Anne Marie Hoey**  
**National Director of Human Resources**