Guidance for Approval to Recruit for Posts in the HSE & Section 38 Agencies

Version 3
April 2022

Please refer to the following HR Memos with regard to the content within this process document

- Process for the Primary Notification for all National Service Plan (NSP)/Winter Plan Positions (Dated 15th December 2021)
- Revised Procedures and Process for the Recruitment/Filling of New and Replacement Senior Level Posts at Grade VIII and above in the Staff Category of Management/ Administration (Dated 4th April 2022)

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Item	Description / Definition
NSP New Service Development Post	In overall terms a new post is defined as an NSP New Service Development post, both approved and funded, as provided for in the National Service Plan (NSP). Confirmation of the associated approval, the associated initiative and funding are required to be confirmed in the primary notification process.
New Development Post (**NB** this is not the same as NSP New Service Development Post outlined above)	A New Development Post - includes developments that have been approved and funded by the Department of Health: • the subject of a specific business case outside of the NSP or • posts specifically identified and communicated by the Department of Health Confirmation of the associated approval, the associated initiative and funding are required to be confirmed in the primary notification process.
New Post by Suppression/Reconfiguration within current budget / current WTE	New posts created to address changes to service delivery, through suppression or reassignment of an existing vacancy or budget. These posts to not require a primary notification, however if the new post is "Management & Administration Grade VIII and above" grade, these must be sanctioned by the DoH.
Replacement Posts (Primary notification not required)	A replacement post, is defined as an already approved and funded post, that has become vacant for which the service is seeking to replace and for which the post continues to have the required funding in place. Replacement posts at grades Management & Administration Grade VIII and above do not require a primary notification but do need to be sent to SWP&I for validation/monitoring.

Item	Description	Issuer
Primary Notification Number (PN)	All NSP New Service Development Posts/ New Development Posts, require a Primary Notification Number in order to recruit. The PN is provided on validation of the posts to be put in place into the health system and requires validation of funding, grade, location, WTE, contract type and NSP/ Other initiative identification. A PN can be used for multiple posts under the initiative as set out in the application by the service.	Strategic Workforce Planning & Intelligence Team (National HR)
Log Number	A unique identifier number issued by SWP & I is assigned for each individual post under a primary notification number. There can be multiple log numbers issued under one PN.	Strategic Workforce Planning & Intelligence Team (National HR)
Position Number	The unique position that is created on the Services HR system, that the employee will be assigned to once recruited. This position number contains the attributes of the position (i.e. funding, WTE, grade, etc).	Services (e.g. CHO/HG)
Employee ID / Personnel Number	Unique identification number assigned to an employee which is unique to that individual, not to the position that they are working in.	Payroll

Abbreviation	Description
CHO	Community Health Organisation
DoH	Department of Health
EMT	The HSE Executive Management Team
HG	Hospital Group
HR	Human Resources
ND	National Director
NRS	National Recruitment Services
NSP	National Service Plan
PN	Primary Notification
SWP&I	Strategic Workforce Planning & Intelligence

Item	Description	Link to Document
Form A Request to Hire	Document required for Approval to Hire for all Staff Grades excluding Management & Administration Grades VIII and above. *Please note – this process has been amended and Form A is no longer required for New Service Development / New Development Posts, but is required for Suppression/Reconfiguration within current budget / current WTE.*	[Form A](#)
Form A1 Approval to Hire	Document Required for Approval to Hire Management & Administration Grades VIII and above	[Form A1](#)
Form B	Required for Approval to Hire replacement posts for all Staff Grades excluding Management & Administration Grades VIII and above.	[Form B](#)
Form B1	Required for Approval to Hire replacement posts for Management & Administration Grades VIII and above.	[Form B1](#)
Primary notification & log number request template	Template for use by HR teams to provide all relevant data required for issue of Primary notification and log number. All 2022 PN requests will be requested by ND. Posts from services prior to 15th December 2021 will continue to be accepted from service.	[Primary Notification Request Template](#)
Job Specification Repository	A 'Job Specification Repository' is now in place to support recruitment. This includes a suite of standard agreed job specifications available for Services to use, which will help to ensure a consistency of standard and approach across the organisation. This repository will continue to be updated on a regular basis and additional job specifications are being published on this site as and when they become available.	[HR Job Specification Repository](#)
National Grade Codes	Document indicating the Grade Code associate with each specific staff grade, within the specific staff category. The grading structure is based on professional groupings and categorisations' to allow for service planning, delivery, performance and accountability.	[National Grade Code List](#)
Job Order Forms	Form required to request recruitment by National Recruitment Services (NRS). *Please note this should be accompanied by the relevant Approval form (Form A, A1, B, B1) and the pre-placement form a job description where required.*	[Job Order Form](#)

The following process flows have been developed to outline each step required for **Approval to Recruit for Posts.** For each step, the responsible stakeholder is indicated by the colour of the outline for that step. The required documentation for this step is also indicated by way of an illustrative icon. The legend is included at the bottom of each page, and a summary is included below.

Staff Grades the Process Relates to

Staff Grade

Step in Process 1

Key Information ⚠️

Responsible Stakeholder:

If the step is outlined in the following colours, then it is the responsibility of that stakeholder to complete the step. If there are multiple stakeholders involved; then both colours will be represented.

Services	EMT Member	Strategic Workforce Planning & Intelligence	EMT	Department of Health	National Director

Documentation / Communication Form

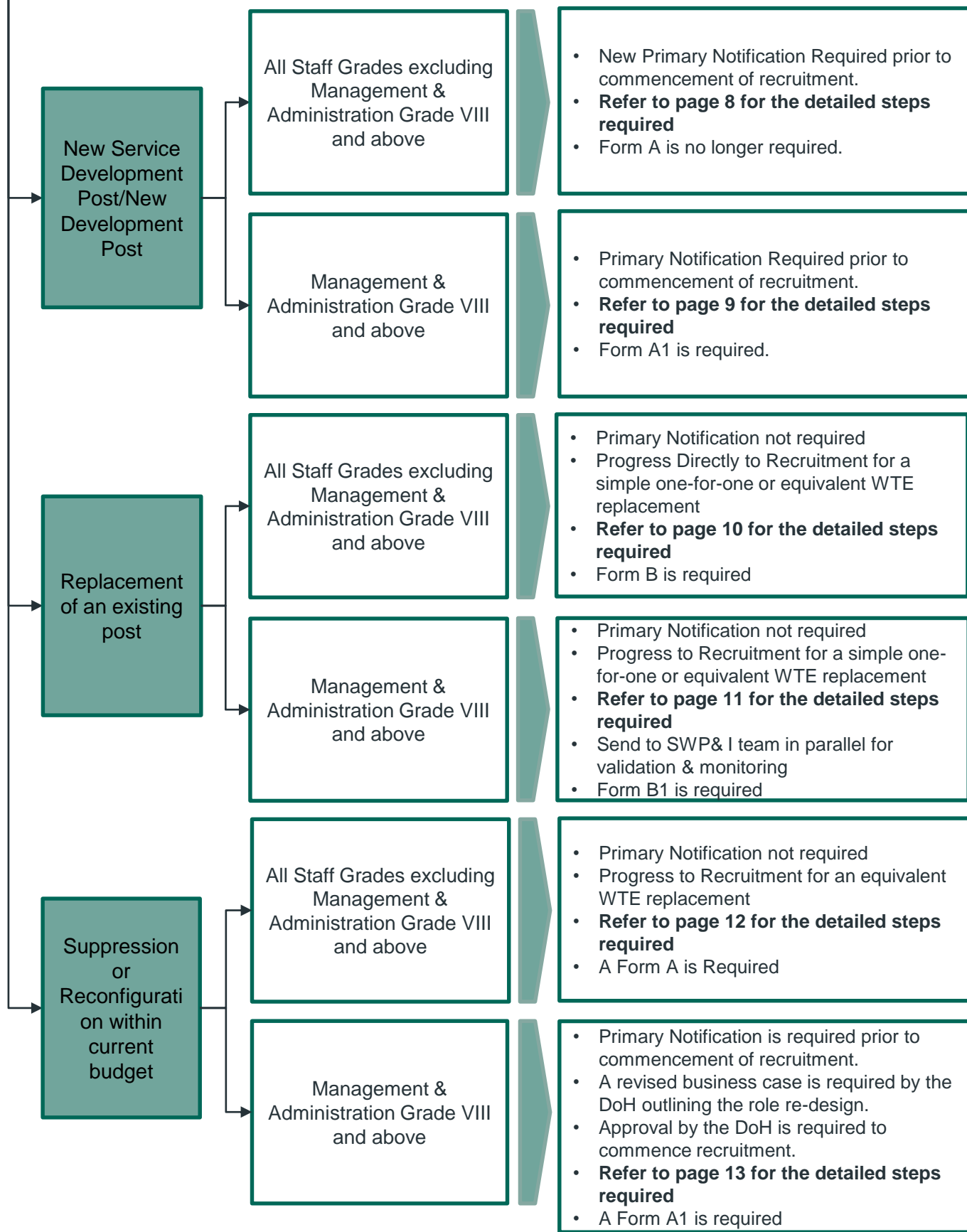| Written Approval	Primary notification number & log number request template	Form A	Form A1	Form B	Form B1

EMT submission deadlines	Job Description	Job Order	Confirmation of Primary Notification & Log Number

Approval to Recruit

New Service Development Post/New Development Post		
All Staff Grades excluding Management & Administration Grade VIII and above		• New Primary Notification Required prior to commencement of recruitment. • **Refer to page 8 for the detailed steps required** • Form A is no longer required.
	Management & Administration Grade VIII and above	• Primary Notification Required prior to commencement of recruitment. • **Refer to page 9 for the detailed steps required** • Form A1 is required.

Replacement of an existing post		
All Staff Grades excluding Management & Administration Grade VIII and above		• Primary Notification not required • Progress Directly to Recruitment for a simple one-for-one or equivalent WTE replacement • **Refer to page 10 for the detailed steps required** • Form B is required
	Management & Administration Grade VIII and above	• Primary Notification not required • Progress to Recruitment for a simple one-for-one or equivalent WTE replacement • **Refer to page 11 for the detailed steps required** • Send to SWP& I team in parallel for validation & monitoring • Form B1 is required

Suppression or Reconfiguration within current budget		
All Staff Grades excluding Management & Administration Grade VIII and above		• Primary Notification not required • Progress to Recruitment for an equivalent WTE replacement • **Refer to page 12 for the detailed steps required** • A Form A is Required
	Management & Administration Grade VIII and above	• Primary Notification is required prior to commencement of recruitment. • A revised business case is required by the DoH outlining the role re-design. • Approval by the DoH is required to commence recruitment. • **Refer to page 13 for the detailed steps required** • A Form A1 is required

All Staff Grades excluding Management & Administration Grade VIII and above

1 — Obtain written approval from the relevant National Director or identified delegated sanction (as formally notified to SWP&I Office National HR).
- ❑ Confirmation of NSP Year and Initiative (e.g. NSP 2022 ICPOP or NSP 2022 Winter Plan Acute Beds). The initiative and the alignment to the Winter Plan or NSP (as applicable) must be clearly identified
- ❑ Grade & Grade Code (Sourced directly from National Grade Code List) for each post (available here)
- ❑ Whole Time Equivalent (WTE) for each post
- ❑ Location/s for each post/ group of posts to lowest level

⚠️ Please note: Form A is no longer required for New Service Plan Development or New Development Posts, but the details outlined above must be provided.

2 — Submit the completed and approval Primary Nnotification & Log number request template by the relevant National Director or delegated sanction to WorkforceData@hse.ie, see link to memo re guidance (HR Memo 9th October 2021)

⚠️ Failure to provide the required details outlined in step 1 will result in the application being returned to the service for clarification with resultant delay in issue of Primary Notification/ Log Numbers

3 — Using the details provided by the Services and as approved by the relevant National Director or delegated sanction, for each individual position, assign a Primary Notification number and Log Number to each individual position.

4 — Issue Primary Notification Number & Log Number to the relevant National Director and attach the detailed list.

5 — Receipt of the Primary Notification and Log number should be considered as 'Approval to Recruit'. Recruitment can now be progressed.

6 — If recruitment is to be completed by the NRS – the Service must include detail of Primary Notification number and Log Number for each post in the Job Order request form, in addition to the Pre-placement form and Job Description. A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here).

Responsible Stakeholder

Services	EMT Member	Strategic Workforce Planning & Intelligence	EMT	Department of Health	National Director

Key

Written Approval	Primary notification number & log number request template	Confirmation of Primary Notification & Log Number	Job Order	Job Description

Management & Administration Grade VIII and above

1 Obtain written approval from the relevant National Director or identified delegated sanction (as formally notified to SWPI Office National HR).
- Confirmation of NSP Year and Initiative (e.g. NSP 2021 ICPOP or NSP 2022 Winter Plan Acute Beds). The initiative and the alignment to the Winter Plan or NSP (as applicable) must be clearly identified
- Grade & Grade Code (Sourced directly from National Grade Code List) for each post (available here)
- Whole Time Equivalent (WTE) for each post
- Location/s for each post/ group of posts to lowest level

2 Prepare and complete a Form A1, New Senior Management/Administration and Job Description

Provide support & advice to Services to complete Form A1 & Job Description

3 Submit the above documentation and signature of the **relevant Finance Manager , Head of Function, ND and EMT member** to seniormanagers@hse.ie

⚠ Failure to provide the required details above and/or **ND and EMT signature** will result in the application being returned to the service for clarification, with resultant delay in submission to the EMT for consideration. Signature is required from both the relevant ND and the EMT member.

4 Review the received file and recommend for submission to EMT & CEO for approval

5a EMT Approval of post   *or*   **5b** EMT do not approve / pause post

6a Communication back to the EMT member & ND of outcome and issue to DoH for approval   *or*   **6b** Communication back to the EMT member & ND of outcome

7 EMT member / National Director to notify Service of outcome

8a Clarification of queries on application from DoH   **8b** DOH approval / non-approval

9 Communicate outcome of DoH approval / or non-approval to the National Director and Requester and confirm the position number for the post.

10 Using the details provided by the Services and as approved by the relevant National Director or delegated sanction, for each individual position, assign a Primary Notification number and Log Number to each individual position.

11 Issue a letter to the applicant to confirm issue of the Primary Notification Number & Log Number and attach the detailed list as an appendix.

12 Receipt of the Primary Notification and Log number should be considered as 'Approval to Recruit'. Recruitment can now be progressed. Services should commence recruitment locally, or contact NRS to commence recruitment as required and as per the agreed recruitment channel for the specific staff category.

13 If recruitment is to be completed by the NRS – the Service must include detail of Primary Notification number and Log Number for each post in the Job Order form and Form A1, in addition to the Pre-placement form and Job Description. A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here). If you are recruiting for a new role, or if the Job Specification you require is not available on this page, you can use the guidance provided in the National Job Specification Template here to help you develop your own.

Responsible Stakeholder	Services	EMT Member	Strategic Workforce Planning & Intelligence	EMT	Department of Health	National Director

Key

Form A1	Job Description	Written Approval	EMT submission deadlines	Primary notification number & log number request template	Confirmation of Primary Notification & Log Number	Job Order

All Staff Grades excluding Management & Administration Grade VIII and above

1 Complete local approval process for recruitment as applicable and complete the Form B.

B

2 Commence recruitment locally, or contact NRS to commence recruitment as required and as per the agreed recruitment channel for the specific staff category.

3 If recruitment is to be completed by the NRS – the Service must include submit a Job Order form and Form B for each post , in addition to the Pre-placement form and a Job Description. A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here).

JO JD

B

Responsible Stakeholder

Services

Key

JO
Job Order

JD
Job Description

B
Form B

Written Approval

Management & Administration Grade VIII and above

1 Complete local approval process for recruitment as applicable.

2 Prepare and complete a Form B1 and ensure that it is signed by the Local Finance Manager, Head of Function and National Director or delegated sanction as written proof of approval). `B1` 👍

3 Submit the completed Form B1 signed by the relevant Local finance Manager, Head of Function and National Director or delegated sanction (as written proof of approval) to seniormanagers@hse.ie `B1` 👍

4 Review the signed (approved) Form B1 for validation & monitoring purposes and issue approval to the Service to recruit. Approved forms will be stamped and retuned to service through the Chief Officer's Office / CEO / National Directors office.

5 Commence recruitment locally, or contact NRS to commence recruitment as required and as per the agreed recruitment channel for the specific staff category.

6 If recruitment is to be completed by the NRS – the Service must submit a Job Order Form and Form B1 request form for each post, containing the Log Number, in addition to the Pre-placement form and a Job Description. A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here). `JO` `JD` `B1`

Responsible Stakeholder

Services	Strategic Workforce Planning & Intelligence

Key

`B1` Form B1	👍 Written Approval	`JO` Job Order	`JD` Job Description

	All Staff Grades excluding Management & Administration Grade VIII and above

1 Complete local approval process for recruitment as applicable

2 Complete an Approval to Hire Form A and commence recruitment locally, or contact NRS to commence recruitment as required and as per the agreed recruitment channel for the specific staff category. [A]

3 If recruitment is to be completed by the NRS – the Service must submit a Job Order request form and Form A for each post, in addition to the Pre-placement form and a Job Description. A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here). [JO] [JD] [A]

4 Review of Form A submissions at local level as appropriate [A]

Responsible Stakeholder

Services

Key

[A] Form A

[JO] Job Order

[JD] Job Description

Management & Administration Grade VIII and above

1 Complete local approval process for recruitment as applicable

2 Complete an Approval to Hire Form A1 and Job Description. Submit the above documentation and signature of the **relevant Local Finance Manager, Head of Function, ND and EMT member** to seniormanagers@hse.ie

⚠ Failure to provide the required details above, **ND and EMT signature** along with other relevant signatories will result in the application being returned to the service for clarification, with resultant delay in submission to the EMT for consideration. Signature is required from both the relevant ND and the EMT member.

3 Review the received file and recommend for submission to EMT & CEO for approval

4a EMT Approval of post   *or*   **4b** EMT do not approve / pause post

5a Communication back to the EMT member & ND of outcome and issue to DoH for approval   *or*   **5b** Communication back to the EMT member & ND of outcome

6 EMT member / National Director to notify Service of outcome

7a Clarification of queries on application from DoH   **7b** DOH approval / non-approval

8 Communicate outcome of DoH approval / or non-approval to the National Director and Requester and confirm the position number for the post.

9 Using the details provided by the Services and as approved by the relevant National Director or delegated sanction, for each individual position, assign a Primary Notification number and Log Number to each individual position.

10 Issue a letter to the applicant to confirm issue of the Primary Notification Number & Log Number and attach the detailed list as an appendix.

11 Receipt of the Primary Notification and Log number should be considered as 'Approval to Recruit'. Recruitment can now be progressed. Services should commence recruitment locally, or contact NRS to commence recruitment as required and as per the agreed recruitment channel for the specific staff category.

12 If recruitment is to be completed by the NRS – the Service must include detail of Primary Notification number and Log Number for each post in the Job Order request form and Form A1, in addition to the Pre-placement form and Job Description. A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here). If you are recruiting for a new role, or if the Job Specification you require is not available on this page, you can use the guidance provided in the National Job Specification Template here to help you develop your own.

Responsible Stakeholder	Services	EMT Member	Strategic Workforce Planning & Intelligence	EMT	Department of Health	National Director

Key

Form A1	Job Description	Written Approval	EMT submission deadlines	Confirmation of Primary Notification & Log Number	Job Order

Deadlines for Application for Approval by EMT

Applications to the Strategic Workforce Planning and Intelligence Unit for new posts, will be accepted on a monthly basis only within the timelines set out in the table below.

EMT Meeting Month	Last date to be submitted to National HR	EMT Meeting Date
April	4th April 2022	26th April 2022
May	29th April 2022	24th May 2022
June	3rd June 2022	28th June 2022
July	4th July 2022	26th July 2022
September	22nd August 2022	13th September 2022
October	19th September 2022	11th October 2022
November	17th October 2022	8th November 2022
December	21st November 2022	14th December 2022