

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

Version 2 10th May 2021

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 12 February 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 04 February 2021)



Quick Navigation

New Service Development Post / New Development Post



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Replacement of an existing post



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Suppression or Reconfiguration within current budget



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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 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 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
СНО	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



Referenced Documentation & Links

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 - New Process (January 2021)
Form A1 Approval to Hire	Document Required for Approval to Hire Management & Administration Grades VIII and above	APPENDIX 1 - Approval to Hire Form A1
Form B	Required for Approval to Hire replacement posts for all Staff Grades excluding Management & Administration Grades VIII and above.	//www.hse.ie/eng/staff/resour ces/our-workforce/approval- to-hire-form-b-nov-2020.doc
Form B1	Required for Approval to Hire replacement posts for Management & Administration Grades VIII and above.	APPENDIX 3 - Approval to Hire 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. Please note, this information will be accepted by the SWP&I team in other documents/formats such as a Local Paybill document, provided all relevant information has been provided.	https://www.hse.ie/eng/staff/resources/ourworkforce/primary-notification-process-new-posts.html
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 - HSE.ie
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.	//www.hse.ie/eng/staff/resour ces/our-workforce/workforce- reporting/national-grade- code-list-december-2020.xls
Business Case	Business justification for senior posts for approval by the HSE, DoH etc.	Available to request from: workforcedata@hse.ie
Business Case Summary Template	Summary document of the Business Case (Business justification for senior posts) for approval by the HSE, DoH etc.	APPENDIX 2 - Business Case Form
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.	http://ihbs.healthirl.net/Huma n-Resources/National- Recruitment- Services/Recruitment-Job- Order-Forms/



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



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 Α1



Form B



Form B1



deadlines



Job Description



Case



Job Order

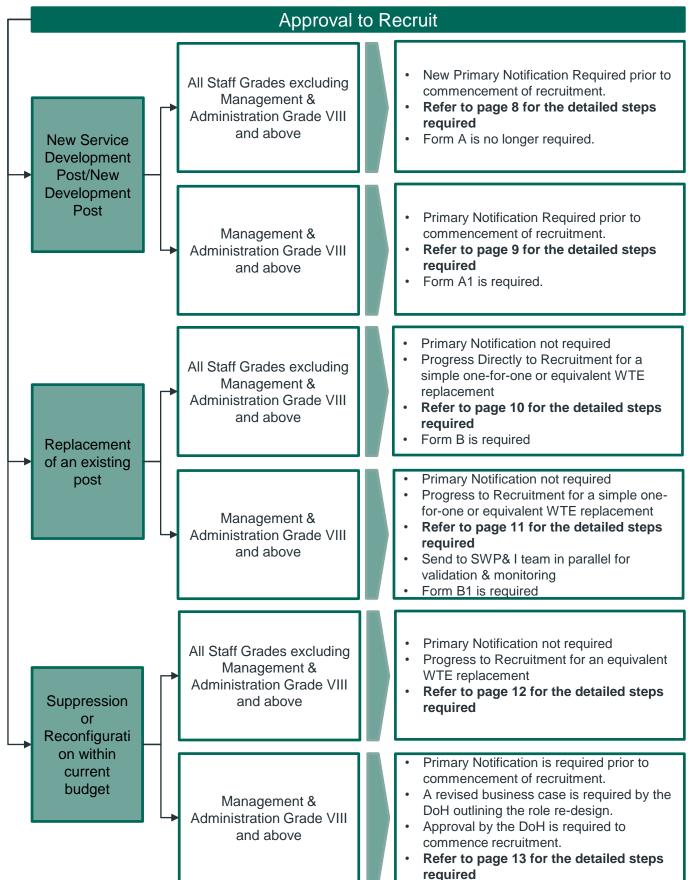


Business Case Summary



Letter to confirm issue of Primary Notification & Log Number







Process for Approval of a New Service Development Post / New Development Post

All Staff Grades excluding Management & Administration Grade VIII and above



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 2021 ICPOP or NSP 2021 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 as outlined in the <u>HR Memo Jan 2021</u>, but the details outlined above must be provided.



Submit the completed <u>primary notification & log number request template</u> (or other document with equivalent data fields) and proof of approval by the relevant National Director or delegated sanction) to <u>WorkforceData@hse.ie</u>







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



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.



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



5

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



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).







Services

EMT Member

Strategic Workforce Planning & Intelligence

EMT

Department of Health National Director

Key



Written Approval



Primary notification number & log number request template



Letter to confirm issue of Primary Notification & Log Number



Job Order



Job Description



Process for Approval of a New Service Development Post / New Development Post

Management & Administration Grade VIII and above





- 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



Provide support & advice to Services to complete Business Case & Job Description















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.

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



EMT Approval of post

or

EMT do not approve / pause post

Communication back to the EMT member & ND of outcome and issue to DoH for approval

or



Communication back to the EMT member & ND of outcome

EMT member / National Director to notify Service of outcome

Clarification of queries on application from DoH

8b

DOH approval / non-approval

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

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.

Issue a letter to the applicant to confirm issue of the Primary Notification Number & Log Number and attach the detailed



list as an appendix.



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.

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 1 4 1 Stakeholder

Services

EMT Member

Strategic Workforce Planning & Intelligence

EMT

Department of Health

National Director

Key



Business Case

BC



Summary



Description



Approval





deadlines



request template



& Log Number







Process for Approval for a Replacement Post

All Staff Grades excluding Management & Administration Grade VIII and above





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



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 (if there is no existing panel in place for that position and a new campaign is required). A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here).





Responsible Stakeholder

Services

<u>Key</u>







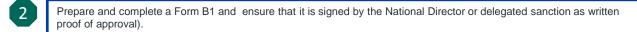




Process for Approval for a Replacement Post

Management & Administration Grade VIII and above









Submit the completed Form B1 signed by the relevant National Director or delegated sanction (as written proof of approval) to seniormanagers@hse.ie





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.







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 (if there is no existing panel in place for that position and a new campaign is required). A list of standardised Job Descriptions for roles frequently recruited is available in the HSE's Job Specification Repository (available here).





Services

Strategic Workforce Planning & Intelligence

Key



Written Approval





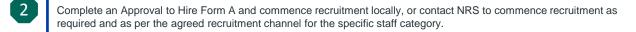


Process for Suppression / Reconfiguration within Current **Budget / Current WTE**

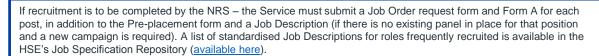
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All Staff Grades excluding Management & Administration Grade VIII and above













Review of Form A submissions at local level as appropriate



Responsible Stakeholder

Services

Key





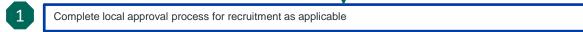


Job Description

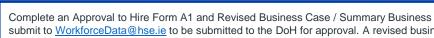


Process for Suppression / Reconfiguration within Current Budget / Current WTE

Management & Administration Grade VIII and above









Complete an Approval to Hire Form A1 and Revised Business Case / Summary Business Case and Job Description and submit to WorkforceData@hse.ie to be submitted to the DoH for approval. A revised business case is required by the DoH outlining the role re-design, and approval by the DoH is required to commence recruitment.



Submit the above documentation and signature of the relevant 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.



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



EMT Approval of post



Communication back to the EMT member & ND



EMT do not approve / pause post

of outcome and issue to DoH for approval



Communication back to the EMT member & ND of outcome



EMT member / National Director to notify Service of outcome

Clarification of queries on application from DoH



DOH approval / non-approval



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

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.

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



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.



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 1 4 1 Stakeholder

Services

EMT Member

Strategic Workforce Planning & Intelligence

EMT

Department of Health

National Director

Key



Business Case

Business Case

Summarv









deadlines



& Loa Number



Order





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 Month
February	5th February 2021	23rd February 2021
March	5th March 2021	23rd March 2021
April	9th April 2021	20th April 2021
May	3rd May 2021	25th May 2021
June	4th June 2021	22nd June 2021
July	9th July 2021	27th July 2021
August	6th August 2021	24th August 2021
September	3rd September 2021	21st September 2021
October	1st October 2021	19th October 2021
November	5th November 2021	30th November 2021
December	3rd December 2021	28th December 2021