

## Memo

**To:** Each Member of the EMT  
Each member of the Leadership Team  
Each Assistant National Director  
Each HR Manager  
Each Employee Relations Manager

**From:** Anne Marie Hoey, National HR Director

**Date:** 3<sup>rd</sup> February 2021

**Subject:** 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

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### Introduction

Further to the memo circulated on 28<sup>th</sup> February 2020, this memo sets out the revised procedures and processes for all **new senior management posts** required for sanction by the **Resourcing Unit** in the **Department of Health**, and for all **replacement** senior management posts **prior to** the commencement of the recruitment/appointment process.

This memo applies to all HSE Statutory, Voluntary Hospitals and Voluntary Agencies.

Of note, all applications for **new senior management and administration posts** continue to require **formal sanction** by the Department of Health. The Department of Health will **only** accept applications, submitted by the National Director of Human Resources (HR) on behalf of the relevant Executive Team Member, as approved through the process set out herein. All applications are routed through Strategic Workforce Planning and Intelligence, National HR division ([workforcedata@hse.ie](mailto:workforcedata@hse.ie)), on behalf of the National Director HR.

A suite of Appendices are provided with this memo to support the application and approval process.

## Summary of Revised Arrangements

### 1 New Post

- i. In overall terms a new post is defined as an **NSP New Service Development** post, both approved and funded, as provided for in the current National Service Plan (NSP) and the HSE Pay and Numbers Strategy (i.e. current year) and as approved through the Commissioning Oversight Group process.
- ii. A **New Development Post** - includes developments that have been the subject of a specific business case outside of the NSP approved by the Department of Health with associated funding, or posts specifically identified and communicated by the Department of Health, both approved and with associated funding, outside of the NSP for example Winter Plan positions. In either case, confirmation of the associated approval, the associated initiative and funding are required to be confirmed in the application process, and authorised by the relevant EMT member.
- iii. New posts created to address changes to service delivery, may be the subject of an application, with specific detail to determine the funding, allocated either through suppression or reassignment of an existing vacancy, the location (only where there is a change), with validation of same by the relevant National Director, with no additional consequent growth in WTE.

### 1.1 Application and Approval Process

The following documentation is required to complete the application process:

- i. An **Approval to Hire Form A1** must be completed. Of note this Form has been revised to include the additional requirement for recommendation by the relevant **EMT member** for submission to the EMT and CEO for decision. (See **Appendix 1**);
- ii. A **New Senior Management/ Administration Business Case Summary Form** must be completed. (See **Appendix 2**);
- iii. A **New Senior Management/ Administration Overarching Business Case** must be completed. This is a broader in-depth report setting out the specific detail supporting the rationale for the creation of the new post/s. (Support from National HR is available to develop same by services).
- iv. A **Job Description** must be completed.
  - The above documentation is required in the first instance to be submitted to the relevant National Director for their review and approval.
  - Each National Director is required to complete a newly updated Assessment and Recommendation section (See **Appendix 1**), with the new requirement for the relevant EMT member to authorise onward submission for consideration by the EMT and CEO for decision.
  - The completed documentation including this assessment is submitted to National HR (via [workforcedata@hse.ie](mailto:workforcedata@hse.ie)).
  - On review by National HR a file is then prepared by the National Director of HR for submission of the application for consideration by the EMT and decision by the CEO on a **monthly** basis to the EMT.
  - The outcomes from the EMT meetings, will be communicated back to the relevant EMT member and National Director, for communication to the relevant applicant. Approvals, by the EMT and CEO, will automatically be processed by the Strategic Workforce Planning and Intelligence Unit on behalf of the National Director HR, to the Department of Health to ensure no undue delays. Outcomes from the Department of Health will be communicated by the National Director of HR to the relevant National Director and service as applicable.
  - Applications approved by the Department of Health, will automatically be issued a Primary Notification

Number by the Strategic Workforce Planning and Intelligence Unit of National HR.

- 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 overleaf.

Application Submission Timeframes:

Month	Last date to be submitted to National HR	EMT Meeting Month
February	5 <sup>th</sup> February 2021	23 <sup>rd</sup> February 2021
March	5 <sup>th</sup> March 2021	23 <sup>rd</sup> March 2021
April	9 <sup>th</sup> April 2021	20 <sup>th</sup> April 2021
May	3 <sup>rd</sup> May 2021	18 <sup>th</sup> May 2021
June	4 <sup>th</sup> June 2021	29 <sup>th</sup> June 2021
July	9 <sup>th</sup> July 2021	27 <sup>th</sup> July 2021
August	6 <sup>th</sup> August 2021	24 <sup>th</sup> August 2021
September	3 <sup>rd</sup> September 2021	21 <sup>st</sup> September 2021
October	1 <sup>st</sup> October 2021	19 <sup>th</sup> October 2021
November	5 <sup>th</sup> November 2021	30 <sup>th</sup> November 2021
December	3 <sup>rd</sup> December 2021	28 <sup>th</sup> December 2021

Applications will **only** be accepted on an **exceptional basis** outside of the above timelines.

## 2 Replacement Post

- A replacement post, is defined as an **already approved and funded** senior management/ administration 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;

### 2.1 Application and Approval Process

The following documentation is required to complete the application process:

- An **Approval to Hire Form B1 – Senior Management and Administration Replacement Posts** must be completed. (See Appendix 3);

The above documentation is required to be submitted to the relevant National Director for their review and approval, with onward submission to Strategic Workforce Planning and Intelligence National HR Division (email [workforcedata@hse.ie](mailto:workforcedata@hse.ie)) for monitoring and validation purposes.

The HSE CEO, NDHR and DOH require monthly progress report on the recruitment of these posts for monitoring and audit purposes. Therefore Strategic Workforce Planning & Intelligence, National HR Division, will request a monthly progress update on the posts approved by the Department of Health.

Any queries relating to this process please contact via email [Workforcedata@hse.ie](mailto:Workforcedata@hse.ie).

Yours sincerely,

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