HSE National Job Specification Template V.23

**Title of Post**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Recruiter to complete. Remember the job title for each post ,must be in English and Irish. Use the [certified Irish language list of all existing job titles](https://assets.hse.ie/media/documents/HSE_Job_Titles_Irish_and_English_October_2024.pdf) to help you do this.  Title of Post (Grade Code: XXXX)    Review the [current Grade Code list](https://www.hse.ie/eng/staff/resources/our-workforce/workforce-reporting/).  What is the job title and Grade level of the position? |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  Review the most recent [Salary Scales](https://healthservice.hse.ie/staff/pay/pay-scales/):  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | Recruiter to complete |
| **Closing Date** | Recruiter to complete |
| **Proposed Interview Date (s)** | Recruiter to amend as appropriate:  Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location. You must state a fixed location for all posts without exception. The location must be in in English and Irish. Translate words on [tearma.ie](http://www.tearma.ie/)  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact [INSERT name and contact details for person who will deal with informal enquiries] for further information about the role.  Contact [INSERT name and contact details for person who will deal with informal enquiries] for enquiries relating to the recruitment process..  **DECISION POINT**  For roles that are difficult to fill or where possible consider including “or to arrange a site visit” to the above sentence. |
| **Details of Service** | Use this section to highlight the service and generate interest in the service and job you are recruiting for by providing information on the following types of questions:   * What service does the unit/area provide? * What client group does the unit/area serve? * What are the possible future developments for the service? * What is the team structure? * What region / geographic area does the service cover? |
| **Reporting Relationship** | Outline reporting relationships associated with the post:   * To whom will the jobholder report? * Who will report to the jobholder? |
| **Key Working Relationships** | To give the applicant a send of the key working relationships associated with the role, provide an overview of the types of people the jobholder will typically engage with as part of their duties and responsibilities. |
| **Purpose of the Post** | What is the overall high-level purpose of the job? |
| **Principal Duties and Responsibilities** | Outline the operational, strategic, clinical, developmental, administrative and other duties that will apply to the post.  Ideally you should have approximately 10/15 main duties and responsibilities. The questions below can help identify what these are.   * What are the key responsibilities of the job? * What will the jobholder be responsible for doing? * What are the key accountabilities of the role? * What will the jobholder have accountability for? * What does the job entail? * What are the most important aspects of the job? * What will the jobholder spend the most time doing? * Will the jobholder have managerial responsibilities? * Will the jobholder have budgetary responsibilities?   It can be useful to list duties and responsibilities under relevant headings such as Clinical / Professional, Risk Management, Health and Safety, Administrative, Education & Training.  Do not include task level details.  **Include / delete the numbered sections below, as relevant to the post.**   1. **Risk Management, Quality, Health & Safety**  * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.  1. **Education & Training**  * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.  1. For all grades at Grade VIII / equivalent grades / professions, or above. **Administrative** / **Management**  * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders  1. **For Therapy Jobs**   Staff Grade: To participate in the practice education of student therapists  Senior Grade: To manage, participate and play a role in the practice education of student therapists  Manager: Be responsible, in partnership with local general management for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments   1. **All Mental Health Jobs**  * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the [Framework](https://www.hse.ie/eng/services/list/4/mental-health-services/advancingrecoveryireland/national-framework-for-recovery-in-mental-health/) for any updates.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. When there are [nationally agreed Eligibility Criteria](https://www.hse.ie/eng/staff/jobs/eligibility-criteria/) use them here. 2. If there is no agreed Eligibility Criteria you will need to draft appropriate criteria. Only criteria essential to the role and grade level should appear here and care should be taken to ensure that the criteria aren’t overly restrictive:    1. *Qualifications:*   Only include qualifications that are necessary for effective performance in the job and without which the person could not do the job competently or successfully.   * 1. *Experience:*   Quality of experience is better than stating a length of time. It is better to state what the candidate is expected to know or be able to do than stating a specific time.   * 1. *For Management/Admin posts*.   Provide details of the types of experience that the person should have to perform the role effectively. A third level qualification should only be included where it is clearly linked to the requirements of the role.   * 1. Remember to seek input from a wide range of relevant stakeholders when drawing up eligibility criteria.   3. Regulated professionals  Where required, include the following at the end of Eligibility Criteria section  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by: [INSERT name of relevant profession regulator]  4.Management & Admin Posts Grades IV, V, & VI  Add in if required  This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867  \* View the list of [other statutory health agencies](https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/)  Include the below in all Job Specifications  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Use this section to specify if candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role. For example,   * depth and breadth of experience in providing a service to marginalised communities * depth and breadth of experience of working in a High Dependency Unit in an Acute setting * depth and breadth of experience of delivering concurrent, multiple projects.   Post specific requirements mostly relate to a specific role and might include education or experience required for a specific post in a specific location and may include specialisms. For example, ICU course or experience.  Avoid including numerical data here. For example, must have x no. of months / years’ experience in XXX. Instead, it is more helpful to detail what it is you want the applicants to know / be able to do. |
| **Other requirements specific to the post** | Outline if there are specific practical requirements that are specific to the post. For example,:   * have access to appropriate transport to fulfil the requirements of the role * participate in an on-call rota |
| **Skills, competencies and/or knowledge** | Skills competencies and knowledge must relate to the duties and responsibilities section. Use them to inform the structure of the selection process.  Competencies are:   * skills - not duties * verbs or action words as they are demonstrable and observable * discrete - there should not be duplication or overlap as this will lead to significant problems when it comes to assessment * pitched at an appropriate level that matches the level of the post   In this section, you can list technical skills needed. For example, Demonstrate evidence of computer skills including the use of power point and the internet as a research tool / Display evidence based clinical knowledge in making decisions regarding client care.  Consider what skills or knowledge is essential to carry out the role. That is, the job cannot be carried out without these skills or knowledge.  Examine the duties of the post and consider what specific skills a candidate needs to carry out those duties. For example, if a duty is to “Develop and maintain close links with the services users, family/guardian ensuring a partnership approach”- the skills a candidate needs for this element of the job might be; communication skills with regard to building relationships, empathising and focusing on the service user.  It is important to be specific about what exactly you are looking for. That is, rather than writing a generic “good communication skills” be exact with what skills are required. For example, “demonstrate good communication skills especially with regard to presentation skills and delivering complex information in understandable terms”.  Generally, the skill areas are reflected under competency headings with behavioural indicators so that candidates can get a sense for what it being looked for. For example,  Professional Knowledge & Experience   * Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role * Maximises the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc. * Demonstrate the ability to work in line with relevant policies and procedures   Planning and Managing Resources  Demonstrates the ability to plan and organise own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met   * Sets realistic goals and time-scales, taking account of potential problems and competing priorities * Devotes time and energy to the most important task at any given time * Maintains an awareness of value for money   **Note:** For all senior management posts, include the behavioural indicator below under ‘Managing & Delivering Results’ or other equivalent similar competency heading:   * Adequately identifies, manages and reports on risk within area of responsibility |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**INSERT Title of Post**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is permanent/temporary and whole time/part-time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **XX** hours per week. Your normal weekly working hours are **XX** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  Delete the paragraph below for nursing and other posts that are required to work shifts over a 7-day week.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Delete the section below; if the salary is less than the minimum grade viii salary point. Check the most recent [HSE Pay scales](https://healthservice.hse.ie/staff/pay/pay-scales/)  Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

Helpful Reminders

1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above

2) Ensure all fonts are now in black

**Updates to National Job Specification Template:**

September 2022 V.16

* Inclusion of DEI Statement,
* Revision to Children First Clause

October 2022 V.17

* Inclusion of Updates Section: to highlight National Job Specification version changes.

February 2023 v.18

* Inclusion of standard Interview Notice for Candidates.
* Ethics Clause guidance update re: HSE Pay Scales

September 2023 v.19

* Updated link for H&S Website.

February 2024 v.20

* Updated both footnotes with updated wording and hyperlinks.

October 2024

* Updated to ensure a fixed work location is included for all posts.

November 2024

* Remuneration information moved to first page of job spec
* Updated guidance on informal enquiries
* Updated links for Diversity Equality & Inclusion, CPSA Code of Practice and Standards in Public Office

January 2025

* Included instruction and link for Job Titles in Irish
* Included instruction and link for location names in Irish
* Updated guidance on informal enquiries

February 2025

* Update to wording of Working Week

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)