

NRS05303 – Assistant Staff Officer, Grade IV - Candidate Information Pack

National Recruitment Campaign

Dear Candidate,

Thank you for your interest in pursuing a career opportunity within the Irish public health and social care services.

HBS Recruit provide recruitment services to the HSE, Tusla and many publicly funded health and social care providers from advertisement to appointment stage. We recruit for the majority of roles, grades and disciplines of staff. This includes medical / dental, allied health professionals, nursing, other patient and client care, support staff and management and administration roles.

The purpose of this recruitment campaign is to create a recruitment pool of Assistant Staff Officers, Grade IV in order to fill vacancies as they arise in the HSE, Tusla and many publicly funded health and social care providers over the coming year(s). If you are interested in working as an Assistant Staff Officer, Grade IV in the Irish public health or social care services now or in the future, you should consider applying for this campaign.

In this document we outline all stages of the recruitment process, what you need to do to apply, what you can expect and the dates when we expect it will happen from beginning to end. We outline the regulations under which the recruitment campaign will run, what we require from you and in what format. We recommend that you take the time to carefully read through this document which will help you understand how this process works. As you may need to refer to this document a number of times throughout this process, we encourage you to download and save this document for future reference.

There are several stages within this recruitment process, the stages are staggered over a number of weeks / months:

- **Stage 1 - Complete an initial On-Line Application Form.**
This should take you no longer than 5 minutes to complete. There are a number of things you might like to think about before submitting an application such as:
 - If you would like to work as an Assistant Staff Officer, Grade IV. You can read the job specification to establish if you would like this type of a role (job) in a public health or social care setting.
 - The location you would like to work in e.g. I would like to work in Limerick, I would like to work in Donegal, I would like to work in Dublin anywhere north of the River Liffey – there are a list of geographical areas and you can choose up to two. More information on Stage 1 is available later in this document.
- **Stage 2 - On-Line Assessment.** Everybody who submits an initial On-Line Application will be invited to complete an On-Line Assessment. More information on Stage 2 is available further on in this document
- **Stage 3 – Competency Based Application Form.** As vacancies occur in the different geographic areas, a Competency Based Application Form will be issued to applicants with the highest results from the On-Line Assessment in Stage 2. You will be notified if / when you are invited to complete a Competency Based Application Form. More information on Stage 3 is available later in this document.
- **Stage 4 – Competency Based Interview,** all applicants who complete Stage 3 and who have the relevant qualification or experience (eligibility criteria) will be invited to interview. You will be notified if / when you are to being invited to interview.

During this recruitment and selection process where we have not indicated a date, we will send you text and email alerts to let you know or to remind you about what is happening next and what you have to do.

This is an exciting new opportunity to work in a job supporting health and social care delivery in Ireland. However, we do expect that there will be more applicants than there are jobs available. We wish to ensure equal access to these opportunities is open to the widest pool of candidates, while at the same time ensuring that each applicant is treated in a fair and consistent manner. By applying to be part of our recruitment pool you are ensuring that you will be included in this process, but like any job application, it does not ensure that you will get a job.

To submit the On-Line Application and to undertake the assessments you will need a laptop or tablet or desktop PC with internet access. Throughout this recruitment campaign we will communicate with you by sending a text message
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to let you know that we have sent you an email, therefore you will require one email address and one mobile telephone number, to which you have access.

Helpdesk support is available to applicants throughout this recruitment process. Helpdesk contact details are provided later in this document as well as on emails and other communications that you will receive if you submit an application.

As outlined earlier, the purpose of this recruitment campaign is to create a recruitment pool of Assistant Staff Officers, Grade IV in order to fill vacancies as they arise in the HSE, Tusla and many publicly funded health and social care providers over the coming year(s). Appointments in the HSE and/or TUSLA are made under a recruitment licence and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Please visit www.cpsa.ie for further information on the Codes of Practice and informal and formal review procedures.

Thank you for your interest in a career within health and social care. We wish you every success with your application.

Yours faithfully,

HBS Recruit Team

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Overview of the Recruitment Process

There are a number of stages to this recruitment process. Once you submit your initial On-Line Application Form you will be reminded when the next stages will happen. Later in this recruitment and selection process where we have not indicated a date, you will receive text and email alerts notifying you of the next steps and what you can expect and what you need to do next. Our Helpdesk support team are available throughout this recruitment campaign to support you with any technical queries you may have. This document answers the majority of questions that most applicants have.

Stage 1	Initial On-Line Application Form – Closing date Thursday, 6 July 2017 at 3pm
Stage 2	On-Line Assessments: Practice Assessment – Intended Issue Date: Thursday, 20 July 2017 Actual Assessment – Intended Issue Date: Wednesday, 2 August 2017
Stage 3	Competency Based Application Form Intended Issue date for the initial geographic area(s): From early September 2017
Stage 4	Interview

Details of each stage are provided below.

STAGE 1: On-Line Application Form

If you wish to apply for this recruitment campaign, you need to complete and submit the On-Line Application Form by the closing date and time for the submission of applications. The closing date and time is Thursday, 6 July 2017 at 3pm.

This is a very simple form which should take you no more than 5 minutes to complete.

What do I need, what do I need to think about?

- You will need:
 - a laptop or tablet or PC with internet access
 - a valid email address
 - access to a mobile telephone number from which you receive text messages
- The application form is best viewed using the most up to date version of Google Chrome or Mozilla Firefox. If you are using Internet Explorer to browse this website, the best version is Internet Explorer 11.
- You must choose your preferred work location(s) - you can choose up to two geographic areas e.g. Choice 1: Sligo/Leitrim, Choice 2: Mayo or e.g. Choice 1: Dublin North, Choice 2: Louth/ Meath.
It is important to think about your preferred work location as you cannot change your geographical area choice(s) after the closing date and time of Thursday, 6 July 2017 at 3pm
- There are a number of questions which you must answer in order to be able to submit your On-Line Application, questions like your name, contact details, where you are working now etc. If you are unsure if your employer is a Section 38 Agency please see Appendix 6.
- There are mandatory questions in the On-Line Application form. These are questions that all applicants must answer. If you do not answer the mandatory questions, the system will not allow you to submit your Application Form. An error message will appear on the relevant screen to highlight the question(s) remaining unanswered. Once all mandatory questions have been answered, you will be able to submit your On-Line Application Form.
- You must complete and submit the dedicated On-Line Application form by the closing date and time specified above.
- No other versions of applications will be accepted e.g. written, postal, email, CV etc.

Once you have completed the On-Line Application Form you must click on the “Submit” button at the end of the application to complete it. If you do not click on the “Submit” button, your application will not be completed, we will not receive it and you will not be considered an applicant for this recruitment campaign.

Once you click on the “Submit” button, you will receive a receipt to the email address you have provided in your application. This is your receipt of application and it is important that you retain it carefully. It is your record of proof that you applied for this recruitment campaign. This email will also provide your unique Candidate ID Number which you will need when communicating with us. It also provides instructions if you need to make changes to your application and reminds you of the dates when we expect both the Practice and Actual Assessment to issue.

If you don't receive your email receipt of application, please check your Spam or Junk e-mail folder just in case the email receipt of application has been delivered there instead of your Inbox. If your email receipt of application has gone to your Spam/Junk email folder, simply select the email and mark it Not Spam/Not Junk, this should allow future messages to get through to your Inbox.

If you don't receive your email receipt of application and you have checked your Inbox and Spam/Junk email folder(s), please contact the Helpdesk at: info@hbsrecruitmentservices.ie The Helpdesk responds to emails 9 am – 5 pm, Monday to Friday.

Telephone support is available from 7 am to 11 pm, 7 days a week until the closing date and time for this campaign
Tel: 01 514 30 20.

A single application per individual is permitted. After the closing date for On-Line Applications a robust duplicate check will be conducted. If you have mistakenly submitted more than one application, we will accept the last one received from you prior to the closing date and time. Applicants found to have expressly submitted more than one On-Line Application will be disqualified and they will not proceed to the next stage of the process.

STAGE 2: On-Line Assessments both Practice & Actual

All applicants who submit an On-Line Application Form will be invited to complete an On-Line Assessment. You will also be provided with the opportunity to undertake a practice assessment.

Practice Assessment

It is our intention to issue you with a practice assessment on Thursday, 20 July 2017. You will receive an alert text to let you know the practice assessment has been sent to you by email.

In the intervening period, there is a sample of a typical assessment appropriate to this grade on our welcome page www.hbsrecruitmentservices.ie There are also many practice tests available on-line that you can search for and practice on.

The practice assessment we issue will give you the opportunity to familiarise yourself with question types, formats etc.

- You will have until Thursday, 27 July 2017 at 12 noon to access the practice assessment.
- The email accompanying the practice assessment will outline again how long you have to access the practice assessment as well as what you need to undertake the assessment, advice as to how to approach the assessment.
- Practice assessments are single usage, therefore you should take the time to read through the instructions carefully before you start.
- Evidence shows that applicants who undertake the opportunity to practice generally have better assessment outcomes than those who don't take this opportunity.

After the timeline allowed for the practice assessment facility has passed, all applicants will be issued with the actual On-Line Assessment:

Actual Assessment

It is our intention that the actual On-Line Assessment will issue to you on Wednesday, 2 August 2017. You will receive an alert text to let you know the actual assessment has been sent to you by email.

- You will have until Wednesday, 9 August 2017 at 12 noon to access the actual On-Line Assessment.
- The email accompanying the On-Line Assessment will outline again how long you have to access the On-Line Assessment as well as what you need to undertake the assessment, advice as to how to approach the assessment.
- Assessments are single usage, therefore you should take the time to read through the instructions carefully before you begin.
- Applicants who do not complete the actual On-Line Assessment will be considered to have withdrawn their application for this recruitment campaign.

Assessment Results

You cannot fail the On-Line Assessment. Everybody who completes the actual On-Line Assessment will be allocated a result:

- This result is a score, the score is generated from the number of correct answers you selected.
- The score will be used to form an order of merit.
- This means individual applicants with the highest scores will be higher in order of merit than those who have lower scores.
- On-Line Assessment results are issued by email. It is our intention that the results of the actual On-Line Assessment will issue to you on Wednesday 23 August 2017. You will receive an alert text to let you know that results have been issued.
- Your result email will outline next steps.

From this point onwards the recruitment process will move forward on a geographical basis. This means, as vacancies arise in the geographical areas, applicants with the highest On-Line Assessment results who have chosen that geographical area will move forward to the next stage.

This may be the end phase for many applicants, as we expect the number of applicants to greatly exceed opportunities in the geographic areas. Progress to the next stages of the selection process will fully depend on the needs of the services (job vacancies).

STAGE 3: Competency Based Application Form

When and how will I know?

Moving to this stage of the recruitment process will depend on each individual's assessment results combined with geographic area choice(s) and where vacancies are occurring. For example, if you have an assessment score in the highest range and have selected Mayo and there are job opportunities in Mayo, you will be moved forward to this stage. If for example, you have an assessment score in the highest range and have selected Wicklow and there are no job opportunities in Wicklow, you will not be moved forward to this stage until vacancies arise in that geographic area.

It is our intention to initiate Stage 3 and invite applicants to complete a Competency Based Application Form for the initial geographic area(s) from early September 2017.

Where we commence Stage 3 and invite applicants to complete a Competency Based Application Form for the initial geographical area(s), we will let you know. You will be issued with a text alert and email to let you know Stage 3 has commenced. Depending on where vacancies arise we may commence Stage 3 for more than one geographical area at a time.

Please be assured for applicants moving forward to this stage, you will be issued with a text alert and email to let you know a Competency Based Application Form will be sent to you by email. When the Competency Based Application Form is issued full instructions on how to complete it, how to return it, when to return it, including information on any required supporting documentation, expected interview dates and interview location, and what happens next will be included.

If you qualify to apply for this recruitment campaign on the basis of your qualification(s) and you are invited to Stage 3 you will be required to forward supporting documentation with your completed Competency Based Application Form, e.g. a copy of your Certificate of Results/Certified Statement of Examination Results or a copy of your equivalent or higher educational award. More information on this will be provided at a later date to applicants who are invited to Stage 3.

All eligible applicants who return a completed Competency Based Application Form, in line with the instructions will be invited to Stage 4, a face to face Competency Based Interview.

STAGE 4: Competency Based Interview

When and how will I know?

Interviews for this recruitment campaign will be held on a geographical area basis. If you are invited for interview, you will be sent all the necessary details.

Invitations to interview contain all the information you need such as how you might best prepare for the interview, directions to the interview venue, your exact interview date and time etc.

Candidates invited to attend for interview for a particular geographic area and where they do not attend, will be considered to have withdrawn their application for that geographic area.

Post Interview

Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. A panel is a list of candidates successful at interview placed in order of merit based on their interview score. Once a panel is formed, it remains in existence for 1 year and may be extended. Further information on panels and how they operate is available later in this document.

Frequently Asked Questions

1. How can I apply?

You must complete and submit the dedicated On-Line Application Form for NRS05303 Assistant Staff Officer, Grade IV by the closing date and time specified for receipt of applications. No other versions of applications will be accepted e.g. written, postal, email, CV etc.

If you experience technical difficulties with your On-Line Application Form, you can:

1. Email - info@hbsrecruitmentservices.ie the Helpdesk responds to emails 9 am – 5 pm, Monday to Friday
2. Telephone - 01 514 30 20, telephone support is available from 7 am to 11 pm, 7 days a week until the closing date and time for this campaign

2. Who should apply?

We welcome applications from all suitably qualified or experienced candidates who are interested in Assistant Staff Officer, Grade IV positions within the HSE, Tusla and many publicly funded health and social care providers.

- Details on who is considered a suitably qualified or experienced candidate is provided in Appendix 1 - Eligibility Criteria Assistant Staff Officer, Grade IV.

Each individual's eligibility is reviewed at a much later time in the recruitment process (Stage 3).

- If you believe at "Stage 1: On-Line Application Form" that you meet the eligibility criteria, our advice is to apply now.
- We cannot conduct an eligibility review prior to Stage 3. In other words, if you telephone or email with queries with regard to your eligibility to apply, we will not be in a position to make a decision. However, in order to help you, Appendix 1 offers additional information as to how you might consider if you meet the eligibility criteria.

Candidates from outside the European Economic Area please note, in line with current Department of Jobs, Enterprise and Innovation work permit requirements, applications from non European Economic Area (EEA) citizens will only be considered in the event that an EEA citizen cannot be found to fill a vacancy. However, we welcome applications from holders of the following documents Work Visa, Work Permit, Work Authorisation.

- If you are a non-EEA citizen you will be required to provide specific documentation at Stage 3 of this process.
- Full details of what will be required at that stage are available in Appendix 2.

3. Who should not apply?

Please note we cannot accept applications from applicants who are in receipt of pensions from **particular** superannuation schemes.

If you are currently in receipt of any one of the pensions listed below then you are not eligible to apply for this recruitment campaign. This applies to the pension schemes listed below only:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospital's Superannuation Scheme (VHSS)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Being in receipt of a pension means that you are retired. If you are retired but would like more information or information on superannuation schemes please see Appendix 3 for more information on this.

4. I am on a panel already, should I apply?

Existing local panels will take precedence until a new panel is formed for a particular geographic area. The existing local panel will expire on the date the new national panel is live or on the natural expiration date of the existing local panel (if less than 12 months old).

- As this new panel will be formed based on geographic need (live vacancies) there is no set overall "go live" date for offering jobs to the new panel. Panels will be gradually formed for geographic areas based on the prioritized need.
- This means if you are on an existing local panel (either temporary or permanent) and you want to continue to have an opportunity to get a job in the next year(s) you should apply for this campaign.

Recruitment panels formed from this campaign will be used to fill jobs in the HSE, Tusla and many publically funded health and social care areas.

5. What do I need to consider when applying? – Geographic Areas

You must choose a geographic area when you are applying. You may choose up to two geographic areas from the list provided.

Before applying, you need to consider what geographical area(s) you should choose. We cannot predict if, when or where jobs will occur. Therefore you should make your geographic area choice(s) based on where you would most like to work rather than trying to guess where opportunities will occur. The HSE website www.hse.ie and the Tusla website www.tusla.ie provide information on services provided as well as many publicly funded health and social care providers. We have provided an illustration of typical service types in the geographical areas in Appendix 4. This is not a finite list of the services / service providers, but rather gives you an idea of types of services typically located in the geographic areas.

You can choose a maximum of two geographic areas e.g. Choice 1: Sligo/Leitrim, Choice 2: Mayo or e.g. Choice 1: Dublin North, Choice 2: Louth/ Meath. You cannot change your geographical area choice(s) after the closing date and time of Thursday 6 July 2017 at 3pm.

If you have submitted an On-Line Application Form and have your email receipt of application, you can request geographical area choice changes for this recruitment campaign by:

Sending an email request to the Helpdesk at info@hbsrecruitmentservices.ie and following the instructions in the email response. The Helpdesk responds to emails 9 am – 5 pm, Monday to Friday.

If you are making changes to your geographic choice(s), you must have completed the actions required in the Helpdesk email response by the closing date and time, which is Thursday 6 July 2017 at 3pm.

6. Where are the actual jobs located, what am I applying for?

The purpose of this recruitment campaign is to fill anticipated vacancies within a geographic area(s) therefore you are not asked to indicate a specific work site at any stage. Full details of individual jobs will be provided to panel members, after Stage 4 through an “expression of interest”.

Applicants successful at interview (Stage 4) are placed on a panel for their geographic area choice(s) specific to this recruitment campaign.

- Once you are on a panel, you decide which post you would like and where, based on your panel order of merit.
- Dependent on your order of merit you will be informed through an “expression of interest” about Assistant Staff Officer, Grade IV roles in that geographic area.
- Dependent on your order of merit, as each individual job arises we let panel members know of the job by sending a text and email. The email tells the panel members about an individual job at a particular site, details include: employer, location, start date, the service itself, the team and the contact details of the Manager at that site with whom to talk to find out more.

If you are not interested in a job that is no problem- simply ignore the email until you see a job that is of interest to you.

A position on the panel is not a job offer and does not necessarily mean that you will be offered a post. By participating in this process you are ensuring that you will be included for access to these and future opportunities that may occur.

Example 1: if you choose Mayo – and are successful at interview (Stage 4), you will be on the panel for all Assistant Staff Officer, Grade IV opportunities in Mayo for the HSE, Tusla and many publicly funded health and social care service providers – this would typically include but is not limited to services like Mayo University Hospital, Tusla Child and Family Services in Mayo, Community Health Organisation services such as Primary Care Services, Social Care Services, Mental Health Services and many more.

Example 2: if you choose Cork – and are successful at interview (Stage 4), you will be on the panel for all Assistant Staff Officer, Grade IV opportunities in Cork for the HSE, Tusla and many publicly funded health and social care service providers– this would typically include but is not limited to services like Cork University Hospital, Cork University Maternity Hospital, Bantry General Hospital, Mallow General Hospital, Tusla Child and Family Services in Cork, Community Health Organisation services such as Primary Care Services, Social Care Services, Mental Health Services and many more.

For clarification purposes for this recruitment campaign – Dublin North is understood to be sites / services etc. located north of the River Liffey, Dublin South is understood to be sites / services etc. located south of the River Liffey.

Example 3: if you wish to work in services like Connolly Hospital, Blanchardstown or child and family social work services (Tusla) in Airside, Swords – both of these are located north of the River Liffey, therefore you should choose Dublin North as one of your geographical area choices

Candidates successful at interview and placed on geographic area panel(s) may form the candidate pool for posts analogous (aligned) to the grade of Assistant Staff Officer, Grade IV. Please note a further selection process may apply, which will be indicated to panel members should these roles occur.

7. How will you contact me?

For Stages 1, 2 and 3, where we have not indicated a date or where a date has changed, or where we need to, we will contact you by email and text message. Therefore it is your responsibility to ensure you have access to your mobile voice mails, text messages and emails:

- If you choose to use your work mobile and work email address you may receive communications that have a time deadline requirement while working away or on leave.
- We recommend you use your personal email and mobile number that you have daily access to.
- From Stage 4 some communications will be sent to the postal address that you provided.
- When we are sending out postal communications, we also send you a text and email alert to let you know they have been posted.

8. How do I update / change my contact details e.g. email address, mobile telephone number?

If you have submitted an On-Line Application Form and have a receipt of application, you can change or update your contact details by:

Sending an email request to the Helpdesk at info@hbsrecruitmentservices.ie and following the instructions in the email response. The Helpdesk responds to emails 9 am – 5 pm, Monday to Friday.

When choosing which contact details to use, we strongly urge to you use your long term / most permanent contact details.

9. I have Special Needs Requirements, what do I need to do?

We welcome applications from individuals with special needs. Special Needs covers a wide remit of requirements such as specific learning difficulties e.g. dyslexia or physical requirements e.g. visual impairment. If you have a special need(s), you will be asked to indicate this in your On-line Application Form. This information is requested in order to accommodate and support you in any adjustments that may be required in Stage 2 – On-line Assessment.

- If you indicate on your submitted On-Line Application Form that you have a special need(s) e.g. dyslexia or e.g. visual impairment or e.g. learning difficulty you will receive an email communication from our team, seeking documentary evidence which supports your special need.
- This is to ensure that each applicant is treated in a fair and transparent manner and receives the appropriate adjustments in Stage 2 – On-line Assessment.

Typical documentary evidence would include a letter from the relevant professional confirming your special need(s). You are required to submit your documentary evidence by the date specified below. The final date for receipt of documentary evidence is Wednesday 19 July 2017 at 12 noon – you don't need to think about this now as you will be notified of this when emailed by our team.

If you have submitted an On-Line Application Form and have omitted to indicate a special need(s), please don't worry, you can change or update this up until Wednesday 19 July 2017 at 12 noon. Changes are made by:

Sending an email request to the Helpdesk at info@hbsrecruitmentservices.ie and following the instructions in the email response. The Helpdesk responds to emails 9 am – 5 pm, Monday to Friday.

10. Do I need to undertake an Irish Language Assessment?

You are asked in the On-line Application Form if you wish to undertake an Irish Assessment. Irish Assessments (where relevant) occur after panel formation post Stage 4.

- If there is a vacancy which requires the delivery of services through the Irish language, panel members who indicated that they wished to undertake an Irish Assessment will be contacted.

Please be assured if you are invited to undertake an Irish assessment the invitation will contain all the information you need such as how you might best prepare for the Irish assessment, directions to the assessment venue, your exact assessment date and time etc.

You can request Irish Assessment changes by:

Sending an email request to the Helpdesk at info@hbsrecruitmentservices.ie and following the instructions in the email response. The Helpdesk responds to emails 9 am – 5 pm, Monday to Friday.

If you are making changes to your Irish Assessment choice, you must have completed the actions required in the Helpdesk email response by the closing date and time, which is Thursday 6 July 2017 at 3pm.

11. How can I appeal? - Appeal Procedures

Appointments in the HSE and / or Tusla are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to Yvonne O'Rourke Campaign Lead at hbsrecruitonline@hse.ie please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.

The following sections outline what happens in a recruitment and selection process. Much of the following information relates to Stage 3 and onwards.

12. What is the selection process?

- Applicants who apply must be suitably qualified, see Appendix 1.
- Applicants must submit a completed initial On-Line Application Form, no other application formats will be accepted e.g. written, postal, CV, email etc.
- All applicants who have submitted a completed On-Line Application Form will be issued with an On-Line Assessment. Applicants who do not complete the On-Line Assessment will be considered to have withdrawn their application.
- Applicants who have completed the On-Line Assessment will be notified of their result. The assessment is based on the requirements of the role as outlined in the skills, competencies and/or knowledge section of the job specification.
- From this point onwards the selection process will be ordered by geographic area.
- The result of the On-Line assessment will be used to form an order of merit by geographic area. Applicants with the highest orders of merit for each geographic area will be progressed to the next stage of the recruitment process based on service need.
- Competency Based Application Forms will be issued to candidates with the highest orders of merit on a phased basis.
- Any applicant who is deemed ineligible or not short listed will be informed of the reason for that decision.
- Competency-based interviews will be held on a phased basis.
- A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.
- Where required certain roles may require further selection processes or assessment methods.
- The post is offered to candidates with the highest score on the panel who expresses an interest.
- If a candidate declines the post we will offer it to the next highest scoring candidate who expressed an interest etc.

Interviews form part of the selection process. We reserve the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

Note on References: We must be satisfied that the appointment process comprises of full and comprehensive suite of references which assures us that the applicant's past performance and behaviours are appropriate to the post. We determine the merit, appropriateness and relevance of references. All previous employers may be contacted for reference purposes. Please note that we may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need.

We reserve the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

For information on the HSE Recruitment and Selection procedures, see Appendix 8.

13. What is a panel, how are they formed?

In line with the Workplace Relations Commission (WRC) Agreement C-161867 dated 28 April 2017, of the jobs available to this panel, a minimum of 50% must be filled by applicants from within the HSE and the remainder filled by external candidates. This will be monitored on a 6 monthly basis.

What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate, who expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

Marking System

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Competency Based Application Form.

Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel.

If "planning and organising" has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer.

Karen scored 69 in the "planning and organising" element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth. Please note in order to be deemed successful you must be awarded a minimum score of 40 for each competency area.

Future panels

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

Please note we reserve the right to contact all available successful candidates in the event that panels are exhausted. We reserve the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. We may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

14. Acceptance / Refusal of Job Offers

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Please see Appendix 5 for a full outline of the panel management rules.

15. Campaign Timescales

Closing date for Assistant Staff Officer, Grade IV Stage 1 On-Line Application Form is Thursday 6 July 2017 at 3pm

Intended date for issuing of Practice Assessment is Thursday, 20 July 2017.

Intended date for issuing of Actual Assessment is Wednesday 2 August 2017.

After Stage 2 On-Line Assessment, relevant applicants will be sent a text alert and email to let them know in advance that they are moving to the next stage.

16. Security Clearance

At appointment stage applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process may be initiated by HBS Recruit for the confirmed successful candidate recommended for the post.

Appointments will require satisfactory security clearances. If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE and / or Tusla or other publicly funded health or social care service providers we would strongly advise that you commence seeking international security clearances now. Please see Appendix 7 for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Job Specification & Terms and Conditions
Assistant Staff Officer, Grade IV

Job Title and Grade	Assistant Staff Officer, Grade IV (Grade Code 0558)
Campaign Reference	NRS05303
Closing Date	Thursday 6 July 2017 at 3pm
Proposed Interview Date (s)	Interviews will be held throughout the year. Applicants who reach stage 3 will be informed of the interview dates for that particular geographic area when issued with the Competency Based Application Form.
Details of Service	The purpose of this recruitment campaign is to fill vacancies in the HSE, Tusla and many publicly funded health and social care providers. Details of the types of services are available on www.hse.ie and www.tusla.ie . Full details of the individual jobs will be provided to those who have successfully completed Stage 4 through an “expression of interest”. Applicants successful at interview (Stage 4) are placed on a panel for their geographic choice. Once you are on the panel, you decide which post you would like to work in and where. You will be informed through an “expression of interest” about Assistant Staff Officer, Grade IV roles in that geographic area. As each individual job arises, we let the relevant panel members know, sending them a text and an email. The email tells them about an individual job at a particular site, details include: employer, location, start date, the service itself, the team and the contact details of the Manager at that site with whom you can talk if you want to find out more. You can even arrange to visit to help you decide if it is the right job for you. If you are not interested, you can simply ignore it until you see a job that is of interest to you. Once you are on the panel, you decide which post you would like to work in and where.
Reporting Relationship	The post holder will report to the Staff Officer, Grade V or other nominated manager.
Purpose of the Post	To provide administrative support within a function and to supervise clerical staff under their remit.
Principal Duties and Responsibilities	<p>The position of Assistant Staff Officer encompasses both managerial and administrative responsibilities which include the following:</p> <p>Administration</p> <ul style="list-style-type: none"> • Ensure the efficient day-to-day administration of area of responsibility. • Ensure deadlines are met and that service levels are maintained. • Ensure an even distribution of workload among team, taking into account absence due to annual leave etc. • Support the preparation and issuing of office documentation (correspondence, reports, etc) to the highest possible standard by monitoring and reviewing team work to ensure quality and accuracy. • Use appropriate technology to ensure work is completed to a high standard. • Ensure that archives and records are accurate and readily available. • Maintain confidentiality of documentation, records, etc. • Ensure line management is kept informed of issues. • Ensure that the service is kept informed and that their views are communicated to middle management. • Organise and attend meetings as required. • Take minutes at meetings and prepare for circulation following meeting. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>Customer Service</p> <ul style="list-style-type: none"> • Promote and maintain a customer focused environment including monitoring efficiency of service provided by the team and notifying supervisor of any deficiencies. • Ensure that service users are treated with dignity and respect. • Act on feedback from service users/customers and report same to supervisor. <p>Human Resources / Supervision of Staff</p>

	<ul style="list-style-type: none"> • Supervise and ensure the well-being of staff within own remit. • Manage the performance of staff. • Co-operate and work in harmony with other teams and disciplines. <p>Service Delivery and Improvement</p> <ul style="list-style-type: none"> • Implement agreed changes to administration of the service. • Encourage and support staff through change processes. <p>Standards, Policies, Procedures and Legislation</p> <ul style="list-style-type: none"> • Maintain own knowledge of relevant employer policies, procedures, guidelines and practices, to perform the role effectively and to ensure current work standards are met by own team. • Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc. • Ensure consistent adherence to procedures within area of responsibility. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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 employer protocols for implementing and maintaining these standards. <p>The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Applicants must at the closing date possess:</p> <p>1. Professional Qualifications, Experience, etc</p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Have satisfactory experience as a Clerical Officer in 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</p> <p style="text-align: center;"><u>Or</u></p> <p>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish¹. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p style="text-align: center;"><u>Or</u></p> <p>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</p> <p style="text-align: center;"><u>Or</u></p> <p>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p> <p><i>Note¹:</i></p> <p><i>Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable.</i></p> <p><i>Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.</i></p>

	<p><i>The Leaving Certification Applied Programme does not fulfil the eligibility criteria.</i></p> <p style="text-align: center;">and</p> <p>(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p> <p>2. <u>Age</u> Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p>3. <u>Health</u> Candidates 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.</p> <p>4. <u>Character</u> Candidates for and any person holding the office must be of good character.</p>
Post Specific Requirements	Where a post requires specific experience or skills this will be notified to panel members at “expression of interest” stage e.g. experience in HR, experience in Finance, typing skills.
Other requirements specific to the post	Where a post has specific requirements these will be notified to panel members at “expression of interest” stage e.g. shift work, unsocial hours, access to appropriate transport to carry out the duties and responsibilities of the role.
Skills, competencies and/or knowledge	<p>Demonstrate:</p> <ul style="list-style-type: none"> • Excellent MS Office skills to include Word, Excel. • Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes. • General knowledge of the health service and how it works. • Good communication and interpersonal skills including the ability to present information in a clear and concise manner. • Excellent planning and organisational skills including using computer technology effectively. • Commitment to providing a quality service and customer service skills. • Flexibility, problem solving and initiative skills including the ability to adapt to change. • The ability to work both independently and as part of a team. • Leadership potential and strong team skills.
Campaign Specific Selection Process Ranking/Shortlisting/ Interview	<p>Where assessments are used, the same assessment type will be issued to all applicants. Assessments for ranking purposes 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 throughout the process it is important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Where assessments are used, each applicant’s assessment score will be used to give that applicant an order of merit. As we expect a high volume of applicants, candidates with the highest orders of merit for each geographic area will be progressed to Stage 3 depending on the number of jobs (vacancies) available within the different geographic areas.</p>
Code of Practice	The purpose of this recruitment campaign is to create a recruitment pool of

	<p>Assistant Staff Officers, Grade IV in order to fill vacancies as they arise in the HSE, Tusla and other publicly funded health and social care providers over the coming year(s). HBS Recruit as part of the HSE will run this campaign for the HSE and / or Tusla in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie.</p>
<p>Reform programmes outlined for the HSE and/or Tusla and/or other publicly funded health and social care providers may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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.</p>	

Terms and Conditions of Employment - Assistant Staff Officer, Grade IV

Tenure	<p>The panels formed as a result of this recruitment campaign will be used to fill permanent/specified purpose (temporary) and whole time/part-time vacancies.</p> <p>These posts are pensionable.</p> <p>The tenure of each post will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, appointment as an employee of TUSLA is governed by the Child & Family Agency Act 2013. Appointments to either agency are governed by Public Service Management (Recruitment and Appointment) Act 2004.</p>
Remuneration	<p>The salary scale for the post (as at 01.04.2017) is:</p> <p>€26,752 - €28,585 - €29,614 - €31,650 - €33,378 - €34,891 - €36,354 - €38,329 - €39,764 - €41,209 - €42,547 - €43,891 – LSIs</p>
Working Week	<p>The standard working week applying to the post is 37 hours.</p> <p>For HSE & Tusla Roles: HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
Superannuation	<p>This is a pensionable position with the HSE and/or TUSLA.</p> <p>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 1st 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.</p>
Probation	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive and/or TUSLA 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.</p>

Eligibility Criteria – Assistant Staff Officer, Grade IV

Applicants must at the closing date possess:

1. Professional Qualifications, Experience, etc

- (a) Eligible applicants will be those who on the closing date for the competition:
- (i) Have satisfactory experience as a Clerical Officer in 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

Or

- (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish¹. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

Or

- (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction

Or

- (iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

Note¹:

Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable.

Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme.

The Leaving Certification Applied Programme does not fulfil the eligibility criteria.

And

- (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.

2. Age

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

3. Health

Candidates 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.

4. Character

Candidates for and any person holding the office must be of good character.

The remainder of Appendix 1 provides further information on the above eligibility criteria.

Point (i)

Satisfactory experience as a Clerical Officer in 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

This means have previously worked or are currently working as a Clerical Officer in 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

If you are unsure if your employer is a Section 38 Agency please see Appendix 6

Point (ii)

Department of Education – Approved List of Subjects

Subject	Level
Accounting	Higher and Ordinary
Agricultural Economics	Higher and Ordinary
Agricultural Science	Higher and Ordinary
Ancient Greek	Higher and Ordinary
Applied Mathematics	Higher and Ordinary
Arabic	Higher and Ordinary
Art (including crafts)	Higher and Ordinary
Biology	Higher and Ordinary
Business	Higher and Ordinary
Chemistry	Higher and Ordinary
Classical Studies	Higher and Ordinary
Construction Studies	Higher and Ordinary
Design and Communication Graphics	Higher and Ordinary
Economics	Higher and Ordinary
Engineering	Higher and Ordinary
English	Higher and Ordinary
French	Higher and Ordinary
Geography	Higher and Ordinary
German	Higher and Ordinary
Hebrew Studies	Higher and Ordinary
History	Higher and Ordinary
Home Economics	Higher and Ordinary
Irish	Higher and Ordinary
Italian	Higher and Ordinary
Japanese	Higher and Ordinary
Latin	Higher and Ordinary
Mathematics	Higher and Ordinary
Music	Higher and Ordinary
Physics	Higher and Ordinary
Physics and Chemistry	Higher and Ordinary
Religious Education	Higher and Ordinary
Russian	Higher and Ordinary
Spanish	Higher and Ordinary
Technology	Higher and Ordinary

Leaving Certificate Programmes

Leaving Certificate (Established)

This programme offers students a broad and balanced education while allowing for some specialisation. The certificate is used for the purposes of selection into further education, employment, training and higher education. The examination is the terminal examination of post-primary education. It is held at the end of the Senior Cycle in post-primary schools. The Senior Cycle caters for students in the 15 to 18 year old age group. The majority of candidates who sit for the examinations are recognised students in post-primary schools, are 17 or 18 years of age and have completed 5 or 6 years of post-primary education.

Leaving Certificate Vocational Programme (LCVP)

This is a senior cycle Programme of the Department of Education & Science, designed to give a strong vocational dimension to the Leaving Certificate (established). The strong vocational focus of the LCVP is achieved by arranging Leaving Certificate subjects into Vocational Subject Groupings and through the provision of two additional courses of study in work preparation and enterprise, known as the Link Modules. Candidates taking the LCVP have a unique

opportunity to develop their interpersonal, vocational and technological skills. These skills are equally relevant to the needs of those preparing for further education, seeking employment or planning to start their own business.

Assessment of Leaving Certificate Subjects

LCVP students follow the same subject syllabi and are assessed in the same way as their peers in the Leaving Certificate (established).

Assessment of the Link Modules

The Link Modules, Preparation for the World of Work and Enterprise Education are treated as a unit for assessment purposes. Assessment, which is at a common level, comprises two elements, a Terminal Examination Paper and a Portfolio of Coursework.

The formal assessment of the Links Modules has two components:

- A centrally set written examination (160 marks), with video, case study and syllabus section, taken nationally on the first Wednesday in May.
- A portfolio (240) marks prepared by each candidate using agreed and published guidelines.

Certification

LCVP students are awarded the same certification as is used in the Leaving Certificate (established). An additional statement of the grade received for the link modules is appended to that certification. Grades for the Link Modules are presented in the following categories :-

Distinction (80 - 100%)

Merit (65 - 79%)

Pass (50 - 64%)

Leaving Certificate Grading System

Percentage Range	Grade
90 or over	A1
85 but less than 90	A2
80 but less than 85	B1
75 but less than 80	B2
70 but less than 75	B3
65 but less than 70	C1
60 but less than 65	C2
55 but less than 60	C3
50 but less than 55	D1
45 but less than 50	D2
40 but less than 45	D3
25 but less than 40	E
10 but less than 25	F
Less than 10	No Grade

Point (iii)

Relevant examination at a comparable standard in any equivalent examination in another jurisdiction

Useful reference points for establishing equivalence are:

For holders of foreign academic qualifications NARIC Ireland provides advice on the academic recognition of a foreign qualification by comparing it, where possible, to a major award at a certain level on the Irish National Framework of Qualifications (NFQ). You can search the database at: www.naric.ie. A comparability statement for each qualification listed is available for download. If you are unable to locate a particular qualification, you can submit a query using the query form at the above web address.

The Leaving Certificate for comparison purposes is a QQI full award at level 5 on the National Framework of Qualifications (NFQ) or a recognised foreign qualification.

The NFQ is available on the Quality and Qualifications Ireland (QQI) website <http://www.nfq-qqi.com/index.htm>! The framework is a system of levels for relating different qualifications (i.e. awards) to one another. This may assist you finding out if your examination is of an equivalent standard.

Point (iv)

Comparable and relevant third level qualification of at least level 6 on the National Framework of Qualifications maintained by Quality and Qualifications Ireland, (QQI)

Useful reference points for establishing equivalence are:

A third level qualification of at least level 6 on the National Framework of Qualifications (NFQ) or a recognised foreign qualification

For holders of foreign academic qualifications NARIC Ireland provides advice on the academic recognition of a foreign qualification by comparing it, where possible, to a major award at a certain level on the Irish National Framework of Qualifications (NFQ). You can search the database at: www.naric.ie. A comparability statement for each qualification listed is available for download. If you are unable to locate a particular qualification, you can submit a query using the query form at the above web address.

The NFQ is available on the Quality and Qualifications Ireland (QQI) website <http://www.nfq-qqi.com/index.html>
The framework is a system of levels for relating different qualifications (i.e. awards) to one another. This may assist you finding out if your examination is of an equivalent standard.

Appendix 2

(i) EEA Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

And

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

Or

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

- Marriage/Civil Partnership Certificate

And

- Spouse's passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

Or

- If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview. For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website www.djei.ie

Please note:

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

Appendix 3

Candidates who CANNOT APPLY

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

Persons in receipt of a pension from specified Superannuation Schemes

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)
- Voluntary Redundancy Scheme 2010 (VRS)

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012)

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a persons pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Appendix 4

Illustration of Typical Range of Service Types within the Geographic Areas

This is not a finite list of the services / service providers, but rather gives you with an idea of types of services typically located within the geographic areas.	
Community Healthcare Organisations	Community Healthcare Services are the broad range of services which are provided outside of the acute hospital system and include Primary Care, Social Care, Mental Health and Health & Wellbeing Services. These services are delivered through the HSE and its funded agencies to people in local communities, as close as possible to people's homes.
Hospital Groups	The hospitals in Ireland are organised into seven Hospital Groups. The services delivered include inpatient scheduled care, unscheduled/emergency care, maternity services, outpatient and diagnostic services.
Tusla – Child and Family Agency	The Child and Family Agency is the dedicated State agency responsible for improving wellbeing and outcomes for children. Tusla's services include a range of universal and targeted services such as Child protection and welfare services, Educational Welfare Services, Psychological Services, Alternative care, Family and Locally-based Community Supports, Early Years Services, Domestic, Sexual and Gender-based Violence Services
Corporate Services in the HSE and or Tusla / Health Business Services/ National Ambulance Service	All of the services are supported through corporate or business services at various centres e.g. the headquarters of the HSE and Tusla are based in Dublin (Dublin South). Other services such as the National Ambulance Service have their headquarters in Tallaght, Dublin (Dublin South) with other facilities around the country. This is also the case for shared services such as Health Business Services, whose various functions are based at different locations e.g. Kilkenny (Carlow/Kilkenny), Leitrim (Sligo/Leitrim),
Carlow / Kilkenny	Community Healthcare Organisation Area 5, Ireland East Hospitals Group, Tusla – Child and Family Agency, HBS
Cavan / Monaghan	Community Healthcare Organisation Area 1, RCSI Hospitals Group, Tusla – Child and Family Agency
Clare	Community Healthcare Organisation Area 3, University of Limerick Hospitals Group, Tusla – Child and Family Agency
Cork	Community Healthcare Organisation Area 4, South/South West Hospitals Group, Tusla – Child and Family Agency
Donegal	Community Healthcare Organisation Area 1, Saolta University Health Care Group, Tusla – Child and Family Agency
Dublin North	Community Healthcare Organisation Area 9, RCSI Hospitals Group, Tusla – Child and Family Agency
Dublin South	Community Healthcare Organisation Areas 6 & 7, Dublin Midlands Hospitals Group / Ireland East Hospitals Group / Children's Hospital Group, Tusla – Child and Family Agency, HQ HSE, HQ Tusla, HQ National Ambulance Service
Galway	Community Healthcare Organisation Area 2, Saolta University Health Care Group, Tusla – Child and Family Agency
Kerry	Community Healthcare Organisation Area 4, South/South West Hospitals Group, Tusla – Child and Family Agency
Kildare / West Wicklow	Community Healthcare Organisation Area 7, Dublin Midlands Hospitals Group, Tusla – Child and Family Agency
Laois / Offaly	Community Healthcare Organisation Area 8, Dublin Midlands Hospitals Group, Tusla – Child and Family Agency
Limerick	Community Healthcare Organisation Area 3, University of Limerick Hospitals Group, Tusla – Child and Family Agency
Longford / Westmeath	Community Healthcare Organisation Area 8, Ireland East Hospitals Group, Tusla – Child and Family Agency
Louth / Meath	Community Healthcare Organisation Area 8, RCSI Hospitals Group / Ireland East Hospitals Group, Tusla – Child and Family Agency
Mayo	Community Healthcare Organisation Area 2, Saolta University Health Care Group, Tusla – Child and Family Agency
Roscommon	Community Healthcare Organisation Area 2, Saolta University Health Care Group, Tusla – Child and Family Agency
Sligo / Leitrim	Community Healthcare Organisation Area 1, Saolta University Health Care Group, Tusla – Child and Family Agency, HBS
Tipperary North / East Limerick	Community Healthcare Organisation Area 3, University of Limerick Hospitals Group, Tusla – Child and Family Agency

Tipperary South	Community Healthcare Organisation Area 5, South/South West Hospitals Group, Tusla – Child and Family Agency
Waterford	Community Healthcare Organisation Area 5, South/South West Hospitals Group, Tusla – Child and Family Agency
Wexford	Community Healthcare Organisation Area 5, Ireland East Hospitals Group, Tusla – Child and Family Agency
Wicklow	Community Healthcare Organisation Area 6, Tusla – Child and Family Agency

Panel Management Rules

In this appendix we outline how individual posts are notified to candidates who are successful at “Stage 4: Interview” and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Frequently used terms:

Expression of Interest: An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

Formal Job Offer: You are formally offered the job i.e. if you accept the formal job offer you will move to the next stage of the selection process- reference checking, occupational health clearance etc.

Order of Merit: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

Permanent Whole Time Posts

You will have one working week++ in which to express an interest in a permanent post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the last date by which you may express an interest. You will also receive a description of the post / service as well as contact details for the Service Manager to discuss the service / department. We recommend that you do so.

HBS Recruit may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates who formally accept a permanent post and subsequently decline the post will be removed from the panel for that geographic area.

Candidates who formally accept a permanent post will no longer be eligible for any further expressions of interest / job offers for that geographic area, and will be removed from the panel for that geographic area.

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

++ Where Service need requires **the time span in which to express interest may be less than five working days.** The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. **We strongly advise candidates to pay due attention to expiry times.**

Permanent Part Time Posts

Vacancies may arise that constitute less than one full time post (i.e. less than one full working week). Where possible we will endeavour to merge vacancies together in order to create a full time post. If this is not possible we will offer the part time post to candidates in order of merit. Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally offered **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates who formally accept a permanent part time post and subsequently decline the post will be removed from the panel for that geographic area.

Candidates who formally accept a permanent part time post will no longer be eligible for any further expressions of interest / job offers for that geographic area, and will be removed from the panel for that geographic area.

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

Specified Purpose Whole Time or Part Time Job Offers

You will have 48* hours in which to express an interest in a specified purpose post. You will be made aware by an "alert" text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post / service and contact details for the Service Manager to discuss the service / department if you wish to do so. We strongly recommend that you do so.

HBS Recruit may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

*Where service need requires **the time span in which to express interest may be less than 48 hours**. The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. **We strongly advise candidates to pay due attention to expiry times.**

Candidates, who accept a specified purpose post will not receive any further expressions of interest / job offers for specified purpose posts, and will be classified as "dormant". This means that you will not be contacted regarding any further specified purpose posts, which arise unless you notify the HBS Recruit. At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact HBS Recruit, who will immediately reactivate your status on the panel confirming your availability for specified purpose posts.

Candidates who take up specified purpose positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest in specified purpose vacancies will not forfeit their ranking on the panel.

Regardless of whether a candidate's status on the panel is dormant (due to accepting a specified purpose post) or active, it will not affect in any way expressions of interest / job offers for permanent positions.

Interviews form a part of the selection process. We reserve the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

Note on References: The employer must be satisfied that we have a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. We determine the merit, appropriateness and relevance of references. Please note we may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. We reserve the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

List of Section 38 Agencies – October 2013

1. Adelaide & Meath incorporating the National Children's Hospital Tallaght
2. Beaumont Hospital
3. Brothers of Charity – Clare
4. Brothers of Charity – Galway
5. Brothers of Charity – Limerick
6. Brothers of Charity – Lota (Southern)
7. Brothers of Charity – Roscommon
8. Brothers of Charity – Waterford
9. Cappagh National Orthopaedic Hospital
10. Carriglea (Sisters of the Bon Sauveur)
11. Central Remedial Clinic
12. Cheeverstown House
13. Children's Sunshine Home
14. Coombe Women's Hospital
15. Cope Foundation
16. Cork Dental Hospital
17. Daughters of Charity – Dublin Region
18. Daughters of Charity – Limerick Region (inc St. Anne's Roscrea)
19. Dublin Dental Hospital Board
20. Incorporated Orthopaedic Hospital (Clontarf)
21. KARE, Morefield, Newbridge, Co Kildare
22. Leopardstown Park Hospital
23. Mercy Hospital, Cork
24. National Maternity Hospital, Holles St.
25. National Rehabilitation Hospital
26. Our Lady's Children's Hospital, Crumlin
27. Our Lady's Hospice, (Harold's Cross)
28. Peamount Hospital (Newcastle)
29. Rotunda Hospital
30. Royal Hospital, Donnybrook, Dublin
31. Royal Victoria Eye & Ear Hospital
32. Sisters of Charity – Kilkenny
33. Sisters of Charity of Jesus & Mary (Laois/Offaly)
34. Sisters of Charity of Jesus & Mary (Longford/Westmeath)
35. Sisters of Charity of Jesus & Mary (Moore Abbey)
36. South Infirmery Hospital, Cork
37. St. John of God Eastern Region
38. St. John of God, Drumcar
39. St. John of God, Tralee Beaufort – St. Mary's of the Angels
40. St. John's Hospital, Limerick
41. St. Michael's House, Dublin (incorporates St Mary's Auxiliary Hospital)
42. St. Vincent's, Fairview
43. Stewart's Hospital, (Palmerstown)
44. Sunbeam House Services
45. Temple Street Children's University Hospital

Appendix 7

All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) is the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for the post.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

[Metropolitan Police Service - Your right to information](#)

www.disclosurescotland.co.uk

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

www.north-wales.police.uk

The <http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**,

<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

Note: Any costs incurred in this process will be borne by the candidate.

Recruitment and Selection Procedures

Submission of applications	<p>Applications must be made on the official forms. Completed application forms must be submitted in line with instructions no later than the closing time on the closing date specified in the advertisement as the latest date for receiving completed application forms.</p> <p>Application forms received after the closing date and time will not be accepted. Candidates must ensure that applications are submitted in line with instructions in sufficient time to guarantee arrival not later than the latest time stipulated for acceptance.</p> <p>The acceptance of an application form from a person desiring to be a candidate, or an invitation to attend for interview or any other selection method is not an admission by the organisation that the applicant possesses the prescribed qualifications or is not disqualified by law from holding the post.</p>
What you should expect from us	<p>The aim of the HSE's Recruitment Service is to provide you with a confidential service that is:</p> <ul style="list-style-type: none"> • Professional • Courteous and considerate • Friendly and helpful <p>We strive to operate a prompt and efficient service that includes</p> <ul style="list-style-type: none"> • Detailed information on vacancies and the recruitment and selection process • Timely acknowledgement and response to queries • Sufficient notice for all appointments • Clear, specific and meaningful feedback provided when requested by candidates. Detailed interview results to all candidates • Provision of specific requirements for candidates with disabilities.
What we expect from you in return	<p>Your satisfaction with our service is important to us. In order to fulfil our commitment to you, you can help us by:</p> <ul style="list-style-type: none"> • Co-operating with us throughout the Recruitment and Selection process • Providing us with complete and accurate information within specified timeframes • Keeping all confirmed appointments • Notifying us of your inability to attend within a reasonable time scale • Candidates with disabilities should inform us of any specific requirements for interview. <p>As we appreciate feedback on our service, please feel welcome to give us your comments on your experience with the recruitment process.</p>
Change of candidates details	<p>Any change of address since submitting your application form should be notified immediately in writing to the designated office and the title of the post(s) to which it refers clearly stated.</p>
Expenses	<p>Candidates are responsible for all expenses incurred in relation to their application for employment with the HSE.</p>
Confidentiality	<p>Applications will be treated in strict confidence, subject to the provisions of the Freedom of Information Acts 1997, the Data Protection Act 1988 & 2003, the Public Services Management (Recruitment & Appointments) Act 2004 and other provisions that have been identified in the published documentation.</p>
Garda Vetting	<p>The HSE will carry out Garda Vetting on all new employees. New employees will not take up duty until the Garda Vetting process has been completed and the HSE is satisfied that such an appointment does not pose a risk to clients, service users and employees.</p>

<p>Obligation on candidates requested to complete the Official Garda Vetting Form</p> <p>Consequence of false, misleading or inaccurate information</p> <p>Overseas Police Clearance</p>	<p>All applicants will sign a detailed Standard Declaration which forms an integral part of their application form. <u>Candidates who apply using the on-line application form and application forms submitted by e-mail will be required to sign the Standard Declaration in person when they attend for interview.</u></p> <p>All candidates being processed for appointment will, on commencement of the clearance process, sign a Statutory Declaration and complete the Garda Vetting Form.</p> <p>Candidates being considered for appointments are obliged to complete the official Garda Vetting Form where there must disclose any and all prosecutions. This disclosure must include such offences as driving offences, non payment of a TV licence and public order offences, and includes the application of probation or community service.</p> <p>The HSE will refer to the Garda Siochana individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the HSE or on the Garda Vetting Form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.</p> <p>If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more it will be <u>mandatory</u> for you to furnish this department with a police clearance certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate police clearance certificate for each country resided in. Clearance must be dated after the date you left the country/ countries.</p>
<p>Screening process</p>	<p>All applications will be screened for eligibility using the essential qualifications, experience and skills outlined in the Job Specification. Only those applicants who possess the required essential criteria will be progressed to the next stage of the selection process.</p>
<p>Shortlisting</p>	<p>Applicants may be shortlisted for interview based on <u>information supplied in the application form at the closing date</u> or in other specified assessment process.</p> <p>Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/ or knowledge sections of the job specification and the information supplied in the competency based application form, if used.</p> <p>It is therefore very important that you think about your experience in light of those requirements and that you provide a detailed and accurate account of your qualifications/ experience on your application.</p>
<p>Assessment, tests and Preliminary interviews</p>	<p>The selection process may involve additional assessments, tests or preliminary interviews. Applicants will be notified of these additional stages if applicable.</p>
<p>Creation of panels</p>	<p>For some competitions a panel of successful candidates <u>may</u> be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfill the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit.</p>
<p>Interview</p>	<p>Interviews are normally conducted by a three person board consisting of subject expert/s and management specialist/s. Credit will be awarded by the interview board to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the Job Specification and as stated by the candidate in their application form.</p> <p>The Interview Board will maintain an appropriate record of the interview in support of its subsequent recommendations.</p>
<p>Notification of Interview and Non attendance at interview</p>	<p>Candidates will normally be given at least one weeks notice of interview. This time scale may be reduced in exceptional circumstances. Candidates who do not attend for interview or for any other essential test or assessment will be deemed to have withdrawn their application and will have no claim for consideration.</p>

Result of interview	<p>Candidates will be notified of the result of their interview at the earliest possible date after interview.</p> <p>The recommendation of the interview board does not constitute a job offer as it is only one stage of the selection process. This selection process continues after interview and includes the clearance checks and validation of documents as outlined below.</p>
Offer of employment	<p>It should be noted that no offer of employment is made, or should be interpreted as having been made, until the HSE formally offers employment by way of a contract of employment.</p> <p>A person will not be appointed to a position until a signed contract is returned to the issuing office</p>
Taking up appointment	<p>Due to the nature of the service provided there is an onus on the HSE to ensure that successful candidates take up duty without undue delay. Consequently the following timescales have been set so as to minimise potential disruption of its service to clients and service users;</p> <p>In the case of external recruitment candidates will be required to take up duty within 3 month of receipt of the formal offer of employment.</p> <p>In the case of internal HSE recruitment the appointee must start in the new role within 6 week from the date of notification.</p> <p>The HSE reserves the right to withdraw the offer of employment should appointees fail to meet these time frames.</p>
Validation of qualifications, experience etc.	<p>Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.</p>
Pre-Employment Health Assessment	<p>Candidates will be required to undergo a medical assessment or to complete a form declaring their health status. The result of the examination or declaration will be reviewed by the HSE's Occupational Health Service.</p>
References	<p>The HSE reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The HSE also reserves the right to determine the merit, appropriateness and relevance of such references and referees. <u>Please note: candidates are requested not to submit references with their application form.</u></p>
Protection of Persons Reporting Child Abuse Act 1998	<p>Certain categories of posts in the HSE are designated posts under the Protection of Persons Reporting Child Abuse Act 1998. Persons appointed to posts in the designated categories shall for the duration of their appointment perform the duties of a designated officer for the purpose of the 1998 Act. Persons appointed to such categories will receive detailed information on their responsibilities under the Act on appointment.</p>
Ethics in Public Office 1995 and 2001	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 67,567 as at 01.03.2008) 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;</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 67,567 as at 01.03.2008</p> <p>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.</p> <p>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</p>

<p>Positions remunerated at or above €173,217 with effect from 1 March 2008</p>	<p>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.</p> <p>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 http://www.sipo.gov.ie/</p> <p>Positions remunerated at or above €173,217 with effect from the 1st March 2008 are designated positions of under the Ethics in Public Office Acts 1995 and 2001.</p> <p>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.</p> <p>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.</p> <p>Under the Standards in Public Office Act 2001, the post holder must within nine months of the date of appointment provide the following documents to the Standards in Public Office Commission at 18 Lower Lesson Street, Dublin 2:</p> <ol style="list-style-type: none"> 1. A Statutory Declaration, which has been made by the post holder not more than one month before or after the date of the appointment, attesting to compliance with the tax obligations set out in section 25(1) of the Standards in Public Office Act and declaring that nothing in section 25(2) prevents the issue to the post holder of a tax clearance certificate 2. and <u>either</u> <ol style="list-style-type: none"> (a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment <u>or</u> (b) an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment. <p>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 http://www.sipo.gov.ie/</p>
<p>Code of Practice and Review procedures in relation to the Recruitment and Selection process</p>	<p>Appointments to positions in the Health Service Executive are subject to the Codes of Practice published by the Commission for Public Service Appointments (CPSA). Details of the Code of Practice are available on line at www.cpsa.ie. The Codes of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis.</p> <p>The Code of Practice</p> <ul style="list-style-type: none"> • Specifies the responsibilities placed on candidates who participate in recruitment campaigns. • Facilitates feedback to applicants on matters relating to their application <p>when requested,</p> <ul style="list-style-type: none"> • Outlines procedures in relation to a) requests for a review of the recruitment and selection process and b) review in relation to allegations of a breach of the Code of Practice.

	<p>Candidates' responsibilities under the Code include the following: Candidates in the recruitment process must not:</p> <ul style="list-style-type: none"> • Knowingly or recklessly provide false information • Canvass any person, with or without inducements • Interfere with or compromise the process in any way.
<p>Data Protection Act, 1988 and 2003:</p>	<p>When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature.</p> <p>Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988 and 2003.</p> <p>Certain items of information, not specific to any individual, are extracted from computer records for general anonymous statistical purposes.</p>