



**Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive

Dr. Steevens' Hospital

Dublin 8

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## MEMORANDUM

**To:** Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHOs  
Each Head of HR CHOs

**Cc:** Chief Executive Officer  
Executive Management Team  
Each National Director  
Each National HR Lead

**From:** Anne Marie Hoey, National Director Human Resources

**Date:** 15<sup>th</sup> December 2021

**Re:** Process for the Primary Notification for all National Service Plan (NSP)/Winter Plan Positions

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Dear Colleagues

As you will be aware, consequent to the significant investment in our workforce under the National Service Plan of 2021, the HR Memo issued on 12<sup>th</sup> February 2021 (attached to this memo for ease) outlined an updated process for the issuing of Primary Notifications for all National Service Plan (NSP) and Winter Plan Positions. The approach outlined in the memo, removed the requirement for the completion of a Form A for all NSP and Winter Plan posts, in an effort to streamline the recruitment process.

Subsequent to the above updated process, our Strategic Workforce Planning and Intelligence (SWPI) team have also undertaken a parallel pilot of a further streamlined process alongside a review of the approach set out in the memo of the 12<sup>th</sup> February 2021. The outcomes of the pilot and review of the approach has resulted in an update to the Primary Notification process in an effort to further streamline and enable greater reporting capability and accuracy, both in the process itself and in regard to the reporting and monitoring of posts via the SharePoint recruitment Database.

The updated arrangements to comply with the Primary Notifications Process for all new service development posts / new posts <sup>1</sup> (both NSP and Winter Plan) has removed the requirement for individual services (i.e. Hospital Groups and CHOs) to subsequently complete an application for a

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<sup>1</sup> New Service Development Post / New Post – are defined as either approved and funded as provided for in the current National Service Plan and the HSE Pay and Numbers Strategy (ie. For the current year), or where the development has been the subject of a specific business, approved by the Department of Health, with associated funding outside of the NSP.

Primary Notification on receipt of funding / WTE approval from their relevant National Director. A Primary Notification will continue to be required for these posts, however the Primary Notification will issue in conjunction with the communication of the letter of funding sanction/ WTE from the relevant National Director. In this way the process is further streamlined into a one-step approach, with funding allocation and primary notifications issued simultaneously. This data will then be used by Strategic Workforce Planning and Intelligence (SWPI) as part of their ongoing engagement with the relevant service to co-ordinate the loading of this detail onto the SharePoint recruitment Database, to support an end to end commissioning and reporting of posts funded under the National Service and Winter Plans.

It is expected that there will be a transition period in early 2022. To this end the following approach applies:

1. For all New Service Development Posts/ New Posts notified to your services **prior** to the issuing of this memo, for which you do not have a Primary Notification, you must in this instance use the process outlined in the Memo of 12<sup>th</sup> February 2021 (i.e. **local service application** for Primary Notification to [workforcedata@hse.ie](mailto:workforcedata@hse.ie));
2. All forthcoming New Service Development Posts/ New Posts yet to be notified by the relevant National Director, will fall under the new arrangements set out in this memo.

In addition, it is expected that there may be exceptional cases whereby there is an agreed change between the National and Local Service on the WTE detail that is approved. In the majority of cases this is generally a change of grade. In this instance, the agreed change will be managed between the relevant National Director and the local service, with notification of the change to SWPI team by the relevant National Director. This information will be used to maintain a Master Dataset from which the changes will be reflected on the SharePoint recruitment Database in collaboration with the relevant service as part of the engagement process between SWPI team and local services as referred to above.

***Please note that this process excludes senior management and administration posts at Grade VIII and above, for which there is a separate application and approvals process already in place.***

Should you require further information and or support in regard to the application process, please contact the Strategic Workforce Planning and Intelligence Team at [workforcedata@hse.ie](mailto:workforcedata@hse.ie) who are available to support you and your teams in this process.

Yours sincerely



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