



Memo

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, National Director Human Resources

Date: 19th April 2023

Subject: HR Memo 019/2023 - Updated Process for the Recruitment/Filling of New and Replacement Senior Level Posts at Grade VIII and above in the Staff Category of Management/ Administration

Dear Colleagues,

Further to the CEO Memo circulated on 5th April 2023, this memo sets out the updated Senior Management and Administration application processes in alignment with these changes.

Of note, the processes set out herein apply to all HSE Statutory Services, Voluntary Hospitals and Voluntary Agencies.

All applications for **new senior management and administration posts** at Grade VIII and above continue to require **formal sanction** by the Department of Health. The Department of Health will **only** accept applications, submitted by the National Director of Human Resources (HR) on behalf of the relevant Executive Team Member/ National Director, as approved through the approval processes set out herein. All applications are routed through Strategic Workforce Planning and

Intelligence, National HR division (seniormanagers@hse.ie), on behalf of the National Director of HR.

Summary of Revised Arrangements

1. New Posts – Updated Instructions

- I. **National Directors**
 - No new positions will be filled or put forward for filling, excluding any current approvals sought prior to March 6th and subject to that approval.
- II. **Assistant National Directors or Head of Service at the Centre**
 - No new positions will be filled or put forward for filling, excluding any current approvals sought prior to March 6th and subject to that approval.
- III. **National Director Equivalent or Assistant National Director or Head of Service** in Hospital Groups, CHOs, NAS, PCRS.
 - Applications can proceed as per pre-existing arrangements with **contract limitations** for Hospital Groups and CHOs of **18 months from the date of this memo**, pending structural changes under RHA.
 - **Application Process** - submission of an **Approval to Hire Form A1**, with recommendation of the relevant ND and EMT member to the National Director of HR (NDHR) for review.
 - Following review by NDHR submission to the CEO for approval.
 - Submission to the Department of Health seeking sanction with CEO approval.
- IV. **General Manager**
 - Applications can proceed as per pre-existing arrangements.
 - **Application Process** - submission of an **Approval to Hire Form A1**, with recommendation of the relevant ND and EMT member to the NDHR for review.
 - Following review by NDHR submission to the CEO for approval.
 - Submission to the Department of Health seeking sanction with CEO approval.
- V. **Grade VIII**
 - Applications can proceed as per pre-existing arrangements.
 - **Application Process** - submission of an **Approval to Hire Form A1**, with recommendation of the relevant ND and EMT member to the NDHR.
 - Review and approval by the NDHR and CFO.
 - Submission to the Department of Health seeking sanction with NDHR and CFO approval.

Please see **Appendix 1** for the Approval of New Posts Process Map

1.1 Detail on the Application Documentation and Approvals Process Communication

The following sets out the documentation and updates to same, required to complete the application process:

- i. An **Approval to Hire Form A1 (attached to this memo)** must be completed in full in order for an application to be considered for approval. This single document provides the 'end to end' application and associated approvals, both internal and external, inclusive of the inclusive of the Primary Notification Number, necessary for recruitment commencement, subsequent to the relevant sanction.
- ii. **Confirmation** that the position and grade have been discussed and agreed in principle by the appropriate **line unit in the DoH** is a requirement of the process.
- iii. As is standard, the above application continues to require an accompanying **Job Description** and **detailed Organisational chart**, relevant to the application.
- iv. The approvals process continues to require the approval and recommendation by the relevant **National Director and EMT member** to proceed for approval, with the process further updated to reflect the approvals mechanism to the National Director HR, CFO, and CEO for decision as appropriate. Of note, all approved applications still require Department of Health sanction.
- v. All application documentation reviewed and endorsed by the relevant EMT member is to be **submitted to National HR** (via seniormanagers@hse.ie). On review by National HR a file is then prepared by the National Director HR for submission of the application for approval by the CFO or by the CEO as set out in Section 1.
- vi. The **outcomes from the approval process**, will be communicated back to the relevant EMT member and National Director for their communication to the relevant applicant. Approvals, by the CFO, National Director HR and CEO, will automatically be processed by the Strategic Workforce Planning and Intelligence Unit on behalf of the National Director HR to the Department of Health to ensure no undue delays.
- vii. **Outcomes** from the **Department of Health** will be communicated by the National Director HR to the relevant National Director.
- viii. Applications approved by the Department of Health, will automatically be issued a Primary Notification Number by the National HR Strategic Workforce Planning and Intelligence Unit provided that a **relevant position number** has been provided.

1.2 Application Deadlines and Timeframes for New Posts

- a. **All NSP New Service Development** posts at Senior Management and Administration Grades VIII and above for NSP 2023, subject to the instructions sets out at Section 1 above, **must be submitted** to National HR (seniormanagers@hse.ie) by the **deadline of May 17th 2023** in order to be considered for approval and recruitment in 2023. Failure to meet this deadline,

may risk securing approval of these posts, designed to support NSP 2023 initiatives.

- b. All other new posts, which are expected to be at a minimum, can be submitted on a monthly basis in line with the timelines set out in **Appendix 3**.

2. Replacement Posts – Updated Instructions

A replacement post, is defined as an **already approved and funded** senior management/ administration post, that has become vacant for which the service is seeking to replace and for which the post continues to have the required funding in place.

I. National Directors

- No replacement positions will be filled, other than where a **critical expertise** is required for continuity and where that expertise cannot be provided from within redeployment of the existing National Directors in current contract.
- **Application Process** – Direct application to the NDHR, no later than 3 months prior to contract expiry.
- NDHR review and submission for determination and approval by the CEO.

II. Assistant National Directors or Head of Service at the Centre

- No replacement positions will be filled other than where a **critical expertise** is required for continuity and where that expertise cannot be provided from within redeployment of the existing Assistant National Directors/ Heads of Service positions in current contract.
- **Application Process** – submission of an **Approval to Hire Form B1** to NDHR, no later than 3 months prior to contract expiry.
- NDHR review and submission for determination and approval by the CEO.

III. National Director Equivalent or Assistant National Director or Head of Service in Hospital Groups, CHO's, NAS, PCRS or Voluntary Agencies

- Applications can proceed as per pre-existing arrangements with **contract limitations** for Hospital Groups and CHOs of **18 months from the data of this memo**, pending structural changes under RHA.
- **Application Process** - submission of an **Approval to Hire Form B1**, with recommendation of the relevant ND to the NDHR for review, no later than 3 months prior to contract expiry.
- Review and approval by NDHR

IV. Grade VIII and GM

- Applications can proceed as per pre-existing arrangements.
- **Application Process** - submission of an **Approval to Hire Form B1**, with recommendation of the relevant ND to the NDHR for review.
- **All applications** must include consideration given to identify a more beneficial utilisation of the post. Where this is identified, the changes are to be included on the application. The Form B1 has been revised to

reflect this additional consideration and change as appropriate. All Form B1 applications require approval by the relevant ND, and this includes the additional new requirement for NDs to consider the assessment undertaken by applicants to identify a more beneficial utilisation of these posts, as referred to above.

- Review and approval by NDHR

Please see **Appendix 2** for the Approval of Replacement Posts Process Map

2.1 Detail on the Application Documentation and Approvals Process Communication

The following documentation is required to complete the application process:

- i. An **Approval to Hire Form B1 – Senior Management and Administration Replacement Posts (attached to this memo)** must be completed in full.
- ii. All application documentation reviewed and endorsed by the relevant National Director, is to be submitted to National HR (via seniormanagers@hse.ie). On review by National HR a file is then prepared by the National Director HR for submission of the application for approval by the CEO as required, as set out in Section 2.
- iii. The **outcomes from the approval process**, decision of the CEO or that of the NDHR will be communicated back to the relevant ND and Service point of contact.

2.2 Application Timeframes for Replacement Posts

Applications for replacement posts are to be submitted on a monthly basis as per the timeframes set out in **Appendix 3**.

Accompanying this memo please find the latest updated **Approval to Hire Forms A1 and B1**.

Any queries relating to this process please contact National HR Strategic Workforce Planning and Intelligence via email seniormanagers@hse.ie.

Yours Sincerely



Anne Marie Hoey
National Director, Human Resources

Appendix 1 New Posts

New Posts	Grade	Location	Instruction	Process
	National Director	Grade Only Applicable to Centre	No new applications/ new positions to be filled	Not Applicable
	National Director Equivalent/Assistant National Director / Head of Service	Centre	No new applications/ new positions to be filled	Not Applicable
		HG/ CHO/ NAS/ PCRS	Applications can proceed as normal – with contract limitation for HG & CHO of 18months pending structural changes under RHA	Completion of Form A1 – Recommendation by ND and EMT Director Submission to National HR at Seniormanagers@hse.ie Review by National Director HR Submission to CEO for approval Submission to Dept. of Health with CEO approval
	General Manager	All Locations	Applications can proceed as normal	Completion of Form A1 – Recommendation by ND and EMT Director Submission to National HR at Seniormanagers@hse.ie Review by National Director HR Submission to CEO for approval Submission to Dept. of Health with CEO approval
Grade VIII	All Locations	Applications can proceed as normal	Completion of Form A1 – Recommendation by ND and EMT Director Submission to National HR at Seniormanagers@hse.ie Review and approval by National Director HR and Chief Finance Officer Submission to Dept. of Health with NDHR and CFO approval	

Appendix 2 Replacement Posts

Replacement Posts	Grade	Location	Instruction	Process
	National Director	Grade Only Applicable to Centre	No filling of replacement positions – unless a critical expertise is required for continuity and that expertise cannot be provided from within the redeployment of existing National Directors in current contract	Direct application to National Director HR (NDHR) NDHR review and submission for determination and approval by CEO
	National Director Equivalent/Assistant National Director / Head of Service	Centre	No filling of replacement positions – unless a critical expertise is required for continuity and that expertise cannot be provided from within the redeployment of existing National Director Equivalent/Assistant National Directors/ Heads of Service in current contract	Completion of Form B1 Submission to National HR at Seniormanagers@hse.ie NDHR review and submission for determination and approval by CEO
		HG/ CHO/ NAS/ PCRS	Applications can proceed as normal – with contract limitation for HG & CHO of 18months pending structural changes under RHA	Completion of Form B1 Submission to National HR at Seniormanagers@hse.ie Review and approval by National Director HR
	General Manager	All Locations	Applications can proceed as normal – however evidence of assessment of the vacancy to identify if a more beneficial utilization of the post can be achieved must be included	Completion of Form B1 Submission to National HR at Seniormanagers@hse.ie Review and approval by National Director HR -/- submission to Dept. of Health *
Grade VIII	All Locations	Applications can proceed as normal – however evidence of assessment of the vacancy to identify if a more beneficial utilization of the post can be achieved must be included	Completion of Form B1 Submission to National HR at Seniormanagers@hse.ie Review and approval by National Director HR -/- submission to Dept. of Health *	

*Where a more beneficial utilisation of the post (GM and Grade VIII) is applied for, and in the event that this is a substantial change in role and function from that previously approved by the DoH, these posts may require updated sanction by the DoH. This will be advised and supported by National HR as part of the replacement application process.

Appendix 3 Application Timetable

Applications for new and replacement posts, will be reviewed and submitted for consideration to the NDHR, CFO and CEO on a monthly basis. The below dates are the **last date for applications** to be submitted to National HR for each monthly cycle.

Month in 2023	Last date to be submitted to National HR
April	17 th April 2023
May	17 th May 2023 <i>Please note all NSP 2023 posts must be submitted by this deadline</i>
June	16 th June 2023
July	17 th July 2023
August	17 th August 2023
September	15 th September 2023
October	17 th October 2023
November	17 th November 2023
December	15 th December 2023

Applications must be **fully** complete on the last day of the submission deadline to National HR in order to be included for consideration and approval as appropriate.