



**Counsellor Therapist, Senior
National Counselling Services
Job Specification & Terms and Conditions**

Job Title and Grade	Counsellor Therapist, Senior National Counselling Service (Grade Code: 3103)
Remuneration	The salary scale for the post is : (01/03/2023) 69,797 73,091 76,383 79,677 82,971 84,937 88,143 91,349 LSIs
Campaign Reference	DNCC2023114
Closing Date	Monday 5 th June 2023 at 12 noon.
Proposed Interview Date (s)	Week commencing 19 th June 2023. Please note you may be called to interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	There is currently one permanent whole-time vacancy available in National Counselling Service, Dublin North City and County. A panel may be formed as a result of this campaign for Counsellor Therapist, Senior from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Fiona Ward Director of Counselling Email: Fiona.ward@hse.ie
Details of Service	<p>The HSE National Counselling Service (NCS) provides a professional, confidential, counselling and psychotherapy service. It is available in all HSE Community Health Organisations (CHO) areas and operates from over 240 locations throughout Ireland.</p> <p>The aim of the NCS is to support clients to improve their quality of life and reduce their psychological distress through the provision of evidence-based, professional, client centred counselling.</p> <p>The quantum of services provided by the NCS include provision of counselling to adults who have experienced childhood abuse, former residents of Mother and Baby Homes, individuals effected by issues in the cervical check screening programme, clients experiencing suicidal ideation/self-harm, bereavement, Covid specific emotional distress as well as the Counselling in Primary Care service (CIPC).</p> <p>CIPC provides time limited counselling of up to 8 counselling sessions to adult General Medical Services (GMS) cardholders with mild to moderate psychological difficulties. Eligibility criteria for the service currently limit referrals to CIPC to patients holding valid GMS cards referred by their GP or Primary Care Practitioner. The CIPC model of service is aimed at providing early access to counselling.</p> <p>The (CaPA) service (for adults who have experienced childhood abuse) is for moderate to severe psychological difficulties and offers medium to long term counselling contracts.</p> <p>In 2021 the NCS began offering counselling to former residents of Mother and Baby Home Institutions as part of the Government agreed package of health and well-being measures.</p>

The NCS fosters a client-centred holistic model of care based on best practice therapeutic models of clinical intervention both individual and group.

The NCS model of service includes provision of a comprehensive assessment of clients and different levels of counselling intervention depending on the nature and complexity of clients' presenting issues. The HSE NCS provides short, medium and long term therapy contracts to clients presenting with mild, moderate and complex psychological difficulties.

Sharing the Vision (2020) Ireland's National Mental Health policy endorses the importance of mental health provision to the overall health and well-being of Irish citizens, emphasising that "a range of counselling supports and talk therapies in community/primary care should be available on the basis of identified need so that all individuals...can receive prompt access to accessible care". The NCS is key to the implementation of this objective and has played a crucial role in improving access to counselling in Ireland since September 2000.

The NCS has expanded and developed in response to growth in demand and the needs of clients. Recently the NCS responded quickly and flexibly to the COVID-19 pandemic and was proactive in managing demand for the service. The NCS immediately switched to telehealth provision offering clients Structured Telephone Counselling or Online Video Counselling when face to face appointments were no longer possible due to public health restrictions. The NCS continues to offer a blended model of service delivery which enhances the accessibility of the service.

The *Development of HSE Adult Counselling Services: Future Planning Report (2015)* which was produced following a strategic planning process by the NCS outlines a plan for the development of an expanded NCS service which would facilitate mental health service delivery within primary care as well as between primary and secondary care levels in line with the recommendations of the Sláintecare Report.

The HSE National Counselling Service is operational across the HSE nationally comprising 10 Services operating across all Community Health Organisations. Counselling clinics are located in every county in Ireland. The National Counselling Service is dedicated to offering clients a professional counselling/therapeutic service to alleviate psychological distress being experienced by adults. All the NCS counsellor/therapists are fully qualified and are accredited with Professional Bodies.

The Sláintecare Report (2017) and Sláintecare Implementation Strategy (2018) signal a new direction for the delivery of health and social care services in Ireland with the potential to create a far more sustainable, equitable, cost effective system and one that delivers better value for patients and service users. At its core, the strategy focuses on establishing programmes of work to move to a community-led model, providing local populations with access to a comprehensive range of non-acute services at every stage of their lives. This will enable our healthcare system to provide care closer to home for patients and service users, to be more responsive to needs and deliver better outcomes, with a strong focus on prevention and population health improvement.

Internationally, the strategic repositioning of health services is recognised as a better approach to meet the challenges of escalating demand from an ageing population and the prevalence of chronic diseases, while at the same time ensuring better access to care, addressing inequalities in health and delivering sustainability and best value for population health.

Sláintecare sets out the need for the shift from the provision of care from acute to community settings, supporting the prevention and management of chronic disease at a community level. The strategic direction outlined in Sláintecare and the current provision of community services is underpinned by a number of strategies including Community Healthcare Organisations – Report and Recommendations of the Integrated Service Area Review Group, Healthy Ireland, Transforming Lives, The Irish National Dementia Strategy, Vision for Change, Connecting for Life – Ireland's National Strategy to Reduce Suicide 2015-2020 and The National Carers' Strategy – Recognised, Supported, Empowered. Sláintecare positions Community Healthcare Networks (CHNs) as the 'fundamental unit of organisation for the delivery of services' in the community. CHNs are geographically-based units delivering services to an average population of 50,000.

	<p>The implementation of CHNs will see a coordinated multi-disciplinary approach to care provision, providing better outcomes for people requiring services and supports both within and across networks. The development of CHNs is a critical step in transforming our healthcare system and will enable real change that will be experienced by all who use our services and work in the HSE.</p> <p>In line with the on-going implementation of the CHO structure, the responsibility for services will lie with the appointed Heads of Service. The appointment of the Heads of Service, Heads of Business (Finance and Human Resources) continues to be a driving force in the integration of services for Health Service Reform.</p> <p>The Health Service National Service Plan outlines the resource and performance accountability framework within which resources will be provided in. It set out the means by which the Hospital Groups and Community Healthcare Organisations (CHO's), are held to account for their performance in relation to access to services, the quality and safety of those services within the financial resources available and effectively harnessing the efforts of the overall workforce.</p> <p>The CHO Delivery Plans are prepared consistent with this framework and in line with related national policies, frameworks, performance targets, standards & resources. It sets out the type and volume of services which will be provided directly or through a range of agencies funded by us, and the actions which we will take to deliver on the goals of the HSE Corporate Plan over the course of the year. Our objective is to provide high quality, sustainable health care grounded in our values of Care, Compassion, Trust & Learning.</p> <p>More information about the NCS can be obtained from: www.hse.ie/eng/services/list/4/Mental_Health_Services/National_Counselling_Service/</p>
Reporting Relationship	Reporting to: Director Of Counselling, National Counselling Service.
Purpose of the Post	<ul style="list-style-type: none"> • To work in conjunction with Director of Counselling and other team members in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation • To support the Director of Counselling in the management of the Counselling service in line with the objectives of the organisation • To work with the Director of Counselling in ensuring the co-ordination, development and delivery of a quality, client centred service across the geographical area • Line management and supervision of Counsellor/Therapists and management of service delivery in designated area of responsibility as well as direct provision of counselling and psychotherapy • The Senior Counsellor Therapist will be required to cooperate with and fully support a potential future transition to Regional Health Areas, or similar. This may require working across Acute Hospitals and Community Services and may impact upon future reporting relationships. • The Senior Counsellor Therapist will work closely with colleagues in Regional Networks to be developed to support cross regional efforts as well as to provide cross cover of service for periods annual leave or other short-term leave. • The Senior Counsellor Therapist will support the Director of Counselling and contribute to the development and regional use of population-based planning frameworks to inform service planning work. • To be responsible for the provision of a high quality service in accordance with standards of professional practice
Principal Duties and Responsibilities	<p>The Senior Counsellor Therapist will:</p> <ul style="list-style-type: none"> • Have line management accountability to the Director of Counselling • Line manage counsellor/therapists in their area of designated responsibility • Provide support as required to the Director of Counselling. • Be assigned a defined clinical area of responsibility and / or an assigned geographical area of responsibility to meet service requirements • Provide cross cover as required and determined by the Director of Counselling

- Set up, monitor, supervise and report on service care pathways as designated in their area of responsibility including the Counselling Service for former residents Mother and Baby Home institutions.
- Have specific clinical responsibilities

Professional / Clinical

- Communicate and work in co-operation with the Director of Counselling and other team members in providing an integrated quality service, taking the lead role as required.
- Communicate effectively and work in professional consultative processes with services as appropriate to ensure integrated service provision for service users.
- Be responsible for the co-ordination and delivery of a quality service in line with best practice and professional standards.
- Provide case management and line management, including reflective practice to Counsellor/Therapists who carry a mixed caseload of clients with mild moderate and complex psychological difficulties engaged in short, medium and long term contracts.
- Be a lead clinician in assigned, allocated clinical areas of responsibility and carry a mixed caseload of clients with mild moderate and complex psychological difficulties who are engaged in short, medium and long term contracts appropriate to the post.
- Lead a team of Counsellor Therapists, as appropriate to the role.
- Be responsible for client assessment, development and implementation of individualised care plans that are client centred and in line with best practice.
- Be responsible for goal setting in partnership with client, family and other team members as appropriate.
- Be responsible for standards of professional and clinical practice of self and staff appointed to clinical / designated area(s) in line with the Professional Scope of Practice and Health Service Executive (HSE) guidelines, policies, protocols and legislation.
- Be a clinical resource for other Counsellor Therapists.
- Plan and manage resources efficiently in assigned areas of responsibility.
- Document client records in accordance with professional standards and service policies
- Provide a service in varied locations in line with local service policy and within appropriate time allocation.
- Integrate health promotion into the role so as to promote health and wellbeing.
- Promote and support provision of a blended model of service delivery in line with service policy and client needs.
- Participate and be a lead clinician as appropriate in review meetings, case conferences etc.
- Seek advice of relevant personnel when appropriate / as required.
- Utilise national and international evidence based research and apply same to clinical and supervisory practice
- Exercise professional responsibility for the active management of waiting lists for counselling and psychotherapy services in the NCS
- Work creatively and in collaboration with partners to develop service initiative
- Promote the role of service user in service development
- Work in and promote an ethical and professional manner at all times
- Have a leadership role in the implementation of a series of new and evolving therapeutic treatment modalities.
- Participation in various local and national NCS committees and designated Working Groups as required
- Contribute to HSCP and other professional conferences as appropriate
- Participate in multi-disciplinary and multi-agency working as appropriate.

Clinical Governance

- Provide line management and supervision of Counsellor/Therapists and management of service delivery in designated area of responsibility
- Maintain compliance with statutory registration requirements where relevant and/or on-going accreditation with the IACP, ICP or PSI as appropriate
- To ensure clinical governance within area of remit.
- Attend regular professional supervision in accordance with the clinical supervision framework within the National Counselling Service

- Work within limits of professional competence in line with principles of best practice, professional ethics and HSE policy and procedure and clinical governance
- Engage in in-service and other relevant training opportunities to keep up to date with new developments in the area of counselling and psychotherapy
- Manage clinical governance in relation to matters such as assessment of risk, challenging and difficult processes for clients, to ensure clients' needs are guided by a rights based approach to service provision
- Manage clinical governance issues, such as child protection within their scope of responsibility and bring to the attention of the Director of Counselling as appropriate.
- Participate in mandatory training programmes.
- Comply with Children First Guidelines, support Counsellor/Therapists to meet their mandated requirements and receive regular updated training regarding same.
- Ensure Counselling and Psychotherapy staff compliance with relevant regulatory and statutory frameworks.
- Take responsibility for, and keep up to date with professional practice by participating in continuing professional development as appropriate
- Promote service improvements and ensure accountability and transparency within the service and actively engage in Clinical Audit processes
- Participate in and conduct Performance Achievement in compliance with HR Guidelines

Education & Training

- Provide service induction and relevant training to counsellor/therapists
- Take part in teaching / training / supervision / evaluation of staff and attend practice education courses as relevant to role and needs of the service
- Actively support staff members to engage in Continuous Professional Development

Research and Evaluation:

- Utilise evidence based literature, research and best practice guidelines to ensure effective practice and excellent equitable services.
- Engage in research to support service development as appropriate.
- Participate in evaluation of service.

Quality, Health & Safety and Risk

- Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
- Promote quality standards of work and co-operate with HSE quality assurance programmes.
- Ensure the safety of self and others, and the maintenance of safe environments in accordance with legislation.
- Ensuring awareness of and implementation of risk assessments in line with health and safety requirements/legislation
- Actively manage identified work place risks as appropriate to the post's level of responsibility and documentation and reporting of same as required.
- Take the appropriate timely action to manage any incidents or near misses within their assigned area(s).
- Have a working knowledge of the Health Service Regulations and standards as they apply to the role.
- Ensure awareness of and compliance with relevant regulatory standards
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Management and Administration

- Deputise for the Director of Counselling as required
- Undertake management and administrative duties as assigned by the Director of Counselling
- Make the Director of Counselling aware of staff issues as appropriate.
- Contribute to the development and implementation of service policies and procedures in collaboration with the Director of Counselling and team as appropriate
- Progress service development encompassing policy development and implementation as determined by the Director of Counselling.

	<ul style="list-style-type: none"> • Review and evaluate the service regularly, identifying changing needs and opportunities to improve services. • Ensure compliance with National Financial Regulations. • Assist with budget management of the service and procurement processes. • Manage Freedom of Information, Data Protection and legal file disclosure requests within prescribed legal or organisational time frames. • Manage the appropriate engagement and response to complaints and compliments in line with HSE Policy. • Collect and evaluate data about the service area and utilise this data in the preparation of service plans. • Ensure service monitoring through preparation of KPIs, outcome measures and other metrics as required by National Counselling Services and HSE management. • Address issues arising from above service monitoring. • Oversee the upkeep of accurate records in line with best practice and service standards including databases. • Ensure the maintenance of appropriate service user records (electronic and manual) in accordance with HSE requirements and local guidelines. • Contribute to team building and team enhancement as outlined in the HSE People's Needs Defining Change Policy and other relevant processes • Contribute to and promote an organisational culture that respects all team members and supports their dignity, diversity, health and wellbeing at work. • Participate in the control and ordering of stock and equipment as required. • Keep up to date with organisational developments within the Irish Health Service. • Working collaboratively with administrative team to ensure effective resource utilisation. • Implement relevant HR policies and procedures in line with current and new developments and new policies. • Engage in recruitment processes and other HR functions as required. <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to 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>1. Statutory Registration, Professional Qualifications, Experience etc.</p> <p>a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(1) Hold a qualification at Level 7 or higher on the QQI Framework in a human science discipline (medical, psychological, social, or educational) or hold a qualification at Level 7 or higher in a health and social care profession.</p> <p style="text-align: center;">Plus 2A or 2B</p> <p>(2) A (i) Hold a degree or post-graduate qualification in counselling, or psychotherapy recognised by one of the following, as appropriate: the Irish Association for Counselling and Psychotherapy (IACP), or one if the five sections within the Irish Council for Psychotherapy (ICP).</p> <p style="text-align: center;">AND</p> <p>(2) A (ii) Have full accredited membership with one of the following: IACP or one of the five sections within ICP. Pre accredited hours must include a minimum of 100 hours of one to one counselling/psychotherapy with adult clients under the supervision of an IACP/ICP accredited supervisor.</p> <p style="text-align: center;">OR</p> <p>(2) B (i) Hold a post-graduate qualification in counselling psychology or clinical psychology recognised by the Psychological Society of Ireland (PSI).</p>

	<p style="text-align: center;">AND</p> <p>(2) B (ii) Hold full membership with the clinical or counselling psychology division of the PSI.</p> <p style="text-align: center;">AND</p> <p>(3) All candidates must have a minimum of 3 years full time satisfactory, relevant, clinical experience post accreditation as a Counsellor/Psychotherapist providing counselling or psychotherapy in a variety of clinical contexts.</p> <p style="text-align: center;">AND</p> <p>(4) All candidates must have a minimum of one year's experience providing supervision and or case management to Counsellor/Therapists, trainees or other relevant professionals working with adults in a variety of settings.</p> <p style="text-align: center;">AND</p> <p>(5) All candidates must possess the requisite knowledge and ability, including a high standard of organisational and management ability for the proper discharge of the duties of the office.</p> <p>2. Health</p> <p>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>3. Character</p> <p>Candidates for and any person holding the office must be of good character.</p>
<p>Post specific Requirements</p>	<p>Demonstrate depth and breadth of counselling experience with adults working with a range of therapeutic approaches, short, medium and long-term in a variety of settings as relevant to the role.</p> <p>Demonstrate depth and breadth of experience providing supervision to counsellors, therapists, trainees or other relevant professions as relevant to the role.</p>
<p>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • Have access to appropriate transport to fulfil the requirements of the role • Participate in an on-call rota if required
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience</p> <ul style="list-style-type: none"> • Demonstrate clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. • Comprehensive knowledge of a range of best practice counselling and psychotherapy models applicable to individuals and groups as relevant to the NCS. • An excellent understanding of current professional issues in counselling and psychotherapy. • Demonstrate evidence of clinical knowledge and skill in the process of therapy [short medium and long-term] as relevant to the NCS. • Capacity to ensure appropriate clinical governance as a Senior Clinician. • Comprehensive knowledge of the health sector including relevant national strategies and regulatory frameworks and ability to implement as required. <p>Planning and Managing Resources</p> <ul style="list-style-type: none"> • Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the service user and the organisation. • Demonstrates ability to prioritise as appropriate to the role.

	<ul style="list-style-type: none"> • Demonstrates flexibility and adaptability in response to workforce and service demands. • Demonstrate ability to take initiative and problem solving as required. <p>Managing and Developing (Self and Others)</p> <ul style="list-style-type: none"> • Demonstrates ability to lead by example and adapt leadership style to suit the demands of the situation and the people involved. • Demonstrate an ability to lead, organise, manage and motivate staff to function effectively in a complex changing environment. • Demonstrate a commitment to self-development for the needs of the role. • Demonstrate the ability to work independently, as part of a team and work collaboratively with others. • Demonstrate the ability to react constructively to setbacks and to both give direction / feedback, and take direction / feedback, from others. • Demonstrate an understanding of processes and systems and the impact of change within the system. <p>Commitment to providing a Quality Service</p> <ul style="list-style-type: none"> • Demonstrate the ability to lead on the delivery of a high quality, person centred service. • Works at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users. • Demonstrates an understanding of the values and ethics of professional bodies and relevant organisational requirements • Demonstrates the ability to manage organisational, team and clinical challenges. <p>Evaluating Information and Assessing Situations</p> <ul style="list-style-type: none"> • Demonstrate the ability to evaluate information and make effective decisions in relation to service provision. • Demonstrates the ability to make decisions when faced with opposing or competing demands. • Evaluates the measures of activity in meeting service plans and implements timely action to address gaps or deficits. <p>Communications and Interpersonal Skills</p> <ul style="list-style-type: none"> • Displays effective communication skills. • Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others within and external to the NCS. • Demonstrates sensitivity, diplomacy and tact when dealing with others. • Demonstrates effective conflict resolution skills. • Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p>

	For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/
Campaign Specific Selection Process Ranking/Shortlisting / Interview	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The 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. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on https://www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



**Counsellor Therapist, Senior
Terms and Conditions of Employment**

Tenure	<p>The current vacancies available are permanent/whole time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The salary scale for the post is : (01/03/2023)</p> <p>€52,559 €53,812 €55,341 €58,212 €59,929 €62,067 €64,212 LSIs</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at job offer stage.</p> <p>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. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u></p> <p>Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
Probation	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>

Protection of Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
Mandated Person Children First Act 2015	As a mandated person under the Children First Act 2015 you will have a legal obligation: <ul style="list-style-type: none"> • To report child protection concerns at or above a defined threshold to TUSLA. • To assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report. <p>You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).
	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy