



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Office of the National Director of Human Resources  
Health Service Executive  
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20<sup>th</sup> April 2007.

**HSE HR Circular 006/2007**

**Each National Director HSE and Assistant National Director HSE,  
Each Hospital Network Manager and Local Health Office Manager HSE,  
Each CEO Direct Funded Voluntary Hospital/Voluntary Agency.**

**HSE 2007 Employment Control Framework – Filling of Senior Level Posts**

Dear Colleague,

**1. Introduction**

- 1.1. HSE HR Circular 04/2007 issued on the 30<sup>th</sup> March specified the HSE 2007 Employment Control Framework. The framework incorporates a change in the process for the filling of vacancies at senior level in the staff category Management/Admin.
- 1.2. The new process is set out in this circular and was developed in the context of the policy position outlined by the Secretary General of the Department of Health and Children in his letter dated the 20<sup>th</sup> of December 2007 to the Chief Executive Officer, HSE. This policy position requires the prior approval of the Minister for Health and Children for the filling posts at Management/Admin Grade VIII level and above.
- 1.3. This process will also apply where the request is for an upgrading of any management/administrative post to Grade VIII level or above, or to any upgrading of any post across all staff categories carrying a salary of €60,000 a year or more.

## **2. Process to be followed**

The process to be followed in respect of the filling of vacancies at Grade VIII level and above or requests for upgrades at senior level, effective from the 30<sup>th</sup> March 2007, is as set out herein. The filling of a vacancy at this level, through the reassignment of another post holder at the same grade, and whose post will not be back-filled, does not require activation of this process.

- 2.1. When a vacancy arises at Grade VIII or higher and a service need has been identified for its filling, a request to hire Form A(1) will be initiated by the requesting service manager. The vacancy must be reviewed to explore the scope for suppression and/or for alternative and flexible cross-cover arrangements. Once this examination is complete and there is a substantive case for its filling, the request to hire should be initiated.
- 2.2. This process will also be initiated in the case of requests to upgrade senior level posts.
- 2.3. The request to hire Form will be routed through the appropriate Local Health Manager/Hospitals Network Manager/Assistant National Director to the relevant National Director for their recommendation.
- 2.4. The form when completed at National Director level, will be forwarded to the National Employment Monitoring Unit.
- 2.5. The sub-group of the National Management Team, tasked with reviewing the filling of corporate type functions or posts configured on former structures predating the establishment of the HSE, will consider such requests to hire at senior level at their monthly review meeting.
- 2.6. When a positive recommendation is made by the Sub-group of the National Management Team, the Head of NEMU will forward the request to the Assistant Secretary General, National HR and Workforce Planning, Department of Health and Children seeking the approval of the Minister for Health and Children to fill the vacancy.
- 2.7. The decision of the Minister for Health and Children will be communicated to the appropriate Local Health Manager/Network Manager/Hospital Manager/CEO of Voluntary Hospital/CEO of Voluntary Agency by NEMU once received from the Department.

## **3. Request to hire Form A(1) – Senior level posts.**

- 3.1. The form to be used for this process is as attached to this circular.
- 3.2. In the case of a request to upgrade a post, the same form should be used and amended appropriately to reflect the request to upgrade. Additional supporting documentation for such requests to upgrade should be attached to the form A(1).

#### **4. Status of previous instructions**

- 4.1. This circular should be read in conjunction with HSE Circular 04/2007 – HSE Employment Control Framework and Allocation of the Health Service Executive approved employment ceiling as at the start of 2007

Please ensure that all appropriate personnel are advised and familiar with the requirements placed upon them arising from this Circular.

- 4.2. Queries in relation to this Circular should be directed to Mr. Frank O'Leary, Head of the National Employment Monitoring Unit (email [Frank\\_OLeary@hse.ie](mailto:Frank_OLeary@hse.ie)) phone 045 880454 or Ms. Eibhlin Smith (email [Eibhlin\\_Smith@hse.ie](mailto:Eibhlin_Smith@hse.ie)) phone 045 882522.



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**Martin McDonald**  
**National Director of Human Resources**

**Attachment Request to hire Form A(1) – Senior level posts**



**Attachment to HSE HR 06/2007 Circular – Senior level posts**

**Health Service Executive - Request to Hire Form A (1) – Senior Level Posts**

*This form is to be completed in all cases where the post to be filled is at a Senior Level in the staff category Management/Admin (Grade VIII or above). A form has to be completed for each individual post. The form is to be forwarded to the National Employment Monitoring Unit to seek the approval of the Department of Health & Children to fill. Please complete form in Block Capitals/Tick or complete appropriate boxes/\* delete as appropriate*

Details of Post to be filled	
<b>HSE Area</b>	Dublin North East/Dublin Mid Leinster /South /West/Corporate/Shared Services *
<b>Unit/Location/ Voluntary Agency</b>	
<b>Service Function:-</b>	PCCC <input type="checkbox"/> NHO <input type="checkbox"/> Population Health <input type="checkbox"/> Corporate <input type="checkbox"/> Shared Services <input type="checkbox"/>
<b>Title of Post</b>	
<b>Job Description</b>	List main responsibilities:
<b>Contract Type</b>	Permanent <input type="checkbox"/> Non Permanent – Fixed Term <input type="checkbox"/> Fixed Purpose <input type="checkbox"/> Locum <input type="checkbox"/> Others <input type="checkbox"/> Others – explain:
Grade Code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Position Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (where appropriate) Salary Scale: _____ to _____ New Service Development: <b>Yes/No*</b> Replacement Post: <b>Yes/No*</b> Primary Notification issued/required: <b>Yes/No*</b> If issued please provide Reference Number: <b>PN / / / 200</b> . Suppression of another post required: <b>Yes/No*</b> Date Replacement/Suppression Post last filled: _____ Impact of filling - Whole Time Equivalent (WTE) Value: <b>(+ / neutral*)</b> . Upgrading requested <b>Yes/No*</b> Financial Implications: <b>Neutral/Cost increasing*</b> Funding Code and approval funding letter attached _____ <b>Yes/No*</b> Current Employment Ceiling: _____ Last reported Census Figure: _____ Date _____	
<b>Additional Information to support application to fill Senior level vacancy or upgrade post</b>	
<b>Why has vacancy arisen?</b>	
<b>Organisation Chart (show where post is in the organisation structure)</b>	
<b>Financial Implications</b>	
<b>Impact of non-filling</b>	
<b>Any other information you deem pertinent:</b>	

I request approval to fill senior level post as outlined above. I confirm a detailed examination of the post was carried out to consider scope for suppression and/or alternative and more flexible cross-cover arrangements.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Print name ( \_\_\_\_\_ )  
Requesting Manager/LHM/Hospital Manager/CEO Voluntary Hospital/Voluntary Agency

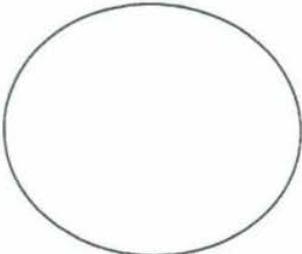
I recommend the application.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Print name ( \_\_\_\_\_ )  
Assistant National Director/Network Manager

I recommend the application.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name ( \_\_\_\_\_ )  
National Director

\*\*\*\*\*  
Please forward to the National Employment Monitoring Unit, National HR Directorate, Health Services Executive, Oak House, Millennium Park, Naas, Co Kildare.



Approved to be forwarded to the Department: Granted/Not Granted

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ NEMU Log No: \_\_\_\_\_

Stamped and dated National Employment Control Unit

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Request to the Department of Health and Children seeking approval to fill senior level post:

Assistant Secretary General,  
National HR and Workforce Planning,  
Department of Health and Children,  
Hawkins House,  
Dublin 1.

Please find application to fill vacancy at senior level post in accordance with the policy position outlined by the Secretary General of the Department, in the letter of the 20<sup>th</sup> December 2006 to the CEO Health Service Executive. Approval is requested.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of the National Director of Human Resources, Health Service Executive

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Approval granted/not granted\* Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
( \_\_\_\_\_ )  
Assistant Secretary General or delegated officer

If not granted, please state reasons: