



Oifig an Stúirthóra 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
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MEMORANDUM

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHOs
Each Head of HR CHOs
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 October 2020

Re: Procedures and Process for the Recruitment/Filling of New Senior Level Posts under the Winter Plan, and the Pandemic Workforce Plan, at Grade VIII and above in the Staff Category of Management/ Administration

Dear Colleagues,

This memo sets out the procedures and processes for all **new senior management posts under the Winter Plan and the Pandemic Workforce Plan** required for sanction by the **Resourcing Unit** in the **Department of Health**.

Given the prioritization of the resourcing requirements under the Winter/ Pandemic Plan, this memo sets out an exceptional change to the memo of 28th February 2020, designed to enable an expedited review process. As a first principle it should be noted that it is expected, that the requirement for posts at this level, will be at a minimum.

This memo applies to all HSE Statutory, Voluntary Hospitals and Voluntary Agencies.

Of note, all applications for **new senior management and administration posts under Winter Plan & Pandemic Workforce Plan** continue to require **formal sanction** by the Department of Health/ Department. 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 process set out in the previously circulated Memo of 28th February 2020 (attached).

All applications are routed through Strategic Workforce Planning and Intelligence, National HR division (workforcedata@hse.ie), on behalf of the National Director HR. The completed documentation as set out in the Memo of 28th February 2020 must be submitted to National HR (via workforcedata@hse.ie). Please clearly reference the application, Senior Manager Winter Plan & Pandemic Workforce Plan and ensure that all applications are cc to the relevant EMT member.

On review by National HR a file will then be prepared by the National Director of HR for submission of the application for consideration by the EMT and decision by the CEO at a special EMT, on 10th November 2020 to review all Winter Plan/ Pandemic Plan Senior Management and Administration posts.

The outcomes from this EMT meeting, will be communicated back to the relevant EMT Member and National Director for communication to the relevant applicant. Approvals, by the EMT and CEO, will automatically be processed by the Strategic Workforce Planning and Intelligence on behalf of the National Director HR, to the Department of Health to ensure no undue delays. Outcomes from the Department of Health will be communicated by the National Director of HR to the relevant National Director and service as applicable.

Applications approved by the Department of Health, will automatically be issued a Primary Notification Number by the Strategic Workforce Planning and Intelligence Unit of National HR.

Applications for Senior Manager Position for Winter Plan and Pandemic Workforce Plan new posts, will be accepted as an **exception basis only** with the timelines set out below:

Last date to be submitted to National HR	EMT Meeting Month
Wednesday October 28th	1 st Meeting in November

The HSE CEO, NDHR and DOH require a monthly progress report on the recruitment of these posts for monitoring and audit purposes. Therefore Strategic Workforce Planning & Intelligence, National HR Division, will request a monthly progress update on the posts approved by the Department of Health.

Any queries relating to this process please contact via email Workforcedata@hse.ie.

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources



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