

**All sections to be completed in full**

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| **APPLICATION FORM**  **Principal Psychologist (Specialist - CAMHS)**  **HSE Mid-West Community Healthcare CHO3**  **Campaign Reference: MWCH 24.027** |

**Please carefully note the following instructions:**

* Please read the Job Specification and additional campaign information document which provides useful information about the requirements of this role.
* Please ensure you read the instructions for the completion of this online application form and complete all areas in full, including the competency questions section. Failure to complete all areas of the application form may result in you not being brought forward to the interview stage of the selection process.
* Applicants wishing to complete and submit an application should do so by the closing time of **12th July 2024 @ midnight**. Applications *will not* be accepted after this date and time, no exceptions will be made.
* You must upload your completed application form to Rezoomo no later than  **12th July 2024 @ midnight**

Rezoomo Link: <https://www.rezoomo.com/company/community-healthcare-mid-west/jobs/>

* Please do not exceed the **500 word limit** when answering each of your ‘competency based’ questions.
* 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 Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie)
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Act 2014.

***:***

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| **Closing Date & Time** | **12th July 2024 @ midnight** |
| **Link to Rezoomo** | <https://www.rezoomo.com/company/community-healthcare-mid-west/jobs/> |

**APPLICANT DETAILS**

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| Position Applied For: | Principal Psychologist (Specialist - CAMHS) |
| Campaign Reference No.: | **MWCH 24.027** |
| **Personal Details** |  |
|  |  |
| First Name: |  |
| Last Name: |  |
|  |  |
| Postal Address for Correspondence: |  |
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| --- | --- |
| Mobile Telephone **(mandatory)**: |  |
| Contact Telephone No. 2: |  |

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| Email Address **(mandatory)**:  (You may provide more than one) |  |
| Drivers Licence*:*  (Please state type & category) |
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**European Economic Area (EEA)**

Are you an EEA (European Economic Area) National? Yes No

**If you are a non-EEA citizen you must provide the requested documentation to support your application**. Please see Appendix 2 of the ‘Additional Campaign Information’ document for further information and for a definition of an EEA National.

**Proficiency in Irish**

Candidates will be afforded the added opportunity to demonstrate their ability to perform the duties of the office through Irish. This assessment will be on a pass/fail basis and will not disturb the marks awarded in the selection process. Where vacancies arise for which proficiency in Irish is a management requirement, the HSE will offer such posts in order of merit to candidates who have successfully passed the Irish assessment. Please indicate if you wish to undertake an Irish assessment exam.

Yes  / No

1. **Superannuation Schemes**

Are you currently in receipt of a Voluntary Early Retirement or III Health Early Retirement Pension from any of the Public Health Superannuation Schemes listed at 1-5 below, or any other Public Sector Pension Scheme?

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| --- | --- | --- |
| **Are you currently in receipt of a pension from any of the following superannuation schemes? (This means have you retired?)** | | |
|  | **YES** | **NO** |
| 1. Local Government Superannuation Scheme (LGSS) |  |  |
| 1. Health Service Executive Employee Superannuation Scheme |  |  |
| 1. Voluntary Hospitals Superannuation Scheme (VHSS) |  |  |
| 1. Nominated Health Agencies Superannuation Scheme (NHASS) |  |  |
| 1. Other Public Service Superannuation Scheme |  |  |

If you have answered ‘yes’ in relation to being in receipt of a pension from any of the above Superannuation Schemes you are not eligible to apply for this recruitment campaign. Please read Appendix 4 in the ‘Additional Campaign Information’ document for further details.

1. **Current Contractual Status**

* **I am currently a HSE employee\* Yes**  **No**
* **I am currently a Tusla employee\* Yes**  **No**

If you answered ‘yes’ to the above question, please choose the option below which best matches your current contractual status:

* **I have a permanent contract**

**or**

* **I have a temporary contract**

\*HSE / Tusla Employee = you are a direct employee of the HSE or Tusla and not in a post funded or partially funded by the HSE or Tusla.

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

**Please indicate below how your qualifications and professional experience meet the eligibility criteria for the post of Principal Psychologist - Specialist.** **Please note that if you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview.** **Please note that candidates must have obtained their qualification by the latest date of application**.

1. **Please outline your recognised University degree or diploma obtained with first or second class honours in which psychology was taken as a major subject and honours obtained in that subject**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From / To** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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**And**

1. **Please outline your postgraduate professional psychological qualification recognised by the Psychological Society of Ireland in Clinical/Counselling/Educational Psychology.**

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| **Dates**  **From / To** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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**Or**

1. **Please outline your postgraduate qualification in a relevant area of Psychology validated by the Department of Health in Clinical/Counselling/Educational Psychology.**

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| **Dates**  **From / To** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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| **If your educational award has not been obtained in the Republic of Ireland, Please provide a copy of your validation letter with your application** | |
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**And**

1. **Have at least eight years satisfactory post graduate experience in the area of professional psychology in which the position is designated (Clinical/Counselling or educational) inclusive of any time spent in pursuing a course leading to the postgraduate qualification and including at least three years satisfactory experience in a senior capacity in Child psychology. Please note that you must have achieved the 8 years (96 Months) experience no later than the closing date of this recruitment campaign.**

Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria. **Please note that the information supplied here will be used to determine your eligibility for this campaign.** If you work in a part-time capacity please list your monthly hours and total months of work as they are. Please do not make whole time equivalent calculations.

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| --- | --- | --- | --- | --- | --- |
| **From Date 00/00/00** | **To Date 00/00/00** | **Average Monthly Hours** | **Total Months** | **Employer** | **Title of Post & Area of Work, E.g. Child Psychology/Child Disability/Adult Psychology\*** |
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| **Total Cumulative Months** | | |  | | |

\*If it is not clearly evident from the **Title of the Post** that it satisfies the eligibility criteria of Principal Psychologist please provide further detail in the box below:

**ADDITIONAL EDUCATIONAL ACHIEVEMENTS**

**Please list your second level and any (additional) third level educational achievements.**

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| --- | --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Educational Institution** | **Conferring**  **Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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**CAREER OVERVIEW**

Please ensure your full career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are **no gaps in your career history** from when you left full-time education to present date).

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| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
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**Detailed Career History - please begin by listing the most recent first.**

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

|  |  |
| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

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| **Post Specific Requirements: Psychologist, Principal (Specialist - CAMHS)**  Please provide below specific details from your experience to date that you feel help you meet the post specific requirements for this post:  Demonstrate depth and breadth of experience in the provision of assessment, formulation, intervention, evaluation, reporting and supervision with a broad range of clinical problems in terms of complexity and severity seen within the care group area of Child Psychology as relevant to the role.  *Please include dates, the name of your employer & department where you worked and details as to how you meet the requirements specified in the eligibility and ‘post specific requirements’ section of the Job Specification.* | |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
|  |  |
| **Please demonstrate how you meet the Post specific requirements for this post** | |

* + 1. **Competency Questions 1 – 4 and outline of experience relevant to the role (Question 5)**

**In this area we ask you to focus on your experience to date that is relevant to the role of Principal Psychologist (Specialist-CAMHS). Please indicate below how your professional experience meets the eligibility criteria for this post. This section will be assessed by Senior Management to consider your experience as it is relevant to the eligibility criteria. Information you provide in this section and in other areas of the application form may be used as part of a shortlisting exercise and may be discussed in more depth at interview, should you be called to one.**

* **Please provide clear, detailed answer(s) that demonstrate the depth and breadth of your experience in the area(s) below, reflective of the requirements of this post.**
* **Each section below must be completed. As you complete each section we recognise that there will be an overlap in the employer and date periods.**

**We would like to highlight to you that if you omit information in this section pertinent to the eligibility criteria, your application will be deemed ineligible and you will subsequently not be called forward to interview**

**A guide to completing competency questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide before completing this section of your application form. All question areas must be completed.**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas. A summary definition of each skill area is provided for your information. This is a summary of what we mean by each skill heading. Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview**, **should you be called to one.**

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| **1. Planning & Managing Resources**  It is important that a Principal Psychologist (Specialist -CAMHS) is able to plan, organize and manage resources efficiently and effectively within a specified timeframe. S/he must demonstrate the ability to manage deadlines and effectively handle multiple tasks. S/he must be able to demonstrate flexibility and adaptability in their approach to work. S/he must demonstrate the ability to pre-empt potential problems or competing priorities and react constructively to setbacks  *In the space below please give an example of a situation where you best demonstrated your ability in this area.*  ***Please limit your response to 500 words.*** |
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| **2: Managing & Developing (Self and Others)**  **It is important for a Principal Psychologist (Specialist-CAMHS) is able to manage self and others ensuring that both they and their staff are practicing in line with best practice and their performance is in line with the policies and expectations of the organisation.**  *In the space below please give an example of a situation where you best demonstrated your ability in this area.*  ***Please limit your response to 500 words.*** |
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| **3. Commitment to Providing a Quality Service**  The effective Principal Psychologist (Specialist - CAMHS) will demonstrate a strong commitment to the delivery of a quality service. S/he must display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. S/he must demonstrate motivation, initiative and an innovative approach to job and service developments, as well as flexibility and openness to change. S/he must demonstrate integrity and an ethical stance at all times.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.*  ***Please limit your response to 500 words.*** |
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| **4. Evaluating Information and Judging Situations**  It is important for the Principal Psychologist (Specialist-CAMHS) to be able to demonstrate evidence-based decision-making, using sound analytical and problem-solving ability as well as professional judgement. S/he must be able to take an overview of complex problems and anticipate implications/consequences of different solutions. S/he must know how to access relevant information to address issues as well as demonstrating resilience and composure in dealing with situations.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area****.***  ***Please limit your response to 500 words.*** |
|  |

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| --- | --- |
| **5. Knowledge/ Experience Relevant To The Role: Principal Psychologist, (Specialist-CAMHS)**  Please provide below specific details from your experience to date that you feel help you meet the requirements for this post as detailed in the Job Specification. Please note that the information supplied here will be taken into consideration in determining your eligibility and / or shortlisting / ranking for this campaign.  Please include dates, the name of your employer & department where you worked and details as to how you meet the requirements specified in the eligibility and ‘post specific requirements’ section of the Job Specification. | |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
|  |  |
| ***Please outline your depth and breadth of experience as relevant to the role of Principal Psychologist (Specialist-CAMHS)*** | |

**Disability**

Do you consider yourself to have a disability that might require a special accommodation(s) to enable you to participate to the best of your ability in the selection process? Yes  No

**General Declaration**

It is important that you read this Declaration carefully.

**Part 1:** Obligations Placed on Candidates who participate in The Recruitment Process.

The Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

* knowingly or recklessly make a false or a misleading application
* knowingly or recklessly provide false information or documentation
* canvass any person with or without inducements
* impersonate a candidate at any stage of the process
* knowingly or maliciously obstruct or interfere with the recruitment process
* knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it
* interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of the HSE to report any such above contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.

* where he / she has not been appointed to a post, he / shall be disqualified as a candidate; and
* where he / she has been appointed as a result of that process, he / she shall forfeit that appointment

**Part 2**

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Failure to sign application will render it invalid\*.

*Signed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Name of Applicant) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*If you are submitting your application form via Rezoomo we will accept the application form unsigned but you will be required to sign the Declaration at interview, should you be invited to one. Failure to sign this declaration at interview will render it invalid.*

**REFERENCES**

Please give three referees (including your current employer). Please ensure that the referees you provide are from a professional perspective. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes  / No

**1. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**2. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**3. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**Applicant Checklist - Important**

We recommend that you check your application form carefully to ensure that you have included/clearly illustrated/answered:

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| --- | --- | --- | --- |
| 1 | Mobile Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| 2 | That the information you have provided with regard to qualifications/eligibility criteria shows clear dates e.g. DD/MM/YY, education courses, job titles, college names, qualification titles. |  |
| 3 | Competency Questions (1 – ) and Experience Question 4  Each question must be fully completed to ensure eligibility to progress in this campaign.  500 word limit (where applicable) should not be exceeded. |  |
| 4 | Work Permit Documentation (if relevant to non-EEA applicants) Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required. |  |
| 5 | Application is submitted by the closing date and time and that you have used the campaign reference in the subject line of your email. |  |
| 6 | That you have downloaded the job specification and Additional Campaign Information for future reference. | | |

**If all required details/documentation (as above) are not submitted with your application we will be unable to process your application to the next stage of the process i.e. shortlisting/interview.**

**APPENDIX 1 – GUIDE TO COMPLETING GENERIC COMPETENCY QUESTIONS**

In the Competency Questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position. All question areas must be completed. The instructions below will help you to complete your answers and will also be of valuable help for you when preparing for interview.

For each question area, you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of where **you** have demonstrated your ability in this area. It is essential that you describe how **you** demonstrated the skill or quality in question.

The information you present here may be used to help structure your interview, should you be invited to one. It may also form part of a ranking exercise process. This means that a ranking board will ‘rank’ applicants based on information put forward in your Application Form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

Therefore, it is important to compose your replies carefully in this section and to structure your answer so that you give specific information about what **you** have done.

For each example please include the following:

**(a)** **The nature of the task, problem or objective;**

**(b) What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);**

**(c) The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.**

Competency questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it.**

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe **how** you reached relevant decisions.

**Some guidelines for presenting yourself well:**

* **Give specific examples**: most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
* **Give a range of examples**: if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical:** a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

***Example***

**Communication Skills:** *The effective x must be able to adapt communication style to particular situations and audiences… able to produce clear and concise written information….*

***Example 1:***

*I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients’ needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

This is **not** a good example because:

* It does not give sufficient details of exactly what the person did or how they actually demonstrated their *‘ effective communications skills’;*
* It is not clear where the information requested at (a), (b) and (c) is presented.

***Example 2:***

*(a) The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

*(b) I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.*

*(c )The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued. 80% credit*

This is a **better** example because:

* It describes exactly what the person did and how they communicated, i.e. *‘…..consultation, mainly over the phone and face-to face’; ‘developed a format for a summarised report, reducing the average length from 40 pages to just 10’; ‘achieved this through careful editing of the information and increased use of graphs’ and ‘encouraged clients to ask questions’.*
* It is clearer where the information requested at (a), (b) and (c) of the supplementary question section is presented.
* Please note that all areas must be completed at the time of application.