

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens

Baile Átha Cliath 8, D08 W2A8

HR/ER Department, Business Operations,
Technology and Transformation

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

**Additional Campaign Information**

**Technology and Transformation**

 **T&T/10/25 Grade V Business Support Officer**

Dear Candidate,

Thank you for your interest in the post of Grade V Business Support Officer.

A panel may be created for Grade V Business Support Officer from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled.

This document outlines how the recruitment process will be run and the important dates linked to the recruitment campaign.

**The HR / Recruitment Team Contact details:**

* For any queries regarding the Recruitment process please contact:
Campaign Lead: Naomi Wright
email: recruitment.technologyandtransformation@hse.ie
* For role-specific enquiries, please contact the named person in the Informal Enquiries section on the Job Specification.
* The HR/Recruitment team may contact you via email, phone, SMS, or post. It is important to provide accurate contact details on your application form and ensure regular access to your emails. If you choose to use your work email, be aware that some communications may require a response within a specific timeframe. To prevent emails from going into spam, consider adding the HSE domain to your whitelist or safe senders list.
1. **Who should apply?**

We welcome applications from qualified individuals who meet the eligibility criteria for this role. The job specification outlines further information on the role and includes details on the eligibility criteria.

The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. We aim to develop the workforce 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.

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.

For more details and information on:

* Qualifications and eligibility criteria refer to Appendix 1: Eligibility Criteria.
* Non-European Economic Area Applicants resident in the State see Appendix 2: EEA / Swiss / British Applicants and Non-EEA Applicants.

A full explanatory list of the documents required from a Non-EEA Applicant resident in the State at application stage is in Appendix 2. Please note Non-EEA citizens resident in the State who are not able to supply the documents listed in Appendix 2, are not entitled to participate in this recruitment campaign. This is in accordance with the EU Community Preference principles. Information on [community preference principles](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/labour-market-needs-test/).

1. **How to apply for this post?**
* You must submit a fully completed Application Form.
* You do not need to sign emailed applications; we will request you sign your application form at interview.
* We require the same information from all candidates in order to make fair decisions on their applications, therefore application by CV or any other method will not be accepted.
* We will confirm receipt of your application by email. If you have not received a response contact the recruitment team via email to confirm your application has been received. We will not accept any applications after the closing date.
* We check the eligibility of the applications after the closing date. It is important that you fully demonstrate how you meet the eligibility criteria for the role. If you do not include all relevant information, your application may be ineligible and will not progress to the next stage in the selection process. This means that if your application is blank, you have sent the wrong version of your application form, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.
* **Application forms must be submitted as a Microsoft Word document only.** We will not accept applications stored on personal online storage sites. For example, OneDrive, Cloud, Dropbox, Google Drive. We will not accept applications submitted in other file formats such as Google Docs. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application.
* We will contact you by email. Please ensure your email address is included in your application form and use an email address that you regularly access (rather than work email address which you may have limited access to) since some communications require a timely response. It is your responsibility to ensure you have access to your emails.
* To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis.
* We will only accept complete applications received by the closing date and time. If you submit multiple applications, we will only consider the last one received before the closing date and time.
1. **How we manage the selection process?**
* You must complete the official application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. Addressing these requirements is crucial.
* There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore, it is very important that you think about your experience in light of those requirements. 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.
* Any applicant who did not meet the eligibility criteria, or was not shortlisted will be informed of that decision and the reason why.
* Applicants who have demonstrated the requisite skills and experience will be called to interview.
* Any candidate invited to interview will be given more details regarding the interview at a later date.
* Applicants who are successful at interview will be placed on a panel in order of merit.
* Posts are offered to the candidate with the highest order of merit.
* If a candidate declines the post we will offer it to the next highest scoring candidate etc.
* Interviews are an integral part of the selection process.
* We would like to highlight to you that interviews form a part of the selection process. The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes.
* Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.
1. **Candidate Supports**

Visit the [candidate supports on the recruitment process](https://www.hse.ie/eng/staff/jobs/recruitment-process/) for further information on:

* What to expect [when applying for a job with the HSE](https://youtu.be/WldXKFk0FUM)
* What to expect during [the HSE recruitment journey](https://youtu.be/w1ByNqBDLD8)
* E-learning modules on the recruitment and selection process\*:
	+ [Applying for a job in the HSE](https://www.rezoomo.com/contentfiles/hselearning/mod1/story.html)
	+ [About interviewing in the HSE](https://www.rezoomo.com/contentfiles/hselearning/mod2/story.html)
	+ [Practising for an Interview in the HSE](https://www.rezoomo.com/contentfiles/hselearning/mod3/story.html)

\*If you are a current HSE employee, these modules are also available on HSeLanD and can be included in your learning profile.

Sign up to the [HSE’s Career Hub](https://careerhub.hse.ie/) to keep informed about new job opportunities tailored to your preferences. You can find the latest opportunities on the [HSE Jobs](https://www.hse.ie/eng/staff/jobs/) page.

1. **Reasonable Accommodations Request for Candidates with Disabilities**

Applicants can be provided with access arrangements or other reasonable requirements to allow them to participate in the selection process. If you need any specific arrangements for accessing or participating in the interview, please let us know in advance.

Reasonable accommodation means making practical changes to give candidates with disabilities an equal chance. Some examples of adjustments that we can offer are assistive technology and extra time.

If you tell us you need a reasonable accommodation, we will discuss this with you. Following this discussion, we will share the outcome with the interview board members to ensure the provisions are available and in place on the day. Process Flowchart in Appendix 6.

1. **Interview Notes**

It should be expected that interview board members will take notes during each interview.  These notes are created by and for the interview board member for use as an aide memoir to support board discussions.  In keeping with process transparency, the relevant interview notes can be provided to a candidate on request.  Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided.  It is important to remember the sole purpose of any notes produced, a verbatim or complete record of the interview overall should therefore not be expected.

1. **Formation of Panels**

**What is a panel?**

A panel is a list of candidates who have been successful at interview, ranked in order of merit. The highest-scoring candidate is placed first on the panel, and subsequent vacancies are offered in order of merit. If the first candidate declines the conditional job offer, it is offered to the second candidate, and so on. Panels remain active for at least one year and can be extended.

**Marking System**

|  |
| --- |
| **Scoring Guide**  |
| **Little Evidence**of this key skill area presented | **Adequate / Satisfactory**evidence of this key skill area presented | **Good**evidence of this key skill area presented  | **Strong**evidence of this key skill area presented  |
| **1 – 39** | **40 - 69** | **70- 89** | **90 - 100** |

Candidates are given marks for skill / competency areas during the interview. These skill / competency areas are clearly outlined in the Job Specification.

If two candidates receive the same marks a second ranking exercise will be conducted. A predetermined skill / competency area from the interview will be chosen to further rank the successful candidates.

For example: Candidate A and Candidate B both pass the interview and score 421, which would place them jointly at number 3 on the panel. In this example, Professional Knowledge is the secondary ranking area. The candidate who scored highest in this area and expressed interest will receive the conditional job offer first. Candidate A scored 69 in the Professional Knowledge element and Candidate B scored 68. Candidate A will be placed at 3a and Candidate B will be placed at 3b.

If two candidates have the same mark on the secondary ranking, athird ranking exercise will be applied and so forth.

To be considered successful for a panel, you must achieve a minimum score of 40 in each skill/competency area.

**Future panels**

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

1. **Acceptance / Declination of a Job Offer**

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Please see Appendix 5 for a full outline of the panel management rules.

1. **Recruitment Process Time Scales**

The Job Specification indicates the closing date for completed applications. Proposed interview dates will be indicated at a later stage. Candidates will normally be given appropriate notice. In exceptional circumstances, the timeframe may be reduced.

1. **Security Clearance**

When accepting a post, panel members involved in relevant work requiring access to, or contact with, children or vulnerable adults will need to apply for vetting disclosure from the National Vetting Bureau. The HR/Recruitment team will initiate this process.

All relevant appointments require satisfactory security clearances. If you lived in a country other than the Republic of Ireland or Northern Ireland for six months or more after your 16th birthday, you must provide security clearance for each jurisdiction of residence. The clearance must be dated after your departure from that country and cover the entire period of your stay. Obtaining security clearances from other countries, such as the UK or USA, is the responsibility of the candidate and can be a time-consuming process. Therefore, if you're interested in a career within the HSE, we strongly advise you to start seeking international security clearances now. Please refer to [Appendix 3](#_Appendix_4:_Clearances) for more information on international clearances. Note if you require overseas security clearance and are unable to produce it at the time of conditional job offer, the offer may be withdrawn.

8.  **Appeal Procedures**

Appointments in the HSE are made under a recruitment license and are subject to the Code of Practice established by the Commission for Public Service Appointments (CPSA). Full details in relation the Code of Practice and review and complaints procedures are available on the [CPSA Website](https://www.cpsa.ie/en/collection/8c53f-code-of-practice/).

**Section 7 Review**

If you're unhappy with a decision made during a selection process or believe that the decision was based on incorrect information or not following documented procedures, you can request a review under Section 7 of the Code. If the review finds that the decision was incorrect, based on incorrect information, or a result of not following procedures, it may be reversed.

**Section 8 Complaint**

If you believe there has been a breach of the Code of Practice and that the selection process itself was unfair, you can make a complaint under Section 8 of the Code.

You can submit a request for a review under Section 7 OR a complaint under Section 8, but **not both**.

**How to submit a request for a review or complaint**

To submit a request for a review or complaint to the Recruitment team, please follow these steps before submitting:

1. Identify which procedure is appropriate to your particular circumstance (Section 7 or Section 8)
2. Specify if you wish to avail of an informal or formal review.
3. Clearly explain how the selection process was unfair or applied unfairly to you. Requests without supporting facts or grounds will not be examined by the Recruitment Team.

It is recommended that candidates should pursue an informal review/complaint in the first instance. However should a candidate not wish to engage in the informal review/complaint process, they can proceed directly to the formal process.

The process for submitting a request for a review or a complaint is as follows:

**Informal Review/Complaint**

Request must be submitted by email to the Campaign Lead, outlined on the job advertisment (recruitment.technologyandtransformation@hse.ie) within **5 working days** of receipt of a decision.

**Formal Review/Complaint**

Request must be submitted by email to Lorraine Speers, Formal Appeals Officer (appeals@technologyandtransformation@hse.ie) within **5 working days** of receipt of a decision.

**Appendix 1**

**Eligibility Criteria - Qualifications and/ or experience**

**Professional Qualifications, Experience, etc.:**

(a) Eligible applicants will be those who on the closing date for the competition:

1. Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.

**Or**

1. Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1 . Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.

**Or**

1. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction

**Or**

1. Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

 **and**

(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.

*Note1: Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility* .

**Health**

A candidate 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.

**Character**

Each candidate for and any person holding the office must be of good character.

**Age**

The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.

***\* Public Servants not affected by this legislation:***

Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.

Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

***Post Specific Requirements:***

**Applicants must, at the latest date of application, clearly demonstrate, all of the criteria listed below as relevant to the role:**

* Significant experience delivering in an administration role within a digitally changing dynamic environment
* Demonstrate experience working in a team and fostering good team work
* Experience of working with internal and external stakeholders.

**Appendix 2**

Applicant Information for EEA, Swiss, British and Non-EEA Applicants resident in the State

(i) **Are you an EEA, Swiss or British Citizen?**

**Applicants who are EEA, Swiss, or British citizens do not require work permits / visas**

EEA citizens who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Bulgaria and Romania.

(ii) **Non-European Economic Area Applicants resident in the State**

To process your application it is necessary for you to submit the following documentation:

1. A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State.

Or

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6.

OR

1. For permissions related to your graduate or marital/partnership status a scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1G showing you have permission to be in this State.

Or

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

And

* A scanned copy of your spouse’s passport showing their identification and current immigration stamp and a copy of their Critical Skills Employment Permit.

Or

* A scanned copy of both the front and back of your spouse’s current Irish Residence Permit showing Stamp 4 and a copy of their Critical Skills Employment Permit.

Or

* If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration Stamp 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

**Applications not accompanied by the above documents, where necessary, will be considered incomplete and not processed any further.**

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](https://www.irishimmigration.ie/registering-your-immigration-permission/information-on-registering/immigration-permission-stamps/#783c0f58d65d5b335)

**Please note:**

The HSE welcomes applications from qualified non-EEA Citizens that have refugee status. At the time of application you will need to submit documentary evidence which confirms your refugee status.

**Appendix 3**

When accepting a post, panel members need to apply for a vetting disclosure from the National Vetting Bureau if their role involves working with children or vulnerable adults. The HR/Recruitment team will initiate this process for successful candidates.

If you lived in a country other than Ireland or Northern Ireland for more than 6 months after your 16th birthday, you must provide security clearance for each jurisdiction, confirming no convictions during your residence there. Satisfactory security clearances are required for all appointments. If you need overseas security clearance but cannot provide it at the time of the conditional job offer, the offer may be withdrawn.

Your security clearance must be dated after you left the country and cover the entire period of your residence. Obtaining security clearances from other countries is your responsibility and can take time. We strongly advise starting the process now if you're interested in a career with the HSE.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland, that is, in other parts of the UK, you will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

Please consult the following websites for assistance:

**United Kingdom**

* <https://www.acro.police.uk/s/>
* [Find a police force | Police.uk](https://www.police.uk/pu/find-a-police-force/) will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.
* [Finding a job – GOV.UK](https://www.gov.uk/browse/working/finding-job) will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau.

**Australia -** [Australian Federal Police](https://www.afp.gov.au/) will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand -** [New Zealand Police | Nga Pirihimana O Aotearoa](https://www.police.govt.nz/) will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust be obtained from the **FBI** **only.**

[FBI Identity History Summary Check Address Verification/Change Request](https://www.fbi.gov/file-repository/idhsc-address-verification-change-request/view) FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

**Other Countries**

For countries not listed above, you may find it helpful to contact the relevant embassies who could provide you with information on seeking police clearance.

Please do not send us your overseas clearance, or any other documentation, unless we request it from you. Candidates who accept a conditional job offer will have a specified timeframe within which to produce the required documentation; otherwise the conditional job offer will be withdrawn. These timeframes are communicated to you at proceed to pre-employment clearances stage. Typically this is 5 working days.

When requested, a copy of your overseas clearance will be retained on file and the original returned to you by post.

**Note: Candidates are responsible for any costs incurred when applying for security clearances.**

**Appendix 4**

**Superannuation / Pension Information**

Former Health Service and Public Sector employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement, or Ill Health Retirement, Pension from any of the following Pension schemes:

* Local Government Superannuation Scheme (LGSS)
* Health Service Executive Employee Superannuation Scheme
* Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
* Nominated Health Agencies Superannuation Scheme (NHASS)
* Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

* Incentivised Scheme of Early Retirement (ISER)
* Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility for employment by the Health Service Executive before applying / competing for posts for this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012)

Where a person in receipt of a public service pension (e.g. retired on voluntary age grounds) is appointed to another public service post, the Abatement of Pension Regulations apply. This means, where the total of a person’s pension combined with their salary, for their new post, exceeds the uprated (current) salary of the position from which they retired, their pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same pension scheme, which applies to the new appointment, or in another public service pension scheme.

**Appendix 5**

All initial senior management posts at Grade VIII or above, will be offered by the Executive Recruitment Team, to the candidate highest in order of merit at results issue stage.

All subsequent vacancies will be treated as follows:

**Panel Management Rules**

In this section, we explain how successful candidates are notified of individual posts and placed on the recruitment panel based on their performance. The email communication sent to you will include the timeframes and rules for panel management specific to each post, considering your position on the panel.

**Frequently used terms:**

**Expression of Interest:** An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

**Recommendation for Post**: This means you are the candidate who expressed interest in a post, has the highest position on the panel, and will now move to the next stage of the recruitment process, which involves pre-employment clearances such as employment reference checks, occupational health, and Garda Vetting (if applicable). It is not a job offer. The invitation provides information such as details about the role; location; contract type (tenure); job title; and the hiring manager.

**Order of Merit**: The order of merit is determined by your score achieved at assessment/interview. Candidates are listed based on their scores, with the highest score at position number one, the second-highest score at position number two, and so on.

**Expression of Interest**

* An invitation for you to express your interest in a post is not a job offer. The invitation provides details about the position, such as location, contract type (tenure), job title, and contact information for the Service Manager. We recommend contacting them for further discussion. You will receive an "alert" text message on your mobile phone notifying you of the expression of interest.
* The invitation to Express Interest email will specify a deadline. We will not accept expressions of interest after the deadline.
* You must respond to the invitation to Express Interest in the specified format.
* The Recruitment team may invite multiple candidates on the panel to express interest in a post simultaneously.
* After reviewing the Expression of Interest responses post the deadline, the candidate with the highest position on the panel will receive a "Recommendation to Proceed" invitation to move forward in the recruitment process (pre-employment clearances).
* If you respond to an Expression of Interest invitation with “Interested”, and are not the highest in the order of merit on the list of candidates who expressed an interest, your position on the panel will remain the same.
* If you respond to an “Expression of Interest” invitation with “Not Interested”, your position on the panel will remain the same.
* If you do not respond to an “Expression of Interest” invitation, it will be assumed that you are not interested, and your position on the panel will remain the same.
* If the candidate at the top of the list of candidates who expressed an interest proceeds with pre-employment clearances and later withdraws, the next candidate in order of merit on the list may be considered, or a new invitation to Express Interest can issue, depending on the time elapsed.

**Permanent Whole Time Posts**

You will have one working week++ in which to express an interest in a permanent post. You will be made aware by an e-mailed letter regarding the details of the post and the last date by which you may express an interest. You will also receive a description of the post / service as well as contact details for the Service Manager to discuss the service / department. We strongly recommend that you do so.

Technology & Transformation may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre-employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification email. It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally proceed to pre-employment clearances for a permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel on their appointment.**

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

++ Where Service need requires **the time span in which to express interest may be less than five working days**. The time span and deadline for expressing interest will be clearly indicated on your expression of interest email. **We strongly advise candidates to pay due attention to expiry times.**

**Permanent Part Time Posts**

Vacancies may arise that constitute less than one full time post (i.e. less than one full working week). Where possible we will endeavour to merge vacancies together in order to create a full time post. If this is not possible we will proceed to express the part time post to candidates in order of merit. Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification email. It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally proceed to pre-employment clearances for a part time permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel on their appointment.**

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel. *(Panel members who have accepted a specified purpose contract are considered active panel members)*

**Specified Purpose Whole Time or Part Time**

You will have 48 hours in which to express an interest in a specified purpose post. You will be made aware by email of the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post / service and contact details for the Service Manager to discuss the service / department if you wish to do so.

Technology & Transformation may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre-employment clearances. Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates, who proceed to pre-employment clearances for a specified purpose post will not receive any further expressions of interests for specified purpose posts, and will be classified as “dormant”. This means that you will not be contacted regarding any further specified purpose posts, which arise unless you notify HBS Recruit. At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact HBS Recruit, who will immediately reactivate your status on the panel confirming your availability for specified purpose posts.

**Candidates who take up specified purpose positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest in specified purpose vacancies will not forfeit their ranking on the panel. Regardless of whether a candidate’s status on the panel is dormant (due to accepting a specified purpose post) or active, it will not affect in any way expressions of interest for permanent positions.**

**Interviews form a part of the selection process. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.**

**Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a post if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.**

**Appendix 6**

## Interview Reasonable Accommodation (RA) Requests Process Flowchart for Candidates

**Consult on Reasonable Accommodation Options**

The HSE Recruiter will consult with the candidate on potential accommodation options based on the information they have provided, and the requirements as specified in both the CPSA's recruitment license and code of practice.

**Provision of Reasonable Accommodation**

The HSE Recruiter and the candidate will work together to discuss a reasonable accommodation that meets the candidate's needs, and is feasible for the HSE. The guiding principle is to provide an equal chance; it should not provide an unreasonable advantage or disadvantage for any candidate.

**Implement Reasonable Accommodation**

The HSE Recruiter will advise the Chair of the Interview Board on the discussions around providing accommodation for the candidate and confirm to the candidate the outcome of the accommodation being provided in advance of the interview.

**Continue with the Recruitment Process**

The candidate can proceed with the recruitment process.

**Post Interview**

The interview board makes a recommendation based on the results of the interview.

Fitness to perform the role is assessed by Occupational Health as part of the separate Pre-Placement Health Assessment (PPHA) process.

**Job Offer**

If the candidate is successful in obtaining a job offer; they will go through the PPHA process.

Occupational Health will review the requirements of the candidate and the role to determine if there is any need for any reasonable accommodation(s) to perform the job.

**Reasonable Accommodation Request Received**

The HSE Recruiter will review the request and may ask for relevant documentation or evidence from the candidate. The guiding principle is that the candidate is best placed to advise on their requirements.

The HSE Recruiter may also choose to consult with the Interview Board, if necessary.

**Request Accommodation**

The interview invitation letter will include the opportunity for candidates to indicate they require a reasonable accommodation, and to submit supporting evidence, to assist them during the interview process.