



Oifig an Stiúirthóra 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
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Memorandum

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHOs
Each Head of HR CHOs
Head of HR, PCRS
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 of Human Resources

Date: 5th May 2021

Re: Guidance Document Approval Processes, for Recruitment of various posts across the HSE

Dear Colleagues,

As you will be aware there continues to be significant ongoing collaboration in regard to our joint efforts to deliver on the resourcing requirements set out in the this years' National Service Plan.

As part of this ongoing engagement we have developed a guidance document on the approval processes, for recruitment of various posts across the HSE.

The purpose of the guidance document, is to provide a singular point of reference for the

approval processes, and its design is such that it provides a significant level of detail on the process and process steps so that it provides clarity, regardless of experience level of engaging in these processes heretofore. This document builds on the previously circulated HR Memos on the Primary Notification and Senior Management and Administration approvals processes.

Of note, we have introduced a new dedicated email for Senior Management and Administration Applications as follows seniormanagers@hse.ie along with updating the submission dates based on the update to the EMT meetings.

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

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources