Counsellor (Addiction Services)
Comhairleoir (Seirbhísí Andúile)
(Supplementary Panel)
Integrated Health Areas of Dublin North County and Dublin North City & West
Job Specification & Terms and Conditions

Job Title, Grade Code	**Counsellor (Addiction Services) Comhairleoir (Seirbhísí Andúile)** (Grade Code: 391T)
Remuneration	The salary scale for the post is (01/06/2026): € 49,109 € 50,639 € 52,199 € 53,797 € 55,450 € 57,421 € 59,160 € 61,454 € 63,817 € 66,052 € 68,290 **€ 71,002** New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign Reference	DNE26215
Closing Date	Thursday 19th November 2026 by 12pm
Proposed Interview Date (s)	To be confirmed. Please note that you may be called for interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Integrated Health Areas (IHA) of Dublin North County (DNC) and Dublin North City & West (DNCW) (Limistéir Shláinte IHAmhtháite IHAntae Bhaile Átha Cliath Thuaidh agus Chathair Bhaile Átha Cliath Thuaidh & Thiar) There are currently 2 permanent whole-time vacancies available in in the Integrated Health Areas of Dublin North County and Dublin North City: • Connolly Norman House 224 North Circular Road Dublin • Swords Health Centre Plaza Offices Bridge Street Swords Co Dublin A supplementary panel may be formed as a result of this campaign for DNE26215 Counsellor (Addiction Services) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled within Community Services in Integrated Health Areas of Dublin North County and Dublin North City & West. Please note that if you are already on NRS14184 or DNE26128 Counsellor (Addiction Services) you do not need to apply.
Informal Enquiries	We welcome enquiries about the role. For further information regarding the role contact: Name: Anthony McCormack Title: Counsellor Senior Email: anthony.mccormack@hse.ie Phone: 087 1145510 Contact Sinead McGee (sinead.mcgee2@hse.ie) for enquiries relating to the recruitment process.
Details of Service	The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health

	services and hospitals together means we can take a more patient-centred approach to healthcare. HSE Dublin North East provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan. Community Healthcare Services are delivered through the HSE and its funded agencies to people in local communities, as close as possible to people's homes. Community Healthcare Services focus on keeping you well so that you can continue to live at home or close to home through our health promotion, disease screening, diagnosis, treatment, and rehabilitation programs. You can refer yourself to most Community Healthcare Services or through your GP, public health nurse, community mental health team, etc. Services include - Primary Care, Social Care - Older Persons, Social Care – Disabilities, Mental Health, Health and Wellbeing, Quality, Safety and Service Improvement. HSE Dublin North East Region includes the following hospitals; • Beaumont Hospital • Cavan General Hospital • Connolly Hospital • Louth County Hospital • National Orthopaedic Hospital Cappagh • Monaghan General Hospital • Mater Misericordiae University Hospital • Our Ladys Hospital Navan • Our Lady of Lourdes Hospital • Rotunda Hospital HSE Social Inclusion Addiction Service, Dublin North City and County Community Healthcare provide confidential professional, support and counselling to persons living in the North Dublin city and county area for whom drug, alcohol, gambling, gaming and other behavioural addictions are causing significant negative impact on their daily lives and to family members affected. HSE Social Inclusion Addiction Service, Dublin North City and County Community Healthcare provide confidential professional, support and psychotherapy to persons living in the North Dublin city and county area for whom drug, alcohol, gambling, gaming and other behavioural addictions and comorbid mental health difficulties are causing significant negative impact on their daily lives and to family members affected. HSE Addiction Treatment Service, Dublin North City and County Community Healthcare, is provided via addiction treatment clinics and primary care sites and offer medical and psychological supports for all substance and behavioural addictions. Our Multidisciplinary teams deliver a comprehensive range of medical, pharmaceutical, psychological, harm reduction and social services. Teams include GP's, Nurses, Pharmacists, Counsellors, Outreach Workers, Rehabilitation Officers, General Assistants and we work in partnership with other agencies and organisations. Counsellors will often work across a number of settings, including clinics and primary care settings. The aims of Social Inclusion Addiction Psychotherapy service are to: • Provide psychological interventions in line with best international research and standards. • Promote abstinence or reduced harm from the use of substances and behavioural addictions. • Offer psychological interventions for mental health difficulties that are frequently co-morbid with addiction. • Support service user's (re-)engagement in education, employment, family and pro-social activities. • Provide support and guidance to families.

	• Work collaboratively with other agencies to address co-existing issues such as mental health, education, housing, forensic and to ensure the best possible outcomes for the client. HSE Social Inclusion Addiction Service, in line with the National Drug Strategy: Reducing Harm, Supporting Recovery and the HSE Dual Diagnosis National Clinical Programme, is developing new services for: • Service users with alcohol problems, both as a primary presentation and as a co-morbidity with opioids. • Service users with non-opiate drug misuse like benzodiazepines, cannabis, stimulant drugs and other emerging street or recreational drugs. • Prescribed and over the counter (OTC) pain medications. • ChemSex and Club Drugs, including GHB/GBL, crystal meth, ketamine, etc. • All forms of behavioural addictions including gambling, gaming, internet shopping, crypto trading, sex, pornography, etc. • Services users who have a co-diagnosis of SUD and ADHD. • Family members affected by the above.
Reporting Relationship	The post holders will be accountable and report to Senior Counsellor.
Purpose of the Post	The post holder will provide individual and group psychotherapeutic interventions based on evidence based practices to service users of the HSE Addiction Service DNCC and contribute to Multi-Disciplinary Care-planning.
Principal Duties and Responsibilities	*The Counsellor (Addiction Services) will:* **Clinical Practice** • Provide individual and group psychotherapy to service users presenting with primary addiction issues and commonly associated comorbid mental illness (as outlined in Quadrant 3 and 4 of the HSE Dual Diagnosis National Clinical Programme) with specific awareness and treatment of trauma related presentations. • Manage a caseload across a range of programmes under supervision of the clinical lead and senior of discipline. • Conduct comprehensive assessment of the presenting substance or behavioural addictions including the use of screening tools for commonly associated comorbid mental illnesses such as PTSD, cPTSD, depressive and anxiety disorders and neurodevelopmental disorders such as ADHD. • Understand and prioritise service user needs, taking account of the influence of family, concerned persons, gender, culture, mental health, neurodiversity and sexual orientation on beliefs and behaviours. • Engage service users, family and concerned persons where appropriate, in treatment plans and establish appropriate therapeutic contracts to facilitate the psychotherapy process. • Provide evidence-based psychotherapeutic interventions such as Behavioural Psychotherapy, Cognitive Behavioural Psychotherapy, Cognitive Processing Psychotherapy, Dialectical Behavioural Therapy, Seeking Safety, Motivational Interviewing, Relapse Prevention, Mindfulness Based Interventions, Eye Movement Desensitisation and Reprocessing (EMDR), Exposure Therapy, etc. • Offer creative therapeutic plans based on the above with special recognition of the unique presenting issues of the individual and the also the concurrent psychological treatment of SUD and other mental health disorders. • Identify new emerging needs in service users and offer creative psychotherapeutic responses.

	• Understand and prioritise Service User needs, taking account of the influence of family, mental health, social network, gender, culture, sexual orientation, neurodiversity, on their beliefs and behaviours. • Participate in the development of a multi-disciplinary care plan in collaboration with the service user and the other professionals in the clinical team. • Provide off-site psychotherapy service where appropriate, (e.g. hospital, prison) in consultation with senior Counsellors. • Participate in the integration of psychotherapeutic interventions with other treatment modalities (e.g. pharmacological options, inpatient /outpatient settings). • Participate in the development and maintenance of clinical partnerships with professionals working in same or other treatment modalities and settings. • Participate in multidisciplinary clinical teamwork and liaison with other primary health care staff- e.g. psychiatric services, general practitioners, social work, statutory/voluntary and other agencies as appropriate. • Initiate referral to appropriate treatment facilities in consultation with clinical team and senior for stabilisation, detoxification, and rehabilitation. • Support health promotion and disease prevention, e.g. pre and post-test psychotherapy and psychotherapy/psychotherapy for infectious diseases like HIV and Hepatitis. • Pay particular heed to the reporting requirements of child abuse in accordance with "Children First" Guidelines through the Tusla Portal in consultation with clinical team and senior. • Monitor and evaluate effectiveness and outcomes of treatment for individuals/groups, matching psychotherapy to needs. • Discharge and onward referral when appropriate. • Inform and facilitate clients in accessing other appropriate health care and support services in consultation with clinical team and senior. • Be flexible in practice as required i.e. out of hours work, provision of new programs and service initiatives, etc. • Liaise with other primary health care staff, e.g. psychiatric services, GP's, social worker, statutory / community agencies workers to ensure an integrated service for service users. • Contribute to the development and implementation of information sharing protocols, referral pathways, individual care plans and shared care arrangements. • Participate in the development of new initiatives: e.g. Community based programmes. • Develop and conduct relevant audit within the service and the evaluation of such audit in order to improve treatment and therapeutic standards in addiction. **<u>Administration and Accountability</u>** • Maintain up-to-date high quality documentation standards both on paper and electronic as per policy and observe professional standards in respect of confidentiality and data security. • Submit clear concise reports, statistics and activity data in timely manner as requested by senior counsellors. • Report any issues affecting the administration of the service to your line manager • Maintain accountability within the Health Service Directorate Performance Management System. • Observe professional ethical standards and behaviours as required by HSE Policies and Guidelines, Freedom of Information Act, Data Protection Act and requirements of relevant Professional Accrediting Bodies, ensuring confidentiality of records and security of same. • Take corporate responsibility as well as counselling ethical responsibility. • Co-operate with operation of technology such as DAIS and Paradigm. • Report to the Senior Counsellor on matters affecting the administration of the service. • Meet with the Counselling team as arranged by senior counsellor. • Engage with regular line management supervision with senior counsellor.

- Participate actively in regular external clinical supervision in accordance with supervision policy.
- Comply with HSE Policies and review procedures related to Risk Management, Audits, and clinical accountability.
- Comply with Health and Safety regulations and review procedures.
- As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to Tusla and to assist Tusla, if and when requested.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

Multi-disciplinary Team working

- Work effectively as a member of a multidisciplinary team in accordance to existing Standard Operating Procedures.
- Participate in service provision as a member of the Clinical Care Team; e.g. clinical meetings, case conferences, team management, training initiatives.
- Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.
- Develop and maintain close liaison with team members, other agencies, hospital staff and specialist services to ensure an integrated service for clients.

Development and Evaluation of service

- Support models of best practice / evidence based practice.
- Engage in in-service and other relevant training opportunities and to keep up to date with new developments in the area of counselling/therapy.
- Training and supervision of other staff as required, sharing knowledge to maintain professional standards.
- Participate in the development of new initiatives: e.g. Community based programmes, training programmes etc.
- Provide training in skills and theory appropriate to best counselling practice as required.
- Ongoing monitoring, audit and evaluation of service.
- Develop, conduct or participate in relevant qualitative and quantitative research within the service and the evaluation of such research in order to improve treatment and therapeutic standards in HSE Addiction Services.

Risk Management

- Be aware of the principles of risk management.
- Be individually responsible for risk management issues in area of work.
- Identify risk situations and take appropriate action.
- Work in a manner to minimise risk.
- Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

Eligibility Criteria **Qualifications and/ or experience**	**Candidates must have at the latest date of application: -** **1. <u>Professional Qualifications, Experience, etc.</u>** (i) Have a recognised qualification at minimum Level 7 (or higher) Qualification on the NQAI framework in Counselling or psychotherapy. **AND** (ii) Be accredited as a counsellor with the Irish Association for Counselling & Psychotherapy (IACP), the Addiction Counsellors of Ireland (ACI), or a relevant body within the Irish Council for Psychotherapy. **Or** (iii) 1. Have an equivalent qualification from another jurisdiction. **And** 2. Achieve accreditation with the IACP, ACI or the ICP. **And** iv) Have a minimum of two years' experience of managing a case load under supervision, where addiction issues were part of this work, after achieving professional accreditation as a counsellor b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge of the duties of the office. **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.
Post Specific Requirements	Demonstrate depth and breadth of experience in providing therapy to service users utilising therapeutic approaches such as cognitive-behavioural therapy, as relevant to the role
Other requirements specific to the post	Access to appropriate transport to fulfil the requirements of the role •
Additional eligibility requirements:	**Citizenship Requirements** Eligible candidates must be: (i) EEA, Swiss, or British citizens **OR** (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign. Read more about Department of Enterprise, Trade & Employment Work Permits.

Skills, competencies and/or knowledge	**Professional Knowledge** • Demonstrate a knowledge of the close association between trauma and addictive behaviours • Demonstrate knowledge of the National Drug Strategy: Reducing Harm, Supporting Recovery 2017-2025 and the HSE Dual Diagnosis Model of Care • Demonstrate clinical knowledge of assessment and treatment of a range of addictions and comorbid mental illnesses with specific awareness of trauma related disorders. • Demonstrate clinical knowledge of assessment and treatment of a range of addictions and comorbid neurodevelopmental disorders with specific knowledge of ADHD. • Demonstrate knowledge of notification procedures around child protection and management of other ethical considerations relevant to post. • Demonstrate knowledge of relevant legislation. • Demonstrate an awareness of the Primary Care Strategy and key developments within the Primary Care Service. • Demonstrate the ability to assess service users' suitability for counselling/ therapy. • Demonstrate competence in providing short-, medium- and longer-term psychotherapy to service users utilising specific therapeutic approaches such as Behavioural Therapy, Cognitive Behavioural Therapy, Cognitive Processing Therapy, Dialectical Behavioural Therapy, Seeking Safety, Motivational Interviewing, Relapse Prevention, Mindfulness Based Interventions, Eye Movement Desensitisation and Reprocessing (EMDR), Exposure Therapy, etc. • Demonstrate proficiency in the use and interpretation of screening tools such as the Addiction Severity Index (ASI), Alcohol Use Disorders Identification Test (AUDIT), Drug Use Disorders Identification Test (DUDIT), Generalized Anxiety Disorder 7-Item (GAD-7), the Patient Health Questionnaire (PHQ-9), the PTSD Checklist for DSM-5 (PCL-5), the Adult ADHD Self-Report Scale (ASRS 1.1). • Demonstrate an ability to utilise evidence-based practice in i case conceptualisation and treatment planning. • Demonstrate competence in responding appropriately to diverse service users who are vulnerable or at risk. • Demonstrate a willingness to develop Information Technology skills relevant to the role. • Demonstrate a commitment to continuing professional development and effective use of supervision. • Demonstrate an ability to manage service users' records effectively and to produce counselling reports a required. **Organisation & Management Skills** • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money. • Demonstrate an ability to manage deadlines and effectively handle multiple tasks. **Building & Maintaining Relationships (including Team Skills & Leadership Potential)** • Demonstrate an ability to work both as part of a multidisciplinary team and to work independently, under supervision. • Demonstrate an awareness of professional and personal boundaries. **Analysis, Problem Solving & Decision Making Skills** • Demonstrate the ability to work effectively and confidently with challenging service users' processes.

	Commitment to Providing a Quality Service • Demonstrate the ability to maintain strong links with the service users and develop systems of service user evaluation. • Demonstrate initiative and innovation, identifying areas of improvement, implementing and managing change. • Demonstrate an appreciation of the importance of professional and personal support systems. **Communication & Interpersonal Skills** • Demonstrate effective interpersonal and communication (verbal and written) skills.
Campaign Specific Selection Process **Ranking/Shortlisting / Interview**	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. 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.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE 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. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of Practice	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 CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.

The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.

This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

Counsellor (Addiction Services)
Comhairleoir (Seirbhísí Andúile)
Terms and Conditions of Employment

Tenure	The current vacancies available are permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
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 joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.

	You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service[1], as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[2]. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

Helpful Reminders

1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above

2) Ensure all fonts are now in black

Updates to National Job Specification Template:

September 2022 V.16
- Inclusion of DEI Statement,
- Revision to Children First Clause

October 2022 V.17
- Inclusion of Updates Section: to highlight National Job Specification version changes.

February 2023 v.18
- Inclusion of standard Interview Notice for Candidates.
- Ethics Clause guidance update re: HSE Pay Scales

[1] A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.

September 2023 v.19
- Updated link for H&S Website.

February 2024 v.20
- Updated both footnotes with updated wording and hyperlinks.

October 2024
- Updated to ensure a fixed work location is included for all posts.

November 2024
- Remuneration information moved to first page of job spec
- Updated guidance on informal enquiries
- Updated links for Diversity Equality & Inclusion, CPSA Code of Practice and Standards in Public Office

January 2025
- Included instruction and link for Job Titles in Irish
- Included instruction and link for location names in Irish
- Updated guidance on informal enquiries

February 2025
- Update to wording of Working Week

June 2025
- Added additional eligibility requirements – Citizenship requirements

August 2025
- Updated to Protection of Children Guidance and Legislation – Mandated Person