Assessment Officer (Disability Act)
HSE Dublin and South East
Job Specification & Terms and Conditions

Job title, grade code	**Assessment Officer (Disability Act)/ Oifigeach Measúnúcháin (An tAcht um Míchumas)** (Grade Code: 6001)
Remuneration	The salary scale for the post is as of 01/06/2026 is: €61,219 €62,715 €64,462 €66,216 €67,975 €69,547 €71,146 €72,705 €74,251 **€76,913 €79,583 LSIs** 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	DSE1122026
Closing date	**Friday 27th of November by 12 noon** ***We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made***
Proposed interview date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	**HSE Dublin and South East / Réigiún Bhaile Átha Cliath agus an Oirdheiscirt de chuid an HSE** There is currently **one permanent wholetime** vacancy available within Assessment of Need services for HSE Dublin and South East. The post will be based in IHA Waterford and Wexford, with the location negotiable between the County Council Offices, Old Dublin Road, Enniscorthy, Co. Wexford (Y21 YY04) and Confederation House, Block C & D, Waterford Business Park, 3 Cork Road, Ballynaneashagh, Waterford, Ireland/ HA Phort Láirge agus Loch Garman; is féidir an suíomh a shocrú idir Oifigí na Comhairle Contae, an Seanbhóthar go Baile Átha Cliath, Inis Córthaidh, Co. Loch Garman (Y21 YY04) agus Confederation House, Bloc C & D, Páirc Ghnó Phort Láirge, 3 Bóthar Chorcaí, Baile na nEasach, Port Láirge, Éire. A panel will be formed as a result of this campaign for Assessment Officer (Disability Act) vacancies in **HSE Dublin & South East Region** will be used to fill current and future, permanent and specified purpose posts of whole-time or part-time duration. All applicants will be given the opportunity, at the time of application, to indicate an IHA preference area. • HSE Carlow Kilkenny and Tipperary South • HSE Waterford Wexford

	• HSE Dublin South and Wicklow Candidates successful at interview will be placed on the regional panel in order of merit. Where vacancies arise, posts will be expressed to the panel as follows: **1. IHA Preference Area** Vacancies will initially be expressed to candidates who have selected the IHA preference area in which the vacancy arises, in order of merit. **2. Regional Panel** Where a vacancy remains unfilled, an expression of interest will then be issued to the full regional panel, in order of merit, regardless of IHA preference.
Informal enquiries	We welcome enquiries about the role. For further information & informal enquiries about the role contact: **Name:** Michelle Doyle, Regional Disability Lead **Email:** hods.southeast@hse.ie | For informal enquiries relation to the recruitment process contact: **Name:** Reymary Reyes, Recruitment Lead, HSE Dublin and South East **Email:** reymary.reyes@hse.ie | Phone: 087 342 1382
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Reymary Reyes Campaign Lead reymary.reyes@hse.ie
Details of service	This post was established in line with Part 2 of the Disability Act 2005 and provides a service to all persons who fall within the definition of disability under this Act. The office holder will facilitate the carrying out of an Assessment of Need consistent with the provisions of the Disability Act 2005 and Education of Persons with Special Educational Needs Act 2004.
Reporting relationship	The post holder will report to the Grade VIII Assessment of Need Manager or designated other.
Key working relationships	The Assessment Officer will work with the other existing Assessment of Need team members in a collaborative manner with a range of internal and external stakeholders including: • Regional Disability Lead, Integrated Service Leads, Community Health Area General Managers, Children's Disability Network managers, Disability Service Managers and Disability Case Managers • Persons supported and their families • Service providers including HSE, Section 38 & 39 voluntary providers and the for-profit sector • Multidisciplinary team colleagues and other key stakeholders within the community health networks and the Healthcare Region
Purpose of the post	To ensure that an independent, comprehensive, person centred assessment of the health needs of an applicant is carried out under the criteria laid down in the Disability Act 2005 and the Education for Persons with Special Educational Needs Act 2004.
Principal duties and responsibilities	**Professional / Clinical** *The Assessment Officer (Disability Act) will:*

	• Determine an applicant's eligibility for an assessment of need to be carried out according to the provisions of the Disability Act 2005 • Implement and adhere to all HSE policy and guidance on undertaking assessment of need • Carry out a desk-top assessment of an applicant's case in order to ascertain the assessments currently in place and the service providers currently engaged followed by a face to face interview • Carry out assessments of applicants or arrange for them to be carried out by other employees of the Health Service Executive/Section 38/39 funded agencies or by other persons with appropriate experience in line with HSE Standard Operating Procedures, the standards laid down by the Health Information and Quality Authority and / or the Department of Health and Children • Collate the results of assessments undertaken and produce an Assessment Report according to the provisions of the Disability Act 2005 and, as part of this report, make a determination as to whether the applicant meets the definition of disability as laid down in the act • As part of the Assessment Report, set a date at which the findings should be reviewed • Establish processes that afford applicants, their spouses, families or advocates the opportunity to participate as fully as possible in the assessment process • Liaise with all relevant HSE/Section 38/39 funded agencies /other engaged in the assessment process and service delivery to ensure this is completed within timeframes laid down within the acts • The National Council for Special Education (NCSE) is named in the Disability Act as being responsible for nominating an appropriate person to carry out the assessment of education needs, when requested by the HSE. Where an educational component to an assessment is identified, the appropriate referral form will be sent to aon@ncse.ie when referring children to the NCSE, as required by Section 8(3) of the Disability Act, as this is the only pathway available to access an assessment of a child's education needs. • Maintain up to date records on all assessments carried out in accordance with protocols and guidelines laid down by the HSE • To ensure that the applicants for assessment, their spouses, families, carers and advocates are fully aware of the appeal mechanisms under the Disability Act 2005 and The EPSEN Act 2004 • Meet all obligations as laid down under the Disability Act 2005, regulations and orders made under the provisions of that Act and guidelines and protocols as laid down by the HSE • Meet all relevant obligations resulting from the implementation of the Education for Persons with Special Educational Needs Act 2004 and regulations and orders made under the provisions of that Act • 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**	**1. Candidates must have at the latest date of application:** (a) Eligible applicants will be those who on the closing date for the competition: i) Significant experience of working with children and young people and their families dealing with complex issues relevant to the role of Assessment Officer. **And** ii) Significant experience of working in a community health service within the public or voluntary sector. **And** iii) Experience of working with a multi-disciplinary team. **And** iv) Possess the requisite knowledge, ability and experience to fulfil the duties of the post. **2. 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. **3. Character** Each candidate for and any person holding the office must be of good char
Post specific requirements	• Demonstrate depth and breadth of experience in conducting and/or co-ordinating a high quality assessment of need. • Demonstrate depth and breadth of experience in the area of disability and assessment
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.
Skills, competencies and/or knowledge	**Professional Knowledge and Experience** • Knowledge and understanding of the Disability Act 2005 and EPSEN Act 2004. • An understanding of the range and extent of Disability Services. • Knowledge of external environment and health service structures and systems. • A detailed knowledge of relevant HSE and voluntary sector services / referral pathways. • Proficiency in Microsoft Office Suite and email. **Planning & Organising** • Strong planning and organisational skills including the ability to manage multiple factors on multiple cases simultaneously • The ability to use resources effectively, challenging processes to improve efficiencies where appropriate. • The ability to manage own time efficiently to ensure delivery of results. **Problem Solving & Decision Making** • The ability to analyse and interpret information and make decisions quickly and accurately, as appropriate. • The ability to confidently explain the rationale behind decisions when faced with opposition. • The ability to recognise when it is appropriate to refer decisions to a higher level of management. • The ability to use initiative and problem solving as appropriate. **Teamwork and Leadership** • A track record as an effective leader who has shown a capacity for sound practical judgement and attention to detail. • The ability to work both within a team and independently. • Flexibility, adaptability and openness to working effectively in a changing environment. • Diplomacy, discretion and an ability to negotiate. • The ability to achieve results through collaborative working. • Experience in implementing change. **Commitment to a Quality Service**

	• Evidence of incorporating the needs of the service user into service delivery. • A commitment to developing own knowledge and expertise. • A commitment to providing a professional service to internal and external stakeholders. • A capacity to operate successfully in a challenging operational environment while promoting and adhering to quality standards. • Enthusiasm for new work practices and an ability to implement changes effectively. **<u>Communication & Interpersonal Skills</u>** • Excellent interpersonal and verbal communication skills. • The ability to present complex information in a clear and concise manner which can be clearly understood by all. • Excellent interpersonal skills in order to deal effectively with a wide range of stakeholders. • Excellent report writing skills including displaying proficiency in the skills required for the compilation / co-ordination of Assessment Reports.
Campaign specific selection process **Ranking/shortlisting / interview**	A ranking and or shortlisting exercise may be carried out based on 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.
Staff Bank	We also have a DSE, HSE Staff Bank within our region where employees can choose a flexible work contract- Hours as Required, Indefinite Duration. The HSE Staff Bank gives you the opportunity to work shifts that fit around your lifestyle, providing greater control and flexibility over when, where and how often you work, while contributing to high-quality patient care and supporting services across the DSE. As a DSE/HSE Staff Bank employee, you can support services when they need it most, contribute to patient care across the health service, and enjoy the freedom to choose when and where you work. Benefits of Joining the Staff Bank Boost Your Earnings • Top up your income at your convenience • Receive applicable premium payments and allowances where eligible • Hours worked through the HSE Staff Bank count towards reckonable service for pension purposes, subject to scheme rules Flexibility to suit your lifestyle • Choose when you work • Select shifts that fit your lifestyle and commitments • Enjoy the freedom to increase or reduce your hours as needed •Expand Your Experience

	• Choice of working across HSE services and Health Regions • Gain valuable experience in different healthcare settings • Support your career development and progression opportunities We welcome all enquiries in relation to the Staff Bank. Contact RecruitmentStaffBankDSE@hse.ie for further information about the service and the recruitment process.
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.	

Assessment Officer (Disability Act)
Terms and conditions of employment

Tenure	The current vacancy available is 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, 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. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the

	Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, 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 need 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 managed appropriately 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.

[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.