Psychologist, Principal Specialist In-Reach
(Síceolaí, Príomhaí Speisialtóir)
Integrated Health Area of Louth/ Meath
Job Specification & Terms and Conditions

Job Title, Grade Code	**Psychologist, Principal Specialist – In-Reach** (Grade Code: 3727) *(Síceolaí, Príomhaí Speisialtóir)*
Remuneration	The salary scale for the post is: (01/06/2026) €117,272- €120,079 -€122,897- €125,688 -€127,796- **€131,873 -€135,950 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	DNE26220
Closing Date	Thursday 26th of November at 12 noon
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 North East Region There is currently one permanent whole-time vacancy available in the Integrated Healthcare Area of Louth/Meath. The initial location for this position is Ashbourne Primary Care Centre with an initial focus on the East Meath Network and South West Meath Network. ***No panel will be formed as a result of this campaign.*** ***Successful candidates will placed on an order of merit and will be offered posts based on their position on the order of merit on a 'take it or leave it' basis.***
Informal Enquiries	We welcome enquiries about the role. Contact Alan Doran, Principal Psychologist Manager E: alan.doran@hse.ie for further information about the role. Contact Rebecca Phillips (Rebecca.phillips1@hse.ie) for enquiries relating to the recruitment process..
Details of Service	The implementation of the Autism Assessment and Intervention Pathways protocol in the Regional Healthcare Areas will be supported by In-Reach Teams. It was estimated from the prototype carried out in Co Meath that an In- Reach team was required for every two CHN areas. It is understood in the first instance that 11 in-reach teams have been approved nationally for 2026 with a further 9 in 2027. Five of the six REO areas will receive two in- reach teams in 2026, and one REO area will receive one in- reach team initially to support service integration and the flow of client care. The In-Reach Team will work in collaboration with Primary Care, Disability and CAMHS teams (core services) to support and/or undertake autism diagnostic assessments for children and adolescents, as appropriate to the local area service needs and configuration.

	It is envisioned that the focus will be for children requiring an autism diagnostic assessment who have non-complex needs; and who cannot access a full diagnostic autism assessment in either CAMHS or Primary Care. Non-complex needs are defined by the National Policy on Access to Services for Children & Young People with Disability & Developmental Delay. Existing referral pathways to core services will be maintained, acknowledging the move towards a single point of access (SPoA) in the regions. The In-Reach team will be engaged by the core service to complete/support a diagnostic autism assessment for open active cases, with the core service providing additional background information. There should be ongoing communication and collaboration between the core service and the In-Reach Team as the assessment is being conducted. The outcome of the assessment findings should be collectively and collaboratively agreed and shared. The In-Reach Team may also support existing teams with a focus on enhancing their capacity in undertaking assessments. The goal is to make sure that children get the right care, at the right time, no matter where they live. These teams support the provision of services that are consistent, equitable and based on relevant healthcare evidence.
Reporting Relationship	The Specialist Principal Psychologist will report to an agreed Principal Psychologist Manager in the IHA area.
Key Working Relationships	Integrated Healthcare Teams (Previous primary care, mental health and disability teams/groups) Integrated Healthcare Managers Regional Healthcare Managers Heads of Discipline Heads of Service
Purpose of the Post	The Specialist Principal Psychologist will be a key member of the multi-disciplinary In-Reach team. The team, comprising of Specialist Principal Psychologist, Clinical Specialist Speech and Language Therapist, Clinical Specialist Occupational Therapist and admin support (Grade IV). The team will work across the core care groups Primary Care, CAMHS and Disabilities . The in-reach team will work collaboratively with clinicians from the core service and the heads of discipline / service managers to ensure a co-ordinated and comprehensive service delivery to, and effective communication with, all stakeholders with the aim of providing integrated care. The post-holder will contribute significantly to service planning, development, evaluation and quality initiatives to the autistic community. The Specialist Principal Psychologist will lead and be responsible for the effective delivery of a quality Psychology service within the In-Reach Team. They will advocate for neuro-affirmative practice. This service will be person-centred and strengths-based and will encompass Psychology service provision will include assessment, formulation, consultation, education and support. The Specialist Principal Psychologist will participate in audit and research ensuring client outcomes and satisfaction with service is at forefront of service development. The post-holder will provide expert Psychology input and leadership to one or more service teams and sectors as required, as part of the In-Reach Team, and across services involved in autism assessment. All practice will be delivered in accordance with service plans and objectives, and within established professional standards, policies, and guidelines.

Principal Duties and Responsibilities	*The Special Principal Psychologist will:* **<u>Professional / Clinical</u>** • Have a willingness to work across Primary Care, Disability and CAMHS services • Undertake assessment, formulation and diagnosis using the neuro-affirmative paradigm • Provide clinical supervision to other Psychology staff within the In-Reach team (senior, staff grade, or assistant grades) to ensure high standards of clinical practice and governance. • Provide placements to trainee psychologists • Provide and oversee expert Psychology services, including assessment and consultation. • Communicate effectively and work in co-operation with the In-Reach Team and other multi-disciplinary colleagues to ensure integrated service provision for service users. • Foster positive working relationships with multi-disciplinary staff across health care services ensuring clear referral pathways and efficient access to the required psychological service • Develop and maintain close liaison with key stakeholders, including service users and service user representative groups. • Demonstrate an appreciation of service user expertise through experience, including the promotion of the role of service user in service development. • Represent and advocate for the psychological needs of service users. • Contribute to the development of structures and processes to improve co-ordinated interdisciplinary service delivery. • Work within limits of professional competence in line with principles of best practice, professional conduct and excellent clinical governance. • Effectively manage staff resources in order to optimise the availability and delivery of good quality, equitable, Psychology services to service users. • Support and guide Psychology staff in using evidence-based practice. • Provide, as required, reports and statistics regarding the service, supporting and contributing to the planning and development of services. • Attend meetings, case conferences, professionals' meetings and reviews within the designated service and provide information to these meetings as appropriate. • Lead implementation of clinical audit and quality initiatives and evaluate the outcomes of service provision. • Ensure the implementation of current and future legislation, policies and procedures, guidelines and protocols. • Work in and promote an ethical and professional manner at all times. • Promote a culture that values equality, diversity and respect in the workplace. Ensure anti-discriminatory practice and cultural competence at individual and service levels. • Provide HSE senior management with such information and professional advice and guidance it may require in the preparation, monitoring and evaluation of services. • Encourage and initiate psychological research and, where appropriate, initiate and/or participate in multi-disciplinary research programmes. • Participate in the selection process for staff for HSE Psychology Services as required. • Carry a full clinical caseload within the In-reach Team. • Perform such other duties appropriate to his office as may be assigned by the HSE Chief Executive Officer or his/her nominee. • Act as a representative of the Psychology service / profession as required. **<u>Research & Evaluation</u>** • Utilise evidence-based literature, research and best practice guidelines to support effective practice and good quality equitable services. • Evaluate Psychology service provision and staff resources in order to optimise the availability and clinical impacts of Psychology services for service users.

- Undertake project management including audit and service evaluation with colleagues within the service in order to enhance service provision.
- Participate in evaluation of clinical activity within the service and provide such information as required for the purpose of service monitoring, evaluation and improvement.
- Ensure Psychology service compliance with local, regional and national reporting requirements, including KPIs, outcome measures and other metrics as may be requested by HSE management.
- Manage and respond to service user complaints within HSE guidelines and policies.
- Encourage and support service-related research and provide research advice as appropriate.
- Represent a professional viewpoint in relation to nationally accepted good practice, promoting a high level of ethical standards and professional conduct.
- Lead and contribute to service developments and their evaluation.

Education & Training

- Engage in regular professional supervision.
- Ensure that Psychologists in the In-Reach team receive appropriate levels of clinical supervision, as required under professional registration standards.
- Provide and deliver training and supervision to professional postgraduates including Trainee Psychologists.
- Provide supervision to the work of non-psychologists in delivery of psychological services, as appropriate.
- Provide psychological training, advice and consultation to staff from health and other agencies in areas relevant to direct clinical work and to Psychology service provision.
- Provide professional and clinical supervision to other Psychology grades to appropriate professional standards and ensure other Psychologists comply with these standards.
- Attend and ensure other Psychologists in the In-Reach team attend mandatory training programmes.
- Be informed of advances in professional knowledge and practice.
- Be informed of developments in national policies, strategies and legislation and their impact on practice.
- Take responsibility for overseeing the continuous professional development of other Psychologists in the In Reach Team ensuring compliance with statutory registration requirements.
- Attend training events as informed by service requirements.
- Be responsible for the induction of new staff as appropriate.

Health & Safety

- Contribute to the development and review of multi-disciplinary and discipline specific policies, procedures and safe professional practice
- Adhere to relevant legislation, regulations, policies and standards and carry responsibility for ensuring Psychology staff compliance with same.
- 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

	Management • Manage and co-ordinate service delivery within the In-Reach team. • Contribute to policy development, performance monitoring, business / service planning processes. • Drive service improvements and ensure service accountability and transparency. • Actively participate in the development and continuing improvement initiatives of the Psychology service in conjunction with relevant others. • Assign duties and responsibilities to other Psychologists as appropriate to ensure effective and efficient service delivery. • Provide and manage clinical supervision provision to assigned Psychology staff. • Ensure the maintenance of appropriate service user records and statistics within the In-Reach Team in accordance with HSE requirements and local guidelines, Freedom of Information Act, Data Protection Acts and other relevant legislation. • Respond in a timely fashion to requests for service-based information from a variety of sources, including senior HSE management. Provide service reports / audit data / KPIs as required. • Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care plans. • Compile, manage and review Psychology specific Risk Register and contribute to the active maintenance of multi-disciplinary Risk Register. • Actively manage identified workplace risks as appropriate to the post's level of responsibility. • Participate in Quality and Patient Safety initiatives and committees. • Implement relevant HR policies and procedures. • Engage in recruitment processes and other HR functions as required • Act as spokesperson for the Organisation as required. • Demonstrate pro-active commitment to all communications with internal and external stakeholders. • Remain informed and ensure compliance with organisational developments within the Irish 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. Professional Qualifications, Experience, etc** Candidates must a) Hold (i) a recognised University degree or diploma obtained with first- or second-class honours in which psychology was taken as a major subject and honours obtained in that subject, **And** (ii) a recognised postgraduate professional psychological qualification appropriate to the area of professional psychology in which the position is designated. **And** b) have at least eight years satisfactory post graduate experience in the area of professional psychology in which the position is designated inclusive of any time spent in pursuing a course leading to the postgraduate qualification and including at least three years satisfactory experience in a senior capacity

	And **c)** 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	- Relevant experience and skills in the psychological assessment of autism in children and commonly co-occurring conditions in children. - Expertise in the differential diagnosis of autism within the traditional and neuro-affirmative paradigm.
Other requirements specific to the post	Have 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 & Experience** *For example:* • Demonstrates a high level of professional knowledge to carry out multidisciplinary autism assessments of children and adolescents using appropriate psychological assessment tools with reference to best practice guidelines such as those outlined by the Psychological Society of Ireland (PSI) and the National Institute for Health and Care Excellence (NICE). • Demonstrates a high level of knowledge in the differential diagnosis of autism and the awareness of other co-occuring conditions. • Demonstrates a high level of professional knowledge to carry out the duties and responsibilities of the role safely and effectively within the legal, ethical and practice boundaries of the profession. • Develops and maintains a broad knowledge of the health service and understands how the Psychology profession can best contribute to a model of holistic service provision. • Demonstrates knowledge of the various theoretical models, approaches and interventions that apply in current practice. • Demonstrates a commitment to promoting and applying evidence-based practice and research. • Demonstrate a clear understanding of risk assessment. • Demonstrate a willingness to engage with ICT and develop ICT skills relevant to the role.

	• Demonstrates a strong interest in ongoing learning and a commitment to continuing professional development. Demonstrates the ability to utilise supervision effectively. **Planning and Managing Resources** • Demonstrates the ability to effectively plan and manage activities and resources to ensure value for money and maximum benefit for the organisation, within a model of person-centred care. • Has a thorough understanding of the practicalities of service planning, value for money and cost-benefit analysis. • Aligns the profession with the strategy of the organisation. • Develops service plans that aim to anticipate the changing needs of service users and harness developing professional practice. • Takes responsibility for the achievement of delivery targets by regularly quantifying and evaluating activities against service plans (including value-for-money audit) and takes timely action to correct potential difficulties. **Managing & Developing (Self & Others)** • Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others. • Demonstrates effective leadership and team management skills. Provides clear direction for staff in relation to the goals of their function and how they fit in with the broader organisational strategy. • Leads by example. Displays motivation, is flexible during challenging times and perseveres despite setbacks to ensure that goals are achieved. • Motivates and empowers staff by appropriately delegating responsibility and authority. **Commitment to providing a Quality Service** • Demonstrates a commitment to the delivery of a high-quality, person-centred service. • Clearly accepts accountability for standards of performance in area of responsibility. • Demonstrates competence in the provision of clinical governance over professional Psychology services, to an excellent standard, within multi-disciplinary settings. • Ensures that the full potential of their profession is fully considered in the development of strategic plans for their area of the organisation. • Strives to keep staff directed towards the longer-term change agenda, while maintaining efficiency of day-to-day service. **Evaluating Information and Judging Situations** • Recognises the implications and consequences of decisions in political and strategic terms for the organisation as a whole; considers precedence to ensure consistency. • Demonstrates the ability to critically analyse, evaluate information, and make effective decisions with regard to service user care. • Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. • Makes decisions in a transparent manner by involving and empowering others where appropriate. **Communications and Interpersonal Skills** • Displays effective communication (verbal & written) and interpersonal skills. • Demonstrates sensitivity, diplomacy and tact when dealing with others, treats others with dignity and respect. • Excellent interpersonal skills, including the ability to effectively collaborate with colleagues, families, carers and service users in the interests of delivering the best possible services within available resources. • Works collaboratively with multiple stakeholders in understanding and establishing expectations and desired outcomes. • Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.

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.	

Psychologist, Specialist Principal
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 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard working week applying to the post is to be confirmed at Job Offer stage. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
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.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year. B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case,

[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.

	those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website.