



**Speech and Language Therapist (Staff Grade)
Job Specification & Terms and Conditions**

Job Title and Grade	Speech and Language Therapist (Staff Grade) (Grade Code: 336Y)
Campaign Reference	25UHW3209
Closing Date	13.10.2025 at 2pm <i>Applications received after this date and time</i>
Proposed Interview Date (s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	University Hospital Waterford incorporating Kilcreene Regional Orthopaedic Hospital A panel may be formed as a result of this campaign for Staff Grade Speech and Language therapists from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Maeve Brennan Senior Speech & Language Therapist Maeve.brennan@hse.ie 051 842108
Details of Service	The Speech and Language therapy service in University Hospital Waterford provides assessment and intervention to inpatients in the hospital for both dysphagia and communication needs. The SLT department provides a VFSS service to in-patients in the hospital. This service is currently being expanded to be offered to community out-patients. There are 4 Senior SLTs in the department who provide support and clinical supervision to the Staff grade Speech & Language Therapists.
Reporting Relationship	The professional reporting relationship for clinical governance and clinical supervision will be to the Speech and Language Therapist Manager through the professional line management structure.
Key Working Relationships	The Staff grade Speech and Language therapist will work the Acute care staff to ensure evidence based person centred care is delivered to patients in University Hospital Waterford. The Speech and Language therapist will work as part of the in-patient team of Speech and Language therapists and will engage with for e.g. Consultants, Nursing staff, Catering Staff, Health Care attendants and families.
Purpose of the Post	The Speech and Language Therapist (Staff Grade) will be responsible for the provision of a high quality, person-centred Speech and Language Therapy service to a designated clinical area(s) and will carry out clinical and educational duties as assigned by the Senior Speech and Language Therapist / Speech and Language Therapist Manager.
Principal Duties and Responsibilities	<i>The Speech and Language Therapist (Staff Grade) will:</i> <u>Professional / Clinical</u> <ul style="list-style-type: none"> Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment / intervention programmes for service users according to professional standards.

- Arrange and carry out assessment and treatment / intervention programmes in appropriate settings in line with local policy / guidelines and professional standards.
- Communicate results of assessments and recommendations to the service user and relevant others as appropriate.
- Document all assessment, diagnosis, treatment / intervention plans, clinical notes, relevant contacts and summaries in accordance with department and professional standards.
- Collaborate with service user, family, carers and other staff in goal setting and treatment / intervention planning.
- Foster close working relationships with colleagues and other relevant professionals in maximising the service users' potential.
- Provide support and information in relation to communication and / or feeding, eating, drinking and swallowing disorders etc. to service users and relevant others.
- Attend clinics and participate in meetings, case conferences, ward rounds etc. as agreed with the Speech and Language Therapist Manager.
- Participate in teams; communicating and working in collaboration with the service user and relevant others as part of an integrated package of care.
- Represent the department / profession / team at meetings and conferences as designated.
- In conjunction with the Speech and Language Therapist Manager, contribute to the development and implementation of procedures, policies and guidelines while adhering to existing standards and protocols.
- Actively engage in team based performance management.
- Participate in and develop activities which support Health Promotion.
- Seek advice and assistance from Speech and Language Therapist Manager with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Supports a culture that values diversity and respect.
- Operate within the scope of Speech and Language Therapy practice as per CORU requirements and in accordance with local guidelines.
- Carry out other duties as assigned by the Speech & Language Therapist Manager.

Education and Training

- Participate in mandatory training programmes.
- Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the Speech and Language Therapist Manager.
- Engage in support / supervision with Speech and Language Therapist / Speech and Language Therapist Manager and participate in performance review.
- Participate in the practice education of student therapists. Actively participate in teaching / training / supervision of other Speech and Language Therapy and non-Speech and Language Therapy staff / students and attend practice educator courses as appropriate.

Health & Safety

- Work in a safe manner with due care and attention to the safety of self and others.
- Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
- Be aware of risk management issues, identify risks and take appropriate action.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
- 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.

	<p><u>Administrative</u></p> <ul style="list-style-type: none"> • Contribute to the planning and development of the Speech and Language Therapy Service and participate in service improvements. • Comply with department procedures with regard to assessment, recommendation and provision of all assistive equipment / custom made devices. • Keep up-to-date statistics and other administrative records as required within the Speech and Language Therapy department. • Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies. • Assist in the organisation, maintenance and / or ordering of equipment and materials used in assessment and treatment. • Participate in audit / outcome measurement of intervention as directed by the Senior Speech and Language Therapist / Speech and Language Therapist Manager. • Represent the department at meetings and conferences as required by the Senior Speech and Language Therapist / Speech and Language Therapist Manager. • Engage in IT developments as they apply to service user and service administration. • Keep up to date with developments within the organisation and the Irish Health Service. <p>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 him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must have at the latest date of application:</p> <p>1. <u>Statutory Registration, Professional Qualifications, Experience, etc</u></p> <p>Candidates for appointment must:</p> <p>Be registered or be eligible for registration, as a Speech & Language Therapist by the Speech & Language Therapists Registration Board at CORU, (https://www.coru.ie/)</p> <p style="text-align: center;">AND</p> <p>Candidates must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">AND</p> <p>Provide proof of Statutory Registration on the Speech & Language Therapist Register maintained by the Speech & Language Therapists Registration Board at CORU <u>before a contract of employment can be issued.</u></p> <p><u>Annual Registration</u></p> <p>On appointment, practitioners must maintain annual registration on the Speech & Language Therapist Register maintained by the Speech & Language Therapists Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><u>2025 Graduates</u></p> <p>Candidates who are graduating in 2025 (or those awaiting CORU registration) are eligible to apply for this campaign. Applicants who are successful at interview will remain dormant on the panel and will not be offered a post until they have informed us that they are in receipt of the necessary qualification and/or CORU Registration.</p>

	<p><u>Health</u> Candidates for and any person holding 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 reasonable prospect of ability to render regular and efficient service.</p> <p><u>Character</u> Candidates for and any person holding the office must be of good character.</p>
Post specific Requirements	<ul style="list-style-type: none"> • Must have recognised dysphagia qualification as outlined in “Standards of Practice for Speech & Language Therapists, on the Management of Feeding, Eating, Drinking and Swallowing Disorders (Dysphagia)” Irish Association of Speech & Language Therapists (IASLT) 2007.
Other requirements specific to the post	
Skills, competencies and/or knowledge	<p>Professional Knowledge & Experience <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate sufficient clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role. • Demonstrate an appropriate level of understanding of the Speech and Language Therapy process, the underpinning theory and its application to the role. • Within practice, demonstrates sound clinical and professional judgement consistent with accepted models of Speech and Language Therapy practice. • Demonstrate commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. <p>Planning and Managing Resources <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to plan and deliver care in an effective and resourceful manner. • Demonstrate awareness of potential problems and flexibility in prioritising to maintain service standards. • Demonstrate innovation in working within resource limitations to enhance service delivery. • Demonstrate ability to take initiative and be appropriately self-directed in a busy working environment. <p>Team Player <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate effective team skills and the ability to work collaboratively with others. • Demonstrates a willingness to get involved and assist others as appropriate. • Promotes and participates in a culture of involvement and consultation. • Demonstrates the ability to react constructively to setbacks, is able to maintain professionalism and manage situations where conflict arises. <p>Commitment to providing a Quality Service <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate a commitment to the delivery of a high quality, person centred service. • Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times. • Demonstrate adaptability and an openness to change. <p>Evaluating Information and Judging Situations <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to evaluate information and make effective decisions in relation to service user care. • Demonstrates the ability to think ahead to the consequences of decisions and considers precedence to ensure consistency. • Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input.

	<p>Communications and Interpersonal Skills</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Display effective communication skills (verbal & written). • Tailors the communication method and the message to match the needs of the audience. • Demonstrates interpersonal skills including the ability work in partnership with others. • Is sensitive to issues arising from multiple stakeholders, is patient and understanding. • Demonstrates good negotiation skills, is assertive as required.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p> <p>The HSE is an equal opportunities employer.</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	



Speech and Language Therapist (Staff Grade) Terms and Conditions of Employment

Tenure	<p>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.</p> <p>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.</p>
Remuneration	<p>The Salary scale for the post is:</p> <p>€44,563 €46,936 €48,888 €50,308 €51,510 €52,788 €54,063 €55,406 €56,753 €58,109 €59,541 €61,059 €62,573 €63,786 LSI</p> <p>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.</p>
Working Week	<p>The standard weekly working hours of attendance for your grade are 35 hours per week. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.</p> <p>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.</p>
Annual Leave	The annual leave associated with the post will be confirmed at contracting stage.
Superannuation	<p>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</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* 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.</p> <p>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.</p>
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	<p>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.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer</p>

	and / or 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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy