

**Psychology Assistant**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Psychology Assistant(Grade Code 6521) |
| **Remuneration** | The (single-point) salary scale for the post is at (01/08/2025): €33,569 per annum |
| **Campaign Reference** | NRS14752 |
| **Closing Date** | Friday 17th October 2025 @ 12:00PM |
| **Proposed Interview Date (s)** | Week Commencing 1st December 2025*Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.**(Please note interview dates are provisional and may be subject to change)* |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Psychology Assistant job opportunities will occur across the HSE nationwide including primary care, mental health, disability services, and other care areas offering health care services to the public either as part of a uni-disciplinary service or multi-disciplinary team.Individual sites / location will be indicated at expression of interest stage to panel members for each individual job. A separate panel may be formed for each of the RHA’s as a result of this campaign from which current and future, specified purpose vacancies of full or part-time duration may be filled. |
| **Reporting Relationship** | The Psychology Assistant reports to the Principal Psychology Manager or their designated officer and is responsible to the Principal Psychology Manager or their designated officer. |
| **Purpose of the Post**  | This employment with the Health Service Executive shall be for the purpose of temporarily covering the role of psychology assistant in order to obtain supervised professional experience relevant to career stage and potentially as a precursor to application to the trainee psychology programme.  The Unfair Dismissals Act, 1977-2007 shall not apply to your dismissal, consisting only of the cessation of the said purpose |
| **Principal Duties and Responsibilities** | Under the direct supervision of a professionally qualified Psychologist, the Psychology Assistant will:**Clinical / Professional*** Work within scope of practice, limits of professional competence in line with principles of best practice, professional conduct and clinical governance.
* Operate within their Scope of Practice - seek advice and assistance from his/her supervisor with any cases/work/issues that prove to be beyond the scope of his/her professional competence in line with principles of best practice and clinical governance.
* Work in compliance with:
* Professional Guidelines e.g. Psychological Society of Ireland’s (PSI) Code of Ethics.
* National and Area Health Service Executive (HSE) guidelines (e.g., Children First: National Guidance for the Protection and Welfare of Children, 2011)
* Local policies, protocols and guidelines
* Current legislation (e.g. Data Protection Act (2003))
* In line with best practice screen written referrals and contact service users to offer initial appointments.
* In line with evidence based practice undertake prescribed triage assessments of service users using prescribed standardised semi-structured interviews; formal psychometric instruments; and direct observation.
* Provide reports as required in accordance with required standards.
* Integrate assessment findings to inform clinical case formulations.
* Using clinical case formulations assist the qualified Psychologist(s) in the process of allocating service users to prescribed interventions based on service user preference and clinical need. Where appropriate, and in line with evidence based practice deliver a range of prescribed brief evidence-based interventions to service users including guided self-help; psycho-educational groups; and relevant CBT e.g. computerised cognitive behavioural therapy (CBT).
* Undertake prescribed supportive work with carers, family members, health staff and other professionals.
* Participate in teams as appropriate, communicating and working in co-operation with other team members.
* Assist qualified Psychologists in the process of referring service users onto other services where needed.
* Offer consultation services to referrers, including the provision of pre-referral advice.
* Promote the local psychology services by providing relevant information to various stakeholders (e.g., the general public, referrers, health care staff)
* Assist the professionally qualified Psychologist(s) in the process of providing training to other health care staff.
* Promote a culture that values equality, diversity and respect in the workplace.
* Initiate and participate in needs assessment and health promotion as appropriate.
* Attend a range of meetings as appropriate e.g. service promotion, regional / national conference, case conferences etc.
* 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 & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.
* 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.

**Education & Training*** Participate in scheduled formal supervision and seek informal additional supervision when required.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Participate in managerial supervision with the local Principal Psychologist Manager (or his/her nominated designate).
* Engage in ongoing continuous professional and personal development (e.g. for the equivalent of at least one session or half day per week based on a 35 hour working week) in order to maintain and develop relevant professional skills.

**Administrative*** Maintain appropriate service user records, databases and statistics in accordance with HSE requirements and local guidelines, Freedom of Information Act, Data Protection Acts and other relevant legislation.
* Maintain professional standards with regard to service user and data confidentiality
* Support the updating of the service’s policies and procedures in line with service provision changes as appropriate.
* Develop and maintain the necessary Information Technology skills to undertake requested tasks.
* Produce information leaflets, and carry out other tasks necessary to the efficient running of the local psychology services.

**Research & Evaluation*** Undertake and conduct requested literature reviews.
* Undertake and participate in research studies as appropriate.
* Undertake and conduct audits of key performance indicators to monitor the quality of service delivery as appropriate.
* Collect service user and service performance data for the purposes of service evaluations.
* Undertake and conduct service related research.

**Health & Safety*** Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
* 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.
* 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 him/her 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.**

(A) (i) Have a Psychological Society of Ireland (PSI) accredited qualification at not less than a Level 8 at 2.1 honours grade on the QQI qualifications framework in which psychology was a major subject. **OR**(ii) A Level 8 honours degree in another subject together with an accredited conversion qualification at a minimum of (2.1) as conferring eligibility for graduate membership of the Psychological Society of Ireland.**OR**(iii) A qualification equivalent to the above accredited by the British Psychological Society for graduate membership of the British Psychological Society.**OR**(iv) A qualification equivalent to either (i) or (ii) which would allow the applicant to become a graduate member of the PSI.**AND**(B) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative ability, for the proper discharge of the duties of the office.1. **Health**

Candidates 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.1. **Character**

Candidates for and any person holding the office must be of good character.Please note, we cannot process applications from candidates who have in excess of 3 years continuous prior experience in a HSE psychology assistant role(s), whether in a full or part-time capacity, at the time of appointment. Candidates who are found to have 3 or more year’s continuous prior experience in a HSE psychology assistant role(s), whether in a full or part-time capacity, at application stage or at the time of appointment, will be deemed ineligible and their application will not be processed further. |
| **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: 1. EEA, Swiss, or British citizens

**OR**1. 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** * Demonstrate sufficient clinical knowledge to carry out the duties and responsibilities of the role.
* Demonstrate the ability to assist in the delivery of care in an effective and resourceful manner.
* Demonstrate an ability to apply knowledge to practice.
* Demonstrate knowledge of research methods.
* Demonstrate an awareness of the value of effective supervision.
* Demonstrate commitment to continuing professional development.
* Demonstrate an awareness of the organisation of the Irish Health Service.

**Planning & Organising Skills*** Demonstrate a commitment to providing a quality service.
* Demonstrate the ability to manage self in a busy working environment.
* Demonstrate flexibility and openness to change.

**Team Skills*** Demonstrate effective team skills.
* Display effective interpersonal skills including the ability to collaborate and work effectively with colleagues, service users, families, etc.

**Analysis, Problem Solving & Decision Making*** Demonstrate the ability to evaluate information and make effective decisions.
* Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.
* Demonstrate a willingness to develop Information and Communications Technology skills relevant to the role

**Communication & Interpersonal Skills*** Demonstrates ability to seek support in managing the expectations of stakeholders and relevant others that impact or complement the service to be provided
 |
| **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 being called forward 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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>   |
| **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 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.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. |

**Psychology Assistant**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancies available are temporary\* and whole time or part-time. Contract duration will be indicated at “Job Offer” stage. The post is pensionable. A panel may be created from which 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. |
| **Remuneration**  | The (single-point) salary scale for the post is at (01/08/2025): €33,569 per annum  |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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** | A probationary period of 12 months shall apply from commencement of employment, during which the contract may be terminated by either party in accordance with the Minimum Notice & Terms of Employment Act, 1973-2005. The probationary period may be extended at the discretion of management. |
| **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. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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]](#footnote-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]](#footnote-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](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)