

## GENERAL

### 1.1 Who is eligible to apply for this Grade V position?

All existing Grade V employed via agency or employed by third parties currently working in the contact management programme.

### 1.2 How do I apply for this position?

Online Application – details should replicate a Grade V application form.

### 1.3 Campaign Timeline

Grade V- Advertise 12<sup>th</sup> May

Closing date Thursday 19<sup>th</sup> May @17.00

Eligibility sift 20<sup>th</sup> May

Interviews week beginning 23<sup>rd</sup> May

Panel formed week beginning 30<sup>th</sup> May

Offers to panel week beginning 30<sup>th</sup> May

Acceptance of offer by COB 2<sup>nd</sup> June

Start date Tuesday 7<sup>th</sup> June (To allow reconfiguring of roster cover for TL accepting post).

Above timelines are indicative and are subject to change.

### 1.4 Will there be a shortlisting process?

No all candidates will be interviewed and placed on a panel in order of merit.

### 1.5 Will any panel formed as part of this process be used to fill subsequent vacancies that arise from additional pieces of work being sourced by CMP or will it be merely used to backfill vacancies arising following the initial filling of Grade V vacancies required for this process?

No. Any panel formed will be used to fill the initial 7 available posts and any backfilling of those posts as they arise for the duration of the project.

### 1.6 What will the interview process be?

This will be a competency-based interview. Interviews will take place on site 1, Heuston South Quarter, Saint John's Road West, Dublin 8. The interviews will be face to face.

### 1.7 Interview board membership?

Grade VIII and above and a Cpl representative.

### 1.8 If successful at competition, what date will I begin this new role?

Start date Tuesday 7<sup>th</sup> June.

### 1.9 Where is this role be based?

This role will be based in 1, Heuston South Quarter, Saint John's Road West, Dublin 8.

### 1.10 Will I be able to work from home in this role?

No, this role will be based in 1, Heuston South Quarter, Saint John's Road West, Dublin 8.

## 2 TERMS AND CONDITIONS

### 2.1 Will I be issued a new contract?

Yes.

### 2.2 How long will the contract be for?

The contract end date will be 28<sup>th</sup> October 2022.

### 2.3 Is this a specified purpose contract?

The purpose of this contract is to maintain a core contact tracing function to allow the HSE to respond to any changes in the nature of Covid 19 up until 28<sup>th</sup> October 2022. This role will involve carrying out specific projects, while maintaining core skills in contact tracing in order to pivot between roles as required.

### 2.4 Will my contract terms and conditions change?

Yes.

### 2.5 I am currently working full time hours; will it be possible to work part time hours in this role? Or vice versa?

This role will be full time initially however once project has been bedded down applications for part time may be considered at a future time in line with requirements.

### 2.6 Will my work hours remain the same?

No. Your working hours will be Monday – Friday. Please see breakdown below.

	Start Time	Lunch Break (unpaid)	Finish	Working time
Monday to Thursday	9am	1 hour	5.30pm	7.5 hours
Friday	9am	1 hour	5pm	7 hours
<b>Total</b>				<b>37 hours</b>

### 2.7 Will I be able to work flexitime?

No there is no opportunity to work flexitime.

### 2.8 What breaks will I get?

15-minute tea break in the morning and a 1-hour lunch break.

### 2.9 Will I be required to work weekends?

You may be required to work weekends if there is a surge in Covid cases. Each Grade V may be asked to resume their former role in response to Covid-19 in line with public health requirements. All staff are required to be flexible in this regard.

**2.10 Will there be an opportunity to work overtime?**

Overtime may be required in line with service requirements.

**2.11 Will I be provided with training?**

Appropriate training will be provided on site.

**2.12 What are the typical day-to-day tasks in this role?**

The Grade V will be required to providing training and oversight to Grade III. They will act as a point of escalation for queries raised. They will be a line manager to a team and will be required to ensure that their team follows appropriate procedures in place. They will be responsible for ensuring quality framework is adhered to for the role. They may also be asked to carry out administrative work and other duties as required.

**2.13 Will I still be required to carry out my previous Grade V role?**

Based on service requirements you may be required to resume your Grade V role based on service needs. Grade V will be required to be flexible in order to maintain a core staffing level to respond to Covid-19 public health requirements.

**2.14 What will happen if I do not wish to take on this new role?**

You will remain in your current role with an anticipated end date of June 30<sup>th</sup>, 2022.

**2.15 What is the likelihood of my current contact tracing contract getting extended past 30 June?**

We are awaiting an update in respect to future requirements for contact tracing, it is anticipated that a reduced contact tracing capacity may be required going forward however no decision on this has been made on this yet.

**2.16 Will I be working on a new team?**

Yes

**3 PAY AND BENEFITS**

**3.1 What is the pay for this position?**

Your current rate of pay will continue to apply as Grade V.

**3.2 Will the annual leave requests that I have already submitted for May/June be impacted?**

Annual leave requests will be reviewed on a case-by-case basis.

**4 COMMUNICATION**

**4.1 Who can I talk to for more information?**

If you have any questions, please contact [transitionteam@cplhealthcare.com](mailto:transitionteam@cplhealthcare.com) .