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THE POSITION

Title of Position: Assistant Inspector of Mental Health Services (Psychiatric Nursing)  
(Three Year Fixed Term Contract)

Job Reference Code: MHCPSY

Office: Mental Health Commission

Location: Dublin

Organisation Website: www.mhcirl.ie

The Mental Health Commission is an independent, statutory body established in April 2002 under the provisions of the Mental Health Act 2001 (“the Act”). The principal functions of the Commission, as specified in the Act, are to promote, encourage and foster the establishment and maintenance of high standards and good practices in the delivery of mental health services and to take all reasonable steps to protect the interests of persons detained in approved centres. The Commission is also empowered to undertake such activities, as it deems appropriate to foster and promote these standards and practices.

THE QUALITY FRAMEWORK FOR MENTAL HEALTH SERVICES IN IRELAND

In order to discharge its statutory duties to promote, encourage and foster high standards in the delivery of mental health services, the Commission, following consultation with stakeholders, published a Quality Framework with associated standards for implementation within mental health services in Ireland. The Quality Framework for mental health services promotes an empowering approach to service delivery, where services facilitate an individual’s personal journey towards recovery.

The Quality Framework is applicable to all mental health services in the public, voluntary and independent sectors. It includes mental health services for children and adolescents, adults, older persons, persons with an intellectual disability and a mental illness, and forensic mental health services and provides a mechanism for services to continuously improve the quality of mental health services. It applies equally to all mental health services irrespective of whether they are being delivered within the service user’s home, community settings, both residential and non-residential or within in-patient facilities.

The Quality Framework comprises of eight themes, 24 standards and 163 criteria. These eight themes are:

1. Provision of a holistic seamless service and the full continuum of care provided by a multidisciplinary team.
2. Respectful, empathetic relationships are required between people using the mental health services and those providing them.
3. An empowering approach to service delivery is beneficial to both people using the service and those providing it.
4. A quality physical environment that promotes good health and upholds the security and safety of service users.
5. Access to services.
6. Family/chosen advocate involvement and support.
7. Staff skills, expertise and morale are key influencers in the delivery of a quality mental health service.
8. Systematic evaluation and review of mental health services underpinned by best practice will enable providers to deliver quality services.
Regulations for approved centres, Rules pursuant to Section 59(2) and Section 69(2) of the Act and Codes of Practice issued pursuant to Section 33(3)(e) of the Act are incorporated into the Quality Framework.

THE ROLE

The Assistant Inspector of Mental Health Services fulfils the statutory duties as set out in Sections 51 – 54, Mental Health Act 2001. The Assistant Inspector is accountable to the Chief Executive of the Commission and reports to the Inspector of Mental Health Services with regard to the fulfilment of their statutory functions. The Assistant Inspector supports the Commission in the achievement of the Commission’s statutory mandate.

Key Responsibilities

Under the overall direction of the Inspector of Mental Health Services, the Assistant Inspector’s key responsibilities include:

- Visiting and inspecting approved centres
- Visiting and inspecting other premises where mental health services are being provided
- Carrying out inquiries as specified in the Mental Health Act 2001
- Assisting the Commission in fulfilling its statutory mandate to promote quality mental health services
- Working with the Executive in relation to the development of quality mental health services
- Undertaking any other duties as may be reasonably required

The Assistant Inspector of Mental Health Services performs his/her functions and duties in compliance with the requirements of the Act. The Assistant Inspector shall also perform such other functions and duties as the Commission, acting through its Chief Executive, may assign to him/her from time to time in connection with the functions of the Commission, it being agreed that the Assistant Inspector shall not be required to undertake such functions or duties that you cannot reasonably be expected to perform or which are not commensurate with your position as Assistant Inspector

PERSON SPECIFICATION

The Assistant Inspector of Mental Health Services will have a track record of contributing to and facilitating the promotion and implementation of high standards of care and treatment in mental health services in Ireland or abroad.

The ideal candidates will demonstrate the following qualities and professional experience:

- Possess a strong commitment to the provision of patient/service user-centred mental health services
- Involvement of service users as active participants in their own recovery
- Proven team player able to work in a collaborative team based environment
- Satisfactory knowledge of mental health services and possesses a high standard of professional accomplishment and commitment
- Experience of understanding and adhering to relevant mental health legislation
- Experience of articulating coherent rationale for action based on robust, corroborated evidence
- Willingness to work in a flexible and unpredictable environment
- Experience of preparing and presenting reports on complex issues within specified timelines
- Knowledge of mental health services in Ireland
- Strong motivation to assist in the further development and optimization of the performance and contribution of inspection of mental health services to achieve the greatest benefit for patients/service users
- Possess a high standard of professional accomplishment and commitment
- Excellent communication skills, both written and oral
• Experience of writing factual evidence-based reports
• Excellent organisational skills
• IT literate with a very good working knowledge of Microsoft Office packages
• A proven record of working collaboratively with all the stakeholders in the mental health services

The ideal candidates will possess the following values and behaviours:
• Committed to making a positive difference to the safety and quality experience of people who come in contact with mental health services
• Sets high standards for self and others
• Ability to make the best use of their own time and recognize and value the contribution of colleagues and others
• Positively contributes to building trust with colleagues and understands the impact of their work on the Mental Health Commission, service users, services being inspected and the public
• Encourages a culture that values openness, honesty, integrity, and subscribes to Commission values

Essential Requirements

In addition to the person specification

• Candidates must be a qualified nurse entered in the Psychiatric Division of the Register of Nurses maintained by the Nursing and Midwifery Board of Ireland (the “Qualification Standard”).

(The successful candidates in accepting her/his appointment shall confirm to the Commission that s/he is a qualified nurse entered in the Psychiatric Division of the Register of Nurses maintained by the Nursing and Midwifery Board of Ireland immediately before her/his appointment (the ‘Qualification Standard’) and that s/he shall maintain the registration for the duration of the term of s/he employment)

and

• Have a minimum of five years post qualification nursing clinical experience in mental health services

and

• Have a minimum of 5 years at Clinical Nurse Manager 2 grade or equivalent, or a higher grade, in mental health services.

and

• Possess a full current driving licence with access to a private motor vehicle and be able to lawfully drive same to ensure the proper performance of her/his duties on appointment. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.

Desirable

• Possess knowledge of quality evaluation tools, service evaluations and audit tools
• Possess knowledge of inspection skills and regulatory processes
• Experience of undertaking investigations and gathering evidence

Reporting and Working Relationships

The Assistant Inspector is accountable to the Chief Executive of the Commission and reports to the Inspector of Mental Health Services with regard to the fulfilment of their statutory functions.
CONDITIONS OF SERVICE

CONTRACT ARRANGEMENTS

A fixed term contract of employment with the Commission for three years will be offered to the Assistant Inspector on terms and conditions determined by the Mental Health Commission, with the consent of the Minister for Health and the Minister for Public Expenditure and Reform.

SALARY

The salary scale for the post is €68,655, €70,736, €72,824, €74,999, €76,959, €78,991 per annum. You shall commence on the first point of the salary scale, which is subject to paragraphs 2.18 – 2.25 of the Haddington Road Agreement (incremental progression). This rate of remuneration is gross before deduction of all statutory and agreed deductions including all applicable income, taxes, levies and the employee's contribution to the relevant pension scheme.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who is not required to make a Personal Pension Contribution.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy (see Haddington Road Agreement paragraph 2.19 for recent changes).

STARTING SALARY AND PAYMENT ARRANGEMENTS

Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the staff members choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Mental Health Commission. Statutory deductions from salary will be made as appropriate.

A staff member appointed to the post of Assistant Inspector will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991. In accordance with that Act, the Mental Health Commission will advise the staff member in writing of the amount and details of such overpayment and give at least one week’s notice of the deduction to take place and will deduct the overpayment, at an amount that is fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

You will be required to pay to the Commission any fees or other monies (other than salary) payable to or received by you by virtue of your post or in respect of services, which you are required by or under any enactment to perform.

TENURE

The appointment will be on the basis of a fixed term contract of employment with the Commission for a maximum period of three years.

The probationary period will be for a period of six months from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary period in appropriate circumstances.
During the probationary period, a staff member’s performance will be subject to review by the appropriate supervisor(s) to determine whether the staff member:

- has performed in a satisfactory manner
- has been satisfactory in general conduct

Prior to completion of the probationary period a decision will be made as to whether or not the staff member will be retained. This decision will be based on the staff member’s performance assessed against the criteria set out in (i) and (ii) above. The detail of the probationary process will be explained to the staff member by the Mental Health Commission on commencement of employment.

Notwithstanding the preceding paragraphs in this section, the probationary period may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances the contract may be extended and the probationary period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended where a staff member is absent due to Maternity or Adoptive Leave

In relation to absence on Parental Leave or Carers Leave, the Mental Health Commission:

- may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness.

LOCATION

The initial place of work for the Assistant Inspector will be St Martin’s House, Waterloo Road, Dublin 4. The Commission reserves the right, at its discretion, to change this location to any other place within Ireland.

The Assistant Inspector will be required to travel in performance of his/her duties and must have access to their own transport and must be able to meet the Commission’s times and deadlines of the Commission business.

HOURS OF ATTENDANCE

Normally Hours of attendance will be fixed from time to time but will amount, on average, to not less than 37 hours net per week.

You may from time to time be required to work additional hours for the proper discharge of your duties. No additional payment will be made for such additional hours.

You will be required to be flexible as regards the days you are assigned to work, and your assignment for any period to any particular days shall not restrict or prohibit the Commission from requiring you to work other days and your assignment to work particular days shall not establish any right to work only or exclusively on those days.

ANNUAL LEAVE

The annual leave allowance for this post will be 25 working days per annum (on a pro rata basis).
THE ORGANISATION OF WORKING TIME ACT 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment.

SICK LEAVE

Payment for absences through illness, during properly certified sick absence, provided there is no evidence of permanent disability for service in accordance with the provisions of the Commission’s sick leave scheme. These sick leave arrangements are subject to any changes arising in the terms and conditions of sick leave in respect of the public service generally.

Staff members paying the Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Mental Health Commission. Payment of salary during illness will be subject to the staff member making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

SUPERANNUATION AND RETIREMENT

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service, at the time of being offered an appointment. Further information is available on request.

Candidates are also advised to refer to the following for further information:
- Incentivised Scheme for Early Retirement
- The Department of Health Circular 7/2010
- Collective Agreement: Redundancy Payments to Public Servants

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

OTHER CONDITIONS OF EMPLOYMENT

Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.
HOW TO APPLY

Mazars will be managing all aspects of this recruitment project on behalf of the Mental Health Commission. No enquiries or canvassing should be made directly to the Mental Health Commission.

Applications with a cover letter (maximum of two pages) and CV should be sent to: MHC@mazars.ie (quoting job reference code in the subject line of your email). For more information contact Keith McCarthy, Director HR & Organisation Development Consulting, Mazars on (01) 449 4472.

Closing Date

Deadline for application: Friday 23rd October 2015 at 5.00pm GMT.

Applications will not be accepted after the closing date.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within 2 working days of submission, please contact Grainne Madden by email (gmadden@mazars.ie) to ensure your application has been received.

Selection Process

Mazars will be undertaking a competency based selection process in identifying suitable candidates for the role of Assistant Inspector of Mental Health Services.

Psychometric testing will be required for candidates who are successful in the initial screening process, prior to being invited forward for interview. A competency based interview process will be held, with representatives from both the Mental Health Commission and Mazars featuring on the Selection Board.
GENERAL INFORMATION

CITIZENSHIP

Persons who are not citizens of the EU, the European Economic Area (EEA) states and Switzerland are not eligible to compete.

Normal rules of the Public Service will apply as regards eligibility. In the case of the Incentivised Scheme for Early Retirement (ISER), one of its conditions at paragraph 12 of Circular 12/09 debars retirees from the Public Service under that Scheme from applying for another position in the Public Service. Therefore, such retirees cannot apply while the above restrictions continue in force.

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway. Special conditions may apply to citizens of Bulgaria and Romania following their recent entry to the European Union and their eligibility to be employed and work in Ireland.

Eligibility should be confirmed with the Department of Jobs, Enterprise & Innovation.

SECURITY CLEARANCES

Please note that Garda Clearance will be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is YOUR responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following websites may be of assistance to you in this regard:

- www.disclosurescotland.co.uk
- www.migrationint.com.au/office.asp (countries other than UK/NI)
- www.afp.gov.au (Australia)
- www.courts.govt.nz (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

CONFIDENTIALITY

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to the Mental Health Commission.

LEGAL COMPLIANCE


EXPENSES

Mazars and/or the Mental Health Commission will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

CANVASSING

Canvassing will result in disqualification from the competition.