

IS (ICT) Support Technician – Grade IV
PERMANENT POST
PARTICULARS OF OFFICE

1. The appointment is permanent whole-time and pensionable

A panel will be formed from which all permanent whole-time and part-time vacancies will be filled during the life of the panel. The contracted hours may be whole time or part time based on service requirements of the vacant post.

The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years. In accordance with HR Circular 029/2018 all other appointees who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.

2. The appointee will be assigned to the Information Services (ICT) Department, however in accordance with Hospital policy, staff may be transferred to other departments to meet service needs

3. **Salary**

The current salary scale as per Department of Health Salary Scales as at 1st January 2019 is:

€27,563; €29,451; €30,209; €32,286; €34,049; €35,592; €37,085; €39,099; €40,564; €42,037; €43,403 (LSI) €44,773 (LSI).

The above salary scale is in respect of a full time post and will be calculated on a pro rata basis applicable to Part-time posts.

New appointees will commence on the first point of the pay scale unless they have previous verified public sector service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad.

4. **Superannuation Contributions**

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.

All other appointees will be required to register with the Voluntary Hospitals Superannuation Scheme and will pay superannuation contributions as follows:

- (a) Persons who become pensionable officers of the Hospital, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration plus 3.5 % of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old

age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children)

- (b) persons who become pensionable officers of the Hospital who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation, to contribute to the Hospital at the rate of 5% of their pensionable remuneration in accordance with the terms of the Scheme.
- (c) All persons who become pensionable officers of the Hospital, are required, in respect of the V.H.S.S. (Spouses and Childrens Contributory Pension) Scheme, 1986, to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

5. **P.R.S.I.**

An officer's date of appointment will be the determining factor in deciding which PRSI Class is applicable:-

- (a) Officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance.
- (b) Officers appointed before 6th April, 1995 who resign from the health service prior to or after that date and who are subsequently re-appointed or re- admitted to pensionable posts on or after 6th April, 1995 will be covered by Class A insurance.
- (c) The Class A rate of PRSI contribution will apply to persons appointed to pensionable health service officer posts on or after 6th April, 1995 unless:
 - (i) any person who is, immediately prior to appointment, serving elsewhere in the public sector and paying the Class B, C or D rate of PRSI contribution, or
 - (ii) any person who is serving with an agency to which the Local Government Superannuation Code or the Voluntary Hospitals Superannuation Scheme or, in the case of Medical Officer posts, the Nominated Health Agencies Superannuation Scheme applies on 5th April 1995 and is paying full PRSI (Class A) on that date and, without a break in employment, is subsequently appointed to a pensionable health service officer post will pay Class D PRSI.

6. **Terms of Employment**

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment.

7. **Job Description**

A job description is given to all applicants for employment and this will form part of the contract documentation.

8. Scheduled Hours of Duty

37 Hours per week on a Monday to Friday basis.

Flexibility in consideration of service needs is required.

When staffing levels require, participate in the department's technical support duty rota and out of hours & weekend emergency technical support on-call service. Also to work any other shift pattern that the I.S. Manager may determine is in the best interest in maintaining essential I.S. services to the Hospital.

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 8 am-9pm 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)

9. Annual Leave

27 working days per annum, rising to 29 days after 5 years' service as Grade IV per annum, Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Pro-rata annual leave entitlement applies to part-time posts.

10. Sick Leave

There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospitals absence management procedures.

11. Uniform

The Appointee will be required to comply with existing dress code regulations.

The Appointee will also be required to wear an identity badge in line with existing conditions.

12. Confidentiality

In the course of assignment, the person assigned may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must ever be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required. You will be required to comply with the legislation in respect of the General Data Protection Regulation (GDPR).

13. Probation

Permanent employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.

14. Termination of assignment

One months notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.

15. The person assigned will be required to reside within a reasonable distance of the Hospital.

16. Hospital Policies and Procedures

The assignee is obliged to adhere to Hospital policies and procedures at all times. Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure and Managing Attendance Policy, are available in each department and on the Hospitals intranet.