

Candidate Information Booklet

Campaign code:	MHCEX0226
Role title:	Assistant Inspector
Grade:	Engineer Grade II
Contract type:	Permanent, Full-Time



Contents

CONTENTS	2
THE POSITION	3
HOW TO APPLY	7
CONDITIONS OF SERVICE	9
GENERAL INFORMATION	13

The Position

Introduction:	The Mental Health Commission (“the MHC”) wishes to fill the role of Assistant Inspector and to create a panel to fill posts as they arise from time to time.
Grade:	Engineer Grade II
Specialist Positions:	Assistant Inspector
Office:	Mental Health Commission
Location:	Mental Health Commission, Waterloo Exchange, Waterloo Road, Dublin 4, D04 E5W7. Staff at MHC may also apply for a blended working arrangement.
Organisation Website:	www.mhcirl.ie

The MHC is an independent statutory body established in April 2002 under the provisions of the Mental Health Act 2001 (“the 2001 Act”). The principal functions of the MHC, as specified in the 2001 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 MHC is also empowered to undertake such activities, as it deems appropriate to foster and promote these standards and practices.

The functions of the MHC were expanded by the Assisted Decision Making (Capacity) Act 2015 (“the 2015 Act”). The 2015 Act provided for the establishment of the Decision Support Service (“the DSS”) to support decision-making by and for adults with capacity difficulties and to regulate the individuals who are providing supports to people with capacity difficulties.

The Role

The Assistant Inspector of Mental Health Services assists with fulfilling the statutory duties as set out in Sections 51 – 54 of the Mental Health Act 2001. The Assistant Inspector supports the Commission in the achievement of the Commission’s statutory mandate.

The Assistant Inspector will receive training in inspection of mental health services, mentoring from senior colleagues within the Office of the Inspector of Mental Health Services, access to mental

health service expertise within the Commission, as well as guidance from the Inspector of Mental Health Services, the Director of Standards and Quality Assurance and the Chief Executive.

They will be expected to conduct impartial, independent and thorough inspections, identify salient issues and reach a fair conclusion. An Assistant Inspector must have the ability to organise and schedule work in a timely and resource efficient manner, prioritise tasks and anticipate obstacles to task completion.

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
- Report preparation
- Assisting the Commission in fulfilling its statutory mandate to promote quality mental health services
- Assist the Inspector in carrying out an inquiry as specified in the Mental Health Act 2001
- Working with the Executive in relation to the development of quality mental health services

The Assistant Inspector of Mental Health Services performs their functions and duties in compliance with the requirements of the Act, Regulations, Rules and Codes of Practice. The Assistant Inspector shall also perform such other functions and duties as the Commission, acting through its Chief Executive, may assign to them 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 they cannot reasonably be expected to perform or which are not commensurate with the position of Assistant Inspector.

Reporting and Working Relationships

The Assistant Inspector is accountable to the Chief Executive of the MHC and reports directly to the Inspector of Mental Health Services.

Essential Requirements

The ideal candidate must possess, by the closing date, the following:

- Educated to Honours Bachelor degree level (NFQ Level 8 on the Irish National Framework of Qualifications) in a mental health, health, social care or related discipline.
- Minimum 1 years' experience in a similar role within the health or social care sector / working within a regulatory environment.
- Demonstrable experience in one or more of the following:
 - Undertaking investigations
 - Gathering evidence
 - Service evaluations
 - Knowledge of evaluation tools
- Proven track record of completing reports and documentation within appropriate timeframes.
- Experience working with young people or adults with mental health issues.
- Computer proficiency in the use of Word, Outlook, PowerPoint, Excel etc.
- Demonstrable knowledge of the relevant legislative and administrative framework, the regulatory environment and the national standards for mental health services. A full current driving license with access to a private motor vehicle and be able to lawfully drive same to ensure the proper performance of their 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).
Candidates are advised to note that there is a significant travel commitment associated with this role including stays away from base.
- The requisite competencies to carry out the role as outlined below.

Desirable

- Ability to understand and consider legal compliance in relation to mental health services
- Experience of drafting submissions or detailed correspondence in relation to mental health services
- Have had experience as a user of mental health services and have achieved a level of recovery

Competencies

The person appointed to the role of Assistant Inspector will be required to show evidence of the following competencies

Planning & Organising

- Evidence of a methodical and organised approach to his / her work.
- Manages his / her time well and prepares in advance before important events.
- Allocates, organises and controls resources to meet objectives within pre-determined time frames.

Communication & Influencing

- Articulates themselves clearly, fluently and in a compelling manner to both individuals and groups.
- Adapts communication style to suit audience. Is able to win support and influence others by choosing an appropriate blend of tactics, presenting views effectively, and negotiating mutually acceptable solutions.
- Understands the importance of relationship management.

Research & Report Preparation

- Demonstrates an understanding of the importance of undertaking in-depth research to inform objective judgement.
- Confident in undertaking detailed investigations, and in triangulation of various forms of information.
- Writes in a clear and concise manner, using appropriate grammar, style and language for the reader.
- Pays attention to detail and accuracy of content.

Technical & Professional Expertise

- The ability and capability to perform the duties associated with the role to an acceptable standard.
- Ability to perform a particular professional task with skill of an acceptable quality.
- Uses professional expertise in the day to day performance of the role.

Knowledge of Mental Health Services & Legislation

- Knowledge of the various issues within Mental Health Service, the legislation surrounding Mental Health Services, the relevant quality and legislative frameworks and the ability and commitment to drive continuous improvement in relation to such.

Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands

- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity

How to Apply

Eligibility to Compete

Candidates must, by the date of job offer, be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who has a Stamp 4* or a Stamp 5 permission.

* Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

Selection Process

The selection process will include:

- Shortlisting of applications,
- A competitive interview, and
- Completion of all relevant checks as set out below

Additional selection steps may be included.

A selection board shall be established and shall use the essential requirements as referred to earlier in this candidate information booklet to shortlist candidates. Scoring at the shortlisting stage shall be based on the information contained in the application form. Therefore, it is in your interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications, and

experience meet the requirements of the post. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to progress all candidates to the next stage of the selection, which is the interview process, the MHC may decide that a certain number of candidates shall only be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

Following the interview stage, the MHC may produce a panel of candidates listed in order of merit. Not all those interviewed may be placed on the panel.

All offers are for immediate appointment. In applying for this competition, candidates accept that, if offered a post, they will be able to commence duties within a reasonable timeframe. Start dates are determined by business needs, and appointees will be expected to take up duty within this period once an offer is made.

Prior to recommending any candidate for appointment to a position, the HR team complete all relevant checks. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline or having accepted it, relinquish it, the MHC may at its discretion, select and recommend the next person on the panel for appointment and this will be based on the results of this selection process.

The MHC is not obliged to appoint any candidate arising from this competition.

Please note that any offer of employment made to a successful candidate may be subject to satisfactory:

- Reference verification,
- Qualification verification
- Medical Assessment, and
- Garda Vetting

At the reference verification stage, referees sought will include your current employer and your next most recent employer.

Closing Date

The recruitment process is being managed by the HR Team at Osborne Recruitment. Applicants must submit their completed application form to MHC@osborne.ie

Deadline for application: [5pm Tuesday, 24 February 2025](#).

Applications will not be accepted after the closing date and time. Late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission

time of your application. Applicants must ensure they retain a copy of the email submitted to MHC@osborne.ie including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact MHC@osborne.ie to ensure the application has been received.

Conditions of Service

Contract Arrangements

A permanent, full-time contract of employment with the Commission 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 Engineer Grade II salary scale (rates effective 1 February 2026) is as follows:

€75,448 - €77,172 - €78,891 - €80,619 - €82,342 - €82,801 - €84,499 - €86,262 - €89,133¹ - €92,011²

LSI 1 after 3 years satisfactory service at the maximum.

LSI 2 after 6 years satisfactory service at the maximum.

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6 April 1995 or is newly recruited to the MHC and is required to make a personal pension contribution. Important Note

Entry will be at the minimum of the pay scale, and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

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

Note: Salary for the purposes of calculation of superannuation benefits may differ from the above depending on individual circumstances.

Payment Arrangements

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the successful candidate's choice. Payment cannot be made until a bank account number, and bank sort code has been supplied to the MHC. Statutory deductions from salary will be made as appropriate.

A staff member appointed to this post will agree that any overpayment of salary or travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991 (as amended). In accordance with that Act, the MHC 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.

Tenure

The appointment will be based on a permanent contract of employment with the MHC.

The probationary period will be for a period of nine 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 line manager to determine whether the staff member:

- (i) has performed in a satisfactory manner; and
- (ii) has been satisfactory in general conduct.

Prior to completion of the probationary period a decision will be made as to whether 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 MHC 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.

Location

The usual place of work for this role will be MHC, Waterloo Exchange, Waterloo Road, D04 E5W7. The MHC reserves the right, at its discretion, to change this location to any other place within Ireland.

Staff at the MHC can apply for a blended working arrangement as per the MHC Blended Working Policy.

The Assistant Inspector will be required to travel on a regular basis in the performance of their duties. They must have access to their own form of transport (or arrange other suitable means of transport) and must be able to meet the Commission's times and deadlines for Commission business (please also refer to essential requirements).

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 40 hours gross of rest breaks or 35 hours net of rest breaks per week.

The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties, subject to the limits set down in the working time regulations. This may include working evenings and weekends.

Outside Employment: The position will be full-time, and the appointee shall not engage in private practice or be connected with any outside business which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Annual Leave

The annual leave allowance for the position of Assistant Inspector will be 27 days per annum. This allowance is subject to the usual conditions regarding the granting of annual leave in the public sector, is based on a five-day week and is exclusive of the usual public holidays.

The Organisation of Working Time Act 1997 (as amended)

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

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

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 debarretirees 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.

Important Notice: The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

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.

General Information

Ethics in The Public Office

The Ethics of Public Office Act 1995 and the Standards in Public Office Act 2001 applies to this post.

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. All personal information provided on this application form will be stored securely by the MHC and will be used solely for the purposes of processing your candidature.

Legal Compliance

The MHC are committed to complying with all relevant legislation over the course of this recruitment campaign, including but not limited to, the Employment Equality Acts 1998-2015, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2014.

Expenses

The MHC will not be responsible for any expense, including travelling expenses, candidates may incur in connection with this competition.

Canvassing

Canvassing is prohibited and will result in disqualification from the competition.

Cancelling Competition

The MHC may at its discretion cancel this competition due to a change in business needs. Should this occur after the competition closing date applicants will be notified in writing.

Data Protection – Recruitment Process

Personal data is collected and processed as part of the recruitment process. This section sets out the information under the following headings:

- Personal data collected.
- Lawful basis for processing personal data.
- How your information may be shared.
- How long your information may be stored.
- Your data protection rights.

Personal Data Collection

The MHC collects personal data from prospective candidates as part of the recruitment process. In meeting its data protection obligations, the MHC is committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines ‘personal data’ as meaning any information relating to an identified or identifiable living individual. It defines categories of ‘personal data’ as being name, address, date of birth, etc. The GDPR also sets out ‘special categories of personal data’ for more sensitive information that include, for example, health data.

The MHC conducts a competency-based recruitment process. Each candidate is asked to submit an application form. This recruitment process will often include a pre-employment medical assessment and references check. Depending on the role applied for, it may also include Garda vetting.

Lawful Basis For Processing Personal Data Consent

The MHC processes personal data provided by you in your application form during the recruitment process on the lawful basis of ‘consent’. Your consent is required in order to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process.

Contractual

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

Legal Obligation

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) is processed on the basis that it is required for the MHC's compliance with legislation (e.g., employment legislation). The MHC provides its employees with a Privacy Statement in relation to its use of employee information.

How Your Information May Be Shared

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

How Long Your Information May Be Stored

The MHC has a Data Retention Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

Unsuccessful Candidates

For those individuals who have been unsuccessful in the recruitment process, all information provided to the MHC will be retained by the MHC for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Successful Candidates

For those individuals who have been successful in the recruitment process, all information provided to the MHC will be placed on your employee file. It will be retained during the course of your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Your Data Protection Right

You have rights in relation to personal data collected, processed and stored by the MHC. Further information is available on our website under the heading 'Data Protection and Access Requests'. This section outlines what your data protection rights are and how to make a Data Subject Access Request to the MHC.

If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer at the MHC. The contact details are as follows:

By Post

Data Protection Officer,
Mental Health Commission,
The Waterloo Exchange, Waterloo Road
Dublin 4 D04 E3W7

By Email

DPFOI@mhcirl.ie