



**Stiúrtóra Náisiúnta,  
Acmhainní Daonna**

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Director National Ambulance Service

**From:** Anne Marie Hoey, National Director of Human Resources

**Date:** 12<sup>th</sup> April 2023

**Subject:** HR Circular 011/2023: Job Evaluation Stores Staff: Implementation of outcomes arising from Phase IV Job Evaluation

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Dear Colleagues,

I refer to the provisions of Labour Court Recommendations No. LC22066 which are in relation to the implementation of Phase IV of the Job Evaluation process for Support Staff.

HR Circular 003/2023 gave effect to the outcomes in respect of the upgrading of support staff to higher bands within the support staff structure, of which Stores staff are encompassed. This Circular gives effect to the changes under Phase IV in respect of Stores staff. Those in Grade Code 4238 Storeperson should be rebanded into one of three new grade codes. The revised bands applicable as per Phase IV are set out below.

The effective date of application is **1<sup>st</sup> January 2021**.

Individual existing increment dates will remain in place. Where an employee has been on the max of the scale and therefore does not have an increment, previous date of increment applies.

The higher rebanded rates applying to staff encompassed by this circular, are applicable to pension benefit calculations for retirements with effect from 1<sup>st</sup> January 2021 only.

## Job Evaluation for Stores Staff Outcome

	Grade Title	Grade Code	Band
All stores personnel within the support grades will move to <b>Band 3</b> with the exceptions as below.	<b>Storeperson Grade C</b>	4203	3
Those who operate Band 2 and 3 duties as outlined will move to <b>Band 2.*</b>	<b>Storeperson Grade B</b>	4202	2
Those who also have responsibility for Band 1 & 2 & 3 duties, as outlined, will move to <b>Band 1.*</b>	<b>Storeperson Grade A</b>	4201	1

\*The latter two points above are based on the completion of these respective duties on a continuous basis rather than on the odd occasion. (See Appendix 1)

This examination should also be conducted in respect of staff currently described as Stores Porter/Assistant/Attendant Grade Code 4297 who may be carrying out duties described at Appendix 1, and should be re-titled and grade coded accordingly. Those remaining in the Grade Code 4297 should be re-banded to Band 3.

As a general matter of note, local management should review and ensure that all employees are grade coded in accordance with their role and duties, and in line with the consolidated salary scales.

### Method of Assimilation

In the first instance, each manager, supported by their regional managers, will review the staff within their unit and assign the appropriate band to each person per the outline duties at Appendix 1.

Appendix 2 & 3 outline detail of the specific implementation of the band changes: the basis of the arrangement and including the points of assimilation across bands.

New entrant measures, where applicable, should be applied to employees in accordance with relevant circulars/memos on this matter. HSE HR Circulars 010/HSE HR Circular 10/2019, HSE HR Circular 44/2020 and related memos.

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility including Payroll Managers.

### Queries

Queries from individual employees or managers regarding this circular should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1800 444 925 Email: [Ask.HR@hse.ie](mailto:Ask.HR@hse.ie)

Queries from HR Departments on the contents of this Circular may be referred to HSE National Employee Relations, HR Directorate, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Email: [paulj.byrne@hse.ie](mailto:paulj.byrne@hse.ie) or [martina.canavan@hse.ie](mailto:martina.canavan@hse.ie)

Yours sincerely



**Anne Marie Hoey**  
**National Director of Human Resources**

## Appendix 1 Detailed list of Duties

Duties outlined for each band are marked as below:

Duties	Band 3	Band 2	Band 1
To perform relevant materials handling tasks for the purpose of receipt, put-away, storage, picking and issuing of stock to other locations	X	X	X
Goods receiving and quality assurance of Stock items and/or Non-Stock items received for cross-docking. Updating of recording receipt on relevant ERP system			X
To engage with updating the relevant warehouse management system - stock put-way, pick confirmation	X	X	X
To operate any technological solution for the provision of inventory management at point of use locations			X
Required to physically put-away all stock items delivered to Point of Use locations and to remove any waste packaging to the appropriate location.		X	X
Required to notify line manager and or relevant location manager if agreed procedures / SLA's with regard to PoU processes not being followed.			X
To hold and maintain relevant qualifications to enable them perform their duties	X	X	X
To hold and maintain relevant qualifications to enable them perform their duties - relevant Drivers Licences and CPC certification.	X		
Ensure that warehouse premises including stockyards, services and stocks are maintained in proper condition in terms of hygiene, cleanliness and security, and take all appropriate measures and precautions to prevent deterioration, misuse, misappropriation or loss of goods.	X	X	X
To ensure the safe disposal of all stores waste including containers, boxes, cartons and pallets.	X	X	X
To work as part of a team and take individual responsibility as required in all materials management matters within the stores including: -	X	X	X
Ensure that goods returned from customers and returns to suppliers are dealt with in accordance with set procedures and relevant ERP system is updated with appropriate transactions.		X	X

<b>Duties (cont'd)</b>	<b>Band 3</b>	<b>Band 2</b>	<b>Band 1</b>
To operate and maintain mechanical handling equipment used for materials handling, including forklift trucks, stackers, tugs, trucks, trolleys, etc. in keeping with best and safe practice.	X	X	X
To operate delivery vehicles in keeping with best and safe practices and any relevant legislation/regulations this includes daily / weekly inspection checks.	X	X	X
To liaise with other departments regarding requirements and provide advice and assistance as required.		X	X
Delivering goods to locations by means of delivery van.	X	X	X
Delivery of goods to HSE Locations by means of Truck (i.e >3,500kg Gross)	X		
To deputise as required for a higher grade in his/her absence or while the office is vacant.	X	X	X
To carry out other duties appropriate to the post which may be assigned from time to time in respect of L&IM activity.	X	X	X
To keep such records, etc as he/she may be directed to keep	X	X	X
To observe and adhere to appropriate financial regulations.	X	X	X
Ensure compliance with any safety procedures that are in place and to comply with current Health and Safety legislation.	X	X	X
Advise and participate as required in developing and implementing safety policies/protocols throughout the L&IM Department.	X	X	X
Management of expanded Point of Use inventory locations which includes non-stocks items on Scan to Purchase process.			X

**Total no. duties**                      17                      18                      22

## **Appendix 2 Assimilation to Uplifted Band on the basis:**

- Existing Store persons must fulfil the duties outlined, at a current date, in order to qualify for consideration at the relevant band. As the grade is higher, the allocation of the grade will be on a 'needs' fulltime basis and not undertaken on an occasional basis.
- As currently exists, flexibility in carrying out intermittent support as needs arise will be retained.

## Appendix 3 Points of Assimilation

<b>For those moving from BAND 4 to BAND 3*</b>			
	<b>Band 4</b>	<b>Assimilation at point</b>	<b>Band 3</b>
<b>Point</b>	Scale at 01/10/2020		Scale at 01/10/2020
	<b>VALUE</b>		<b>VALUE</b>
<b>Point 1</b>	27,942	6	33,730
<b>Point 2</b>	29,653	6	33,730
<b>Point 3</b>	30,927	6	33,730
<b>Point 4</b>	31,459	6	33,730
<b>Point 5</b>	31,685	6	33,730
<b>Point 6</b>	32,215	6	33,730
<b>Point 7</b>	32,758	6	33,730
<b>Point 8</b>	33,185	6	33,730
<b>Point 9</b>	33,699	6	33,730

\* Per LCR22066

<b>For those moving from BAND 4 to BAND 2</b>			
	<b>Band 4</b>	<b>Assimilation at point</b>	<b>Band 2</b>
<b>Point</b>	Scale at 01/10/2020		Scale at 01/10/2020
	<b>VALUE</b>		<b>VALUE</b>
<b>Point 1</b>	27,942	1	29,062
<b>Point 2</b>	29,653	2	30,421
<b>Point 3</b>	30,927	3	31,854
<b>Point 4</b>	31,459	3	31,854
<b>Point 5</b>	31,685	3	31,854
<b>Point 6</b>	32,215	4	32,234
<b>Point 7</b>	32,758	5	33,169
<b>Point 8</b>	33,185	6	33,976
<b>Point 9</b>	33,699	6	33,976

## Appendix 3 (cont/d)

<b>For those moving from BAND 4 to BAND 1</b>			
	<b>Band 4</b>	<b>Assimilation at point</b>	<b>Band 1</b>
	Scale at 01/10/2020		Scale at 01/10/2020
	<b>VALUE</b>		<b>VALUE</b>
<b>Point 1</b>	27,942	1	34,011
<b>Point 2</b>	29,653	1	34,011
<b>Point 3</b>	30,927	1	34,011
<b>Point 4</b>	31,459	1	34,011
<b>Point 5</b>	31,685	1	34,011
<b>Point 6</b>	32,215	1	34,011
<b>Point 7</b>	32,758	1	34,011
<b>Point 8</b>	33,185	1	34,011
<b>Point 9</b>	33,699	1	34,011