

An Garda Síochána

Oifig Saorála Fáisnéise,
An Garda Síochána, Teach áth Luimnigh,
Lárionad Gnó Udáras Forbartha Tionscail,
Baile Sheáin , An Uaimh,
Contae na Mí.
C15 DR90



Freedom of Information Office,
An Garda Síochána, Athlumney House,
IDA Business Park,
Johnstown, Navan,
Co Meath.
C15 DR90

Teileafón/Tel: (046) 9036350

Bí linn/Join us  

Láithreán Gréasain/Website:
www.garda.ie

Ríomh-phoist:/Email: foi@garda.ie

Re: Freedom of Information Request FOI-000062-2019 Request Part-Granted

Dear

I refer to your request, dated and received on 5th February, 2019 which you have made under the Freedom of Information Act 2014 (FOI Act) for records held by An Garda Síochána.

Part 1(n) of Schedule 1 of the FOI Act states that An Garda Síochána is listed as a partially included agency “*insofar as it relates to administrative records relating to human resources, or finance or procurement matters*”. Therefore, only administrative records that relate to human resources, finance or procurement shall be considered.

Your request sought:

Further to the internal E.O. Competition (2018) in An Garda Síochána and in accordance with Section 12 of the Freedom of Information Act I request access to records which are Non-Personal.

I request the following records from the inception of the competition to date:

- *All written correspondence between HR & PAS/Union Reps.*
- *All electronic correspondence (emails etc.) between HR & PAS/Union Reps.*
- *All written records of phone calls/meetings relating to the competition.*
- *Any other records relating to this competition.*

The foregoing includes records relating to the now defunct assessment of 11/12/18.

I wish to inform you that I have decided to part-grant your request on 4th March, 2019.

The purpose of this letter is to explain my decision.

1. Findings, particulars and reasons for decision

Upon receipt, your request was forwarded to the Competitions Section of Human Resource Management and records were identified in this regard. Having reviewed these records, I am now to advise that a number of redactions have been applied in accordance with the FOI Act and the reasons for these redactions are outlined in my correspondence below. A Schedule of Records outlining the redactions is also herewith provided. Please be advised I have decided not to provide you with a hard copy of the redacted records and only un-redacted records will be released in this instance. This is to avoid the provision of a significant number of blacked out pages.

The sections of the FOI Act which deny access to information are known as its exemptions.

In respect to your request, I am to advise you that I am refusing the redacted records in accordance with Section 30 (1)(a) and (b) which states the following:

Functions and Negotiations

Section 30

30(1) A head may refuse to grant an FOI request if access to the record concerned could, in the opinion of the head, reasonably be expected to –

- (a) Prejudice the effectiveness of tests, examinations, investigations, inquiries or audits conducted by or on behalf of an FOI body or the procedures or methods employed for the conduct thereof,*
- (b) Have a significant, adverse effect on the performance by an FOI body of any of its functions relating to management (including industrial relations and management of its staff)*

The Human Resource Management Section have advised this office that this competition is still ongoing. The release of a record under the FOI Act is understood, effectively to be equivalent to its release to the world at large. In this regard, it would be remiss of this office to release records which could reasonably be expected to prejudice the effectiveness of the examination process and the discussions surrounding this with the Public Appointments Service and the Union Representatives. While it is acknowledged that the examination step of this competition has been completed, the records which have been redacted contain correspondence and details of discussions between Garda Management, staff from the Public Appointments Service and the Union Representatives. These records refer to the examination process both in advance and post examination. By releasing this information would disclose the process of the evaluation of the examination and the effectiveness of the procedures employed for their conduct.

It is also argued that the interview process, which has yet to commence, could well be compromised as at least one candidate would have an unfair advantage over other candidates not only in advance of the interviewing stage of the process, but for further campaigns.

Section 30(1)(b) refers to significant, adverse effect on the performance by an FOI body of any of its functions relating to management (including industrial relations and management of its staff). As outlined above, a significant number of the records reviewed contain correspondence and details of discussions between Garda Management and the Union Representatives. The information contained in the records refers to the planning and management of this particular internal competition. Both parties engaged in discussions and the sharing of insights and information on the basis that these discussions were being carried

out in confidence. There is a reasonable expectation that management can engage confidentially with Union representatives in relation to the processes involved in establishing an internal competition and by releasing this information could adversely impact on Garda Managements ability to carry out its functions in relation to same.

Harm Test

Section 30 requires the following Harm Test to be carried out as part of the decision making process. A disclosure of the methodology and investigative techniques used by An Garda Síochána in the planning of the Internal EO competition will put future competitions at a disadvantage by prejudicing the effectiveness of these methods. The redacted records contain information that would be of assistance to individuals in future competitions allowing them to be in a more advantageous position than an individual who has not received sight of the records.

The release of management discussions surrounding this competition would be prejudicial to the competition process by reducing the effectiveness of future processes. Thus the harm caused is the impairment of current and future competitions caused by forewarning potential applicants as to the examination process for all future competitions.

Section 30(2) was considered with regard to the overall public interest being better served by the release of certain information as detailed above. However, on balance, the preservation of tests, with regard to marking systems, will better serve the public by ensuring a more competitive tendering process.

In addition to Section 30, I am also applying Section 29 of the FOI Act. The records sought by you are part of a deliberative process that is ongoing within the Organisation and as such will form an integral part of any outcome that is yet to be decided upon. Section 29 of the Freedom of Information Act 2014 refers as follows:

Section 29 - Deliberations of FOI bodies

29(1) A head may refuse to grant an FOI request –

(a) If the record concerned contains matter relating to the deliberative processes of an FOI body (including opinions, advice, recommendations, and the results of consultations, considered by the body, the head of the body, or a member of the body or of the staff of the body for the purpose of these processes, and

(a) the granting of the request would, in the opinion of the head, be contrary to the public interest,

and, without prejudice to the generality of paragraph (b), the head shall, in determining whether to grant or refuse to grant the request, consider whether the grant thereof would be contrary to the public interest by reason of the fact that the requester concerned would thereby become aware of a significant decision that the body proposes to make.

Public Interest Test

As per Section 29 of the FOI Act, I have considered the public interest issues which arise in this case and have taken account of the following factors in favour of release:

- Ensuring openness and transparency of organisational functions to the greatest possible extent,
- The public interest in members of the public exercising their rights under the FOI Act,

- Ensuring fairness of procedures and that decisions are fair and equitable and evenly applied,

In considering the public interest factors which favour withholding the records I have taken account of the following:

- Allowing a public body to make its decisions without undue intrusion into the process,
- The public interest is not best served by releasing these records,
- Premature release could negatively affect future decision making processes.
- Premature release could contaminate the decision making process.

A public interest test was carried out when considering the release of the records but, having balanced the factors both for and against the release, I have, on balance, decided that the public interest in preserving the integrity of the decision making process would be better served by withholding the records.

Therefore, in accordance with the requirements of section 29(1)(a) and 29(1)(b) of the Freedom of Information Act 2014 I am refusing to provide the records as outlined in the attached schedule of records.

Under the FOI Act, records are released without any restriction as to how they may be used and thus, release under the FOI Act, is in effect, regarded as being released to the world at large. As a result, I am conscious of my obligations to retain personal information in a confidential and secure manner and prevent personal information from being released in to the public domain unnecessarily. Section 2 of the FOI Act defines personal information as follows:

2.(1) In this Act—

"personal information" means information about an identifiable individual that, either—

(a) would, in the ordinary course of events, be known only to the individual or members of the family, or friends, of the individual, or

(b) is held by an FOI body on the understanding that it would be treated by that body as confidential,

Section 37 – Personal Information

Section 37(1) provides that a public body shall refuse to grant a request if access to the record concerned would involve the disclosure of personal information. Furthermore, Section 37(7) provides that a public body shall refuse to grant a request if access to the record concerned would involve the disclosure of personal information relating to an individual or individuals other than the requester.

I am satisfied that parts of certain records relate to a third party, as well as information relating to other individuals who are named in the records. As such, I am satisfied that the records consist of the personal information of these third parties. Accordingly, I find that Section 37(1) and (7) of the Act applies to the records at issue.

Section 37(1) and (7) of the FOI Act are as follows:

37(1) Subject to this section, a head shall refuse to grant an FOI request if, in the opinion of the head, access to the record concerned would involve the disclosure of personal information (including personal information relating to a deceased individual)

(7) Notwithstanding paragraph (a) of subsection (2), a head shall, subject to paragraphs (b) to (e) of that subsection and subsections (5) and (8), refuse to grant an FOI request if, in the opinion of the head, access to the record concerned would, in addition to involving the disclosure of personal information relating to the requester, also involve the disclosure of personal information relating to an individual or individuals other than the requester.

As per section 37 of the FOI Act, I have considered the public interest issues which arise in this case and have taken account of the following factors in favour of release:

- Ensuring openness and transparency of organisational functions to the greatest possible extent,
- The public interest in members of the public exercising their rights under the FOI Act,
- That there is more than just a transitory interest by the public in this information,
- The right to privacy is outweighed by the needs of the public.

In considering the public interest factors which favour withholding the records, I have taken account of the following:

- Allowing a public body to hold personal information without undue access by members of the public,
- The public interest is not best served by releasing these records,
- That the Organisation can conduct its business in a confidential manner,
- That there is a reasonable and implied expectation that sensitive personal information will remain confidential,
- That there is no overriding public interest that outweighs the individual's right to privacy.

A public interest test was carried out when considering the release of the personal information but having balanced the factors both for and against the release, I decided that the public interest in preserving the personal information and the reasonable expectation that information be maintained in a confidential manner by An Garda Síochána outweighs the public interest which would be served were the records released to you.

2. Right of Appeal

In the event that you are not happy with this decision you may seek an Internal Review of the matter by writing to the address below and quoting reference number **FOI-000062-2019**.

Freedom of Information Office, An Garda Síochána, Athlumney House, IDA Business Park, Navan, Co. Meath, C15 DR90.

Please note that a fee applies. This fee has been set at €30 (€10 for a Medical Card holder). Payment should be made by way of bank draft, money order, postal order or personal cheque,

and made payable to Accountant, Garda Finance Directorate, Garda Headquarters, Phoenix Park, Dublin 8.

Payment can be made by electronic means, using the following details:

Account Name: Garda Síochána Finance Section Public Bank Account

Account Number: 10026896

Sort Code: 900017

IBAN: IE86BOFI90001710026896

BIC: BOFIE2D

You must ensure that your FOI reference number FOI-000062-2019 is included in the payment details.


You should submit your request for an Internal Review within 4 weeks from the date of this notification. The review will involve a complete reconsideration of the matter by a more senior member of An Garda Síochána and the decision will be communicated to you within 3 weeks. The making of a late appeal may be permitted in appropriate circumstances.

Please be advised that An Garda Síochána replies under Freedom of Information may be released in to the public domain via our website at www.garda.ie

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Should you have any questions or concerns regarding the above, please contact the FOI Office by telephone at (046) 9036350.

Yours sincerely,

 **ACTING ASSISTANT PRINCIPAL**
MARIA BRODIGAN
FREEDOM OF INFORMATION OFFICER

4th March, 2019.

Page No	Description of document	Date	Deletions	Relevant Section of FOI Acts	Reason for decision	Person(s) Consulted	Objections Yes/No	Decision Maker's decision
1	email Denis Keane to Monica Carr	08/10/2018	Not Recommending Release	Section 30 (1)(b)	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt)	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
2	email Monica Carr to Denise Kennedy	08/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
3-4	email Monica Carr to Denis Keane	19/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
5-18	email HRPO, Civilian Competitions to Multiple Union Reps, Catherine Bannon and Emma Ford	30/10/2018	2 Deletions	Section 37	Personal Information			Part Grant
19-31	email Teresa Leavy to Denis Keane	31/10/2018	1 Deletion	Section 37	Personal Information			Part Grant
32	email Denis Keane to Monica Carr	01/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
33-34	email Monica Carr to Denis Keane	01/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
35	email Monica Carr to Teresa Leavy	01/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
36	email Denise Kennedy to Patrick Murray	06/11/2018	Not Recommending Release	Section 30 (1)(b)	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt)	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
37-38	email Denise Kennedy to MCarr/CBannon	08/11/2018	Not Recommending Release	Section 30 (1)(b)	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt)	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse

39	email HRPDCivCom to Rank CO	08/11/2018	Releasing				Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Grant
40	email Denise Kennedy to CBannon/MCarr/AMulligan	13/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
41	email Jruigent/Amulligan/Mcarr/Cbannon /Rmay/Teavy/Egreene/Dgilbride	14/11/2018	Not Recommending Release	Section 29	Part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
42-45	email Denise Kennedy to Monica Carr	18/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
46	email Denise Kennedy to Mcarr/Mflynn	19/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
47-48	email Mary Flynn to Dkenney/Mcarr	19/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
49-50	email Denise Kennedy to Mary Flynn	19/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
51-52	email Mary Flynn to Dkenney/Mcarr	22/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
53-55	email Denise Kennedy to Mary Flynn	22/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
56	email Denise Kennedy to Monica Carr	22/11/2018	Releasing				Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Grant
57	email Monica Carr to Denis Keane Paul Moyer George Maybury	22/11/2018	1 Deletion	Section 37	Personal Information		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Part Grant

58-59	email Denise Kennedy to Teresa Leavy/Monica Carr	22/11/2018	1 Deletion	Section 37	Personal Information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Part Grant
60-61	email Monica Carr to Teresa Leavy/Denise Kennedy	22/11/2018	2 Deletions	Section 37	Personal Information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Part Grant
62-64	email Monica Carr to Paul Moyer	22/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
65-66	email HRPDCivCom to Rank CO	22/11/2018	Releasing			Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Grant
67	email Denise Kennedy to Ciona Richardson	23/11/2018	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
68	email Denis Keane to Monica Carr	26/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
69	email Denise Kennedy to Teresa Leavy/Monica Carr/Cbannon	26/11/2018	Not Recommending Release	Section 37	Personal Information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
70	email Monica Carr to Denise Kennedy	26/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
71-72	email Monica Carr to Denis Keane	28/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
73-74	email Denis Keane to Monica Carr	29/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
75-77	email Denis Keane to Monica Carr	30/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse

78-89	email Denise Keane to Niall Quinn	30/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
90-92	email Moira Haslam to Monica Carr	07/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
93-95	email Monica Carr to Denise Kennedy	07/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
96	email Denise Kennedy to Mary Flynn	07/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
97	email Monica Carr to Denise Kennedy	10/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
98-99	email Denise Kennedy to Monica Carr	10/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
100	email Denis Keane to Monica Carr	12/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
101	email Denise Kennedy to Teresa Leavy	12/12/2018	Releasing			Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Grant
102	email Monica Carr to Denise Kennedy/ Teresa Leavy	12/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
103	email HRPDStaffCom to Rank CO	12/12/2018	Releasing			Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Grant
104	email Paul Moyer to Commissioner (attached letter to commissioner see 78-79)	12/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse

105-106	email Denise Kennedy to J.Nugent/C.Bannon/M.Carr/A.Mulligan	12/12/2018	Releasing				Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Grant
107	email Monica Carr to Denise Kennedy /Catherine Bannon	13/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
108-109	email Denise Kennedy to Monica Carr	13/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
110-111	email HRPDStaffComp to Rank HEO Rank EO	13/12/2018	Releasing				Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Grant
112	email Alan Mulligan to Denise Kennedy / Monica Carr	13/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
113-114	email Monica Carr to Denis Keane	13/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
115-116	email Monica Carr to Catherine Bannon	13/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
117-119	email Denis Keane to Monica Carr	14/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
120	email Monica Carr to Denis Keane	17/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
121-123	email Monica Carr to Denise Kennedy	18/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
124-127	email Monica Carr to Denis Keane	18/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process		Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse

128-131	email Denise Kennedy to Shirley Comerford/Mary Flynn (attached E:105.5.17 and DPFR Guidelines 27.8.15)	18/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
132-133	email Denise Kennedy to Teresa Leavy	19/12/2018	Releasing			Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Grant
134-135	email HRPDStaffComp to Rank CO/Rank Industrial	19/12/2018	Releasing			Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Grant
136-137	email Monica Carr to Denis Keane	19/12/2018	1 Deletion	Section 37	Personal Information	Monica Carr,	Part Grant
138-139	email Alan Mulligan to Monica Carr	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
140	email HRPDStaffComp to Denis Keane (HQ Direct attached not printed)	20/12/2018	2 Deletions	Section 37	Personal Information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Part Grant
141	email Denise Kennedy to Alan Mulligan/HRPD.ExecutiveDirector (HQ Direct attached not printed)	20/12/2018	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
142-143	email Denise Kennedy to Denise Lafferty/Mary Hennessy/David Russell	20/12/2018	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
144-156	email Denise Kennedy to Teresa Leavy	20/12/2018	1 Deletion	Section 37	Personal Information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Part Grant
157-159	email HRPD.ExecutiveDirector to Denise Kennedy	03/01/2019	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
160	email Denis Keane to Commissioner	07/01/2019	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
161-163	email HRPD.ExecutiveDirector to Denise Kennedy	07/01/2019	Not Recommending Release	Section 30 (1)(b) + Section 29	Section 30 (1)(b) + Section 29	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse

164-165	email Denis Keane to Monica Carr email Monica Carr to Nicola Patten (report multiple emails) 49-51, 52-63, 64-73, 74-76, 84, letter to commissioner 78-79, 88, 91, 96-98, 116, 123-124, 127, 129-132, 151-152, 157-158	10/01/2018	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
166		11/01/2019	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
167-169	email Nicola Patten to Denis Keane	11/01/2019	Not Recommending Release	Section 30 (1)(b) + Section 29	Section 30 (1)(b) + Section 29	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
170-182	email HRPDStaffComp to Claudia Darley	18/02/2019	Not Recommending Release			Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
183-195	email HRPDStaffComp to Claudia Darley	18/02/2019	2 Deletions	Section 37	Personal Information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Part Grant
			Total number of pages			195	
			Total number of pages for full release			65	
			Total number of pages for partial release			10	
			Total number of pages being withheld			120	

From: HRPD.CivilianCompetitions
Sent: Tuesday 30 October 2018 09:28

[REDACTED]

Cc: Bannon, Catherine <Catherine.Bannon@garda.ie>; Ford, Emma <emma.x.ford@garda.ie>
Subject: Internal EO Competition An Garda Síochána
Importance: High

Good morning,

Re: Confined Competition for Promotion to EO in An Garda Síochána

Please find attached draft HQ Directive for the confined Garda Síochána, EO competition. This competition is being conducted in conjunction with the Public Appointments Service to establish an Internal EO panel from which existing EO vacancies and those that will arise over the next two years, can be filled in accordance with nationally agreed sequences. Assessment tests are being used on this occasion, as a means of short listing candidates.

It is hoped to advertise this competition tomorrow, Wednesday 31st October, 2018. Please revert with any observations by 12.30pm tomorrow.

Regards,

Teresa Leavy

Garda Staff Competitions, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath
C15 DR90

| teresa.leavy@garda.ie | 00353 46 903 6375 | <http://www.garda.ie/>

165

5

From: HRPD.CivilianCompetitions
Sent: Tuesday 30 October 2018 09:28

[REDACTED]

Cc: Bannon, Catherine <Catherine.Bannon@garda.ie>; Ford, Emma <emma.x.ford@garda.ie>
Subject: Internal EQ Competition An Garda Síochána
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☎ Garda Staff Competitions, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath
C15 DR90
| ✉ teresa.leavy@garda.ie | ☎ 00353 46 903 6375 | 🌐 <http://www.garda.ie/>

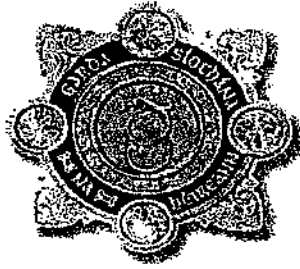
An Garda Síochána

Stúrthóir Feidhmiúcháin,
Achmaínní Daonna agus Forbairt
Daoine,
Ceanncheathru Gharda Síochána,
Páirc an Fhionnúisce,
Baile Átha Cliath 8

Teileafón/Tel: (01) 6662347
Facs/Fax: (01) 6662338

Luaigh an uimhir thagartha seo a leanas, le do thoil.
Please quote the following ref number:

Bi linn/Join us



Executive Director,
Human Res & People Dev
Garda Headquarters,
Phoenix Park,
Dublin 8
D08 HN3X

Láithrén Gréasáin/Web Site:
www.garda.ie
Ríomhphoist/E-mail:
Hrpd.executivedirector@garda.ie

Treoir Ceanncheathruí/
HQ Directive No:
Dáta/Date:

HRD_37D-247328/18

Gach Oifigeach, Cigire agus Stáisiún - Each Officer, Inspector and Station. Is doiciméid faoi iontaobh é seo le h-úsáid ag pearsanra den Gharda Síochána amháin. This is a confidential document for use only by Garda Personnel.

Re: **Internal Competition for promotion to Executive Officer in An Garda Síochána.**

1. An internal competition is being conducted to select staff to fill Executive Officer positions which arise at EO level, in accordance with nationally agreed sequences. The closing date for receipt of completed applications is 3pm on **Thursday 15th November, 2018**. Notes in relation to the promotion process are included in Appendix A, the Office Notice attached to this Directive.

2. Locations where positions as Executive Officer may arise are listed in Appendix B. It is also intended to fill positions as PEM's Officers (**Property Exhibition Management System**) and PAF Administrators (**Performance and Accountability Framework Process**), from this competition.

3. Intending applicants should clearly understand that promotions from this competition are expected to cease **two years from the establishment of the initial panel**. A new competition will be held for subsequent internal appointments.

Divisional Officers/Unit Heads will ensure that all qualified candidates are notified accordingly, including those on leave.

Garda staff who wish to participate in this competition will be facilitated with the time required.

4. An Garda Síochána has requested the Public Appointments Service to manage the application and selection stages of this competition. For details on the Application and Selection Process, please see Appendix B.

5. Eligibility

The eligibility requirements for this competition reflect those set out in General Council Agreed Report 1526 in respect of new promotion arrangements to apply in the Civil Service. Available by clicking the link below:

<https://hr.per.gov.ie/wp-content/uploads/2011/12/Letter-to-Personnel-Officers-Jan-2014-and-General-Council-Report-1526.pdf>

Eligible and prospective candidates must on or before the closing date of 15th November, 2018:

- a) be serving in an established or non-established capacity in An Garda Síochána, and
- b) have completed not less than two years' service or an aggregate of two years service in the Civil/Public Service. In this context credit is given for work-sharing on the same basis as full time service.

Please note that Temporary Clerical Officers are eligible to compete, if they have two years or more service in the Civil Service, either continuously or in aggregate.

7. Where an officer was acting or serving on a Fixed-Term contract and was subsequently appointed in a substantive capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service. For the purpose of deciding eligibility, officers must be serving on the closing date of 15th November, 2018.

6. The Promotion Assessment Form for the rank of Executive Officer will be completed in respect of each candidate who successfully completes the first stage of the selection process.

Candidates should note that health and sick leave records are not verified until an applicant comes under consideration for assignment. In considering an applicant's suitability for appointment in terms of health and sick leave, the Board will have regard to Department of the Public Expenditure and Reform Circular 06/2014.

8. Officers on special leave with pay may apply if otherwise eligible. Officers on career-break may apply if their career-break conforms to the terms of Department of Finance Circular 18/98 and if they are otherwise eligible. Periods of special leave without pay should not be considered to break continuity of service for this purpose.

9. Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade.

Applicants should note that the probationary period for officers who have re-joined the Civil Service, and who, in a previous period of service in the Civil Service have satisfactorily completed probation, is a minimum of one year. It should also be noted that maternity leave and service of job sharers can be reckonable service for the purpose of promotion.

Officers on secondment to another Government Department may also be eligible to apply.

Any officer on a panel which is set up from this competition, and who subsequently

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terminates his/her employment with An Garda Síochána for whatever reason, including transfer or promotion to another Department, will not retain an entitlement to assignment/promotion from this competition.

10. Successful candidates will only be offered an appointment if they are serving civil servants at the time of offer.

11. The time limits indicated in this Directive will be strictly adhered to.

12. **Data Protection Acts 1988 & 2003 and Freedom of Information Act, 2014.**

An Garda Síochána will take all necessary precautions to ensure the security of your data. Such information held is subject to the rights and obligations as required under the above Acts.

To make a request under the Data Protection Acts 1988 & 2003 (and after 25th May the GDPR),

In the case of the Public Appointments Service: please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

The Data Protection Co-Ordinator,
Public Appointments Service,
Chapter House, 26-30 Abbey Street Upper,
Dublin 1

In the case of An Garda Síochána: please submit your request in writing to

The Data Protection Co-Ordinator
National Vetting Bureau,
Racecourse Road,
Thurles,
Co Tipperary.

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).

Alan Mulligan,
Acting Executive Director,
HR & PD.

9

Office Notice

Vacancy for Executive Officer in An Garda Síochána

Title of Position: Executive Officer

Locations: Please see Appendix B, Section 3

Role of Executive Officer:

The Executive Officer (EO) role is a junior managerial position. The EO, who generally reports to the Higher Executive Officer, is responsible for managing their own work, and for managing Clerical Officer's within their unit. Besides being involved with progressing and planning the work of the unit, the EO participates in a wide range of activities such as research, drafting proposals and policy documents, and dealing with relatively complex requests from the public.

In An Garda Síochána, Executive Officers can be responsible for the administration of the PAF and PEMS Systems. Duties in each of these roles include:

Performance and Accountability Framework Process, (PAF).

- Coordinate and manage the Performance and Accountability Framework process.
- Monitor and advise on the overall accountability function of the District Officer in respect of PAF meetings, incident management, compliance with Garda policy, PULSE integrity, inspections and risk management and other functions
- Ensure each member and their respective Nominated Supervisor in the District is updated on the PULSE Garda Personnel records as directed by the District Officer.
- Attend daily/weekly/monthly District PAF meetings and after each meeting, update PULSE incidents as directed by the District Officer.
- Enter actions for completion, notes and any changes in Investigating Member/Nominated Supervisor on PULSE as directed by the District Officer.
- As directed by the District Officer, Approve/Reject recommendations from Nominated Supervisors on PULSE.

Property Exhibition Management System, (PEMS), Store Manager

- Store items collected or seized as evidence or obtained as property, lost or stolen.
- Account for all items of property.
- Ensure PEMS policies and procedures are followed within required time frames
- Ensure that all property is retrieved, as required.

The competencies to be considered for a general service Executive Officer can be found at the end of this HQ Directive.

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Appointments:

Panels will be established, as required, from which appointments will be made. In the event that a successful candidate refuses an appointment to a post in a nominated location, no further offer will be made to that candidate in respect of that location. Any further offers to that candidate will be in respect of a second nominated location only. For the purposes of this competition all offices in Dublin are considered part of the same location.

In order to facilitate the efficient filling of posts, candidates will be expected to respond to an offer of promotion, once contact has been established, within three working days. Failure to respond within that timeframe, will be considered a refusal.

Promotions from this competition will require a written commitment from successful candidates to take the position of Executive Officer in the relevant office and serve in that location for a minimum period of 2 years. All panels will expire 2 years from the establishment of the initial panel, unless otherwise extended, or when it has been exhausted, whichever is sooner. Candidates not promoted at the expiry of the panel will have no claim to promotion thereafter because of having been on the panel.

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Appendix A

Requirements and Conditions	
Essential Requirements	<ul style="list-style-type: none"> • Be eligible under paragraph 5 of this Directive. • Demonstrate significant experience in the public service or in the private sector, in each of the six competencies listed.
Circumstances of appointment	<p>The selection process will consist of two stages: Stage 1, on-line assessment and Stage 2, competitive interview.</p> <ul style="list-style-type: none"> • All offers of appointment are conditional on the officer concerned undertaking to perform the duties of the higher grade on a full-time basis. • Any candidate who accepts an offer of mobility to any area of the Civil Service outside An Garda Síochána from the date of this Circular will not be eligible to compete in this Competition. • Any candidate who accepts promotion in another Department following the establishment of any panel resulting from this competition, will not be eligible for consideration for the post in An Garda Síochána.
Conditions of Service	<ul style="list-style-type: none"> • The successful candidates will be appointed to established positions as Executive Officers on a probationary contract for a period of one year. During the period of the probationary contract, your performance will be subject to review by your manager to determine whether you: <ol style="list-style-type: none"> 1. have performed in a satisfactory manner, 2. have been satisfactory in general conduct, and 3. are suitable from the point of view of health and particular regard to sick leave • Prior to completion of the probationary period a decision will be made as to whether or not you will be made substantive in the post. This decision will be based on the performance assessed against the criteria set out in 1 to 3 above.
Hours of work	<ul style="list-style-type: none"> • 9am to 5.45pm Monday to Thursday • 9am to 5.15pm Friday • 43.25 hours gross per week • 24/7, 365 Shift in GISC (with 25% Shift Allowance) • Flexibility will be required • May be required to travel

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Appendix B

1. Application Process

Practical Matters

Eligible Officers, who wish to be considered for promotion, may make application by following the instructions below:

Applications can only be made online. To apply, please copy the link below to your email account or into an internet browser and click into it. This links to the advert on the Public Appointments Service website, within which you click on 'Apply Now'.

http://www.publicjobs.ie/index.php?option=com_jobsearch&view=jobdetails&cid=100109

- To apply, candidates must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must register as a 'New User' to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.
- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- *Username and Password*
It is important that you keep note of your username and password as you will need this information to access your PublicjobsMessageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- *PublicjobsMessageboard*
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your PublicjobsMessageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.
- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS.

The PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

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You must complete the application form in full and click the submit button. Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via 'My Applications'.

At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving emails because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or An Garda Síochána is satisfied that such a person fulfils the requirements.

Only one application per person is permitted.

Closing Date

The closing date for receipt of completed applications is not later than 3pm, on Thursday 15th November 2018.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email EOGarda@publicjobs.ie. Candidates should note that support will be available during office hours until the closing date.

2. Selection Process

The selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Tests (which will be conducted online);
- Interview(s);
- any other tests or exercises that may be deemed appropriate.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi-stage selection process. The number to be invited forward at each stage will be determined from time to time having regard to the posts to be filled. More detailed information will be made available to the relevant candidates if they are invited to progress through the selection process.

Successful candidates will be placed on a panel(s) from which future vacancies may be filled.

Candidates with Disabilities

Candidates who indicate on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologist/medical report. The purpose of the report is to provide information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded for the attention of Liam Sinclair, at EOGarda@publicjobs.ie or by post to Liam Sinclair, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by the closing date.

If you have recently applied for any campaign with the Public Appointments Service then your report may be on file, please contact Liam at the email address above to confirm.

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Stage 1: On-line Assessment

To facilitate candidates' availability and circumstances, Stage 1 of the selection process will be conducted online and will be remotely proctored¹ via web cam.

What is Remote Proctoring? Remote Proctoring (or supervision) re-creates the exam-hall experience online, through using a pc or laptop, web cam, audio and screen share technologies. When undertaking a test candidates are connected to a 'Live' supervisor in real time over the internet, who oversees their test.

A short video explaining how remote invigilation works can be viewed at the following link:
[Remote Invigilation](#)

Garda staff who wish to participate in this competition will be facilitated with the time required.

Please Note:

You are advised not to sit the test at public locations such as schools, universities, work places and libraries as the network firewall at these places may block your connection or may cause you technical difficulties, which will prevent you from sitting the test. The test should be taken in a room that is free from distractions, noise and prohibited materials and is of a suitable temperature with adequate lighting and ventilation.

Further information regarding the Test Room requirements will be provided to candidates in advance of the tests.

System Requirements

PC or Laptop

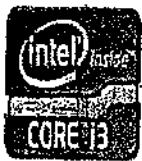
Intel Core i3 (or equivalent and 4GB RAM)

A working webcam

A working microphone and speakers

Good, continuous internet speed of 516kbps or higher

We also recommend a screen size of at least 13 inches and a resolution of 1024 x 768



The onus is on you to ensure that you have full internet access and a webcam to complete the assessments.

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3. Locations

While the majority of vacancies arising will be in Dublin, some will arise in other locations. On the application form candidates may select up to a maximum of two locations.

You must only select locations where you are prepared to work, if offered an appointment. Once you have submitted your location choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that location. Assignment to a position will automatically eliminate you from being considered for positions in your other selected location.

Location Selection (UP TO A MAX OF 2)	
Carlow	Longford
Cavan	Louth
Clare	Meath
Cork	Monaghan
Donegal	Mayo
Dublin	Offaly
Galway	Roscommon
Kerry	Sligo
Kildare	Tipperary
Kilkenny	Waterford
Laois	Wicklow
Leitrim	Westmeath
Limerick	Wexford

Copies of the relevant Circulars mentioned above are available at www.circulars.gov.ie.

Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post. Offers will be limited to one per location, and a maximum of two locations, as nominated.

The Commission for Public Service Appointments (C.P.S.A.) Code of Practice Appointment to Positions in the Civil Service and Public Service applies to this competition and is available to view at www.cpsa.ie and the Garda Portal. The C.P.S.A. Code of Practice outlines responsibility of candidates and the procedures whereby a candidate may seek a review regarding a decision taken in relation to his/her application or in relation to allegations of a breach of the Code of Practice.

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COMPETENCY FRAMEWORK

EXECUTIVE OFFICER

IN AN GARDA SÍOCHÁNA

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises error, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols are in place and implemented

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Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Drive and Commitment

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to achieve objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and team

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Clune, Nicola

From: Leavy, Teresa
Sent: Wednesday, 31 October 2018 10:08
[REDACTED]
Subject: Competition for Promotion to EO in AGS
Attachments: 2018 10 10 Draft EO Directive.docx

Good morning [REDACTED]

Please find attached draft HQ Directive to advertise the confined competition for promotion to EO in AGS.

Teresa.

Regards,

Teresa Leavy

Garda Staff Competitions, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath
C15 DR90

| [✉ teresa.leavy@garda.ie](mailto:teresa.leavy@garda.ie) | [☎ 00353 46 903 6375](tel:00353469036375) | <http://www.garda.ie/>

An Garda Síochána

Stúrthóir Feidhmiúcháin,
Aohmainn Daonna agus Forbairt
Daóine,
Ceanncheathru Gharda Síochána,
Paire an Fhionnuisce,
Baile Átha Cliath 8

Teileafón/Tel: (01) 6662347
Facs/Fax: (01) 6662338

Luaigh an uimhir thagartha seo a
leanas, le do-thóil;
Please quote the following ref number:

Bí linn/Join us



Executive Director,
Human Res & People Dev
Garda Headquarters,
Phoenix Park,
Dublin 8
D08 HN3X

Láithreán Gréasáin/Web Site:
www.garda.ie
Riomhphoist/E-mail:
Hrpd.executivedirector@garda.ie

Treoir Ceanncheathrún/
HQ Directive No:
Dáta/Date:

HRD_37D-247328/18

Gach Oifigeach, Cigire agus Stáisiún - Each Officer, Inspector and Station. Is doiciméid faoi iontaobh é seo le h-úsáid ag pearsanra den Gharda Síochána amháin. This is a confidential document for use only by Garda Personnel.

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- b) have completed not less than two years' service or an aggregate of two years service in the Civil/Public Service. In this context credit is given for work-sharing on the same basis as full time service.

Please note that Temporary Clerical Officers are eligible to compete, if they have two years or more service in the Civil Service, either continuously or in aggregate.

7. Where an officer was acting or serving on a Fixed-Term contract and was subsequently appointed in a substantive capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service. For the purpose of deciding eligibility, officers must be serving on the closing date of 15th November, 2018.
6. The Promotion Assessment Form for the rank of Executive Officer will be completed in respect of each candidate who successfully completes the first stage of the selection process.

Candidates should note that health and sick leave records are not verified until an applicant comes under consideration for assignment. In considering an applicant's suitability for appointment in terms of health and sick leave, the Board will have regard to Department of the Public Expenditure and Reform Circular 06/2014.
8. Officers on special leave with pay may apply if otherwise eligible. Officers on career-break may apply if their career-break conforms to the terms of Department of Finance Circular 18/98 and if they are otherwise eligible. Periods of special leave without pay should not be considered to break continuity of service for this purpose.
9. Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade.

Applicants should note that the probationary period for officers who have re-joined the Civil Service, and who, in a previous period of service in the Civil Service have satisfactorily completed probation, is a minimum of one year. It should also be noted that maternity leave and service of job sharers can be reckonable service for the purpose of promotion.

Officers on secondment to another Government Department may also be eligible to apply.

Any officer on a panel which is set up from this competition, and who subsequently

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terminates his/her employment with An Garda Síochána for whatever reason, including transfer or promotion to another Department, will not retain an entitlement to assignment/promotion from this competition.

10. Successful candidates will only be offered an appointment if they are serving civil servants at the time of offer.
11. The time limits indicated in this Directive will be strictly adhered to.
12. Data Protection Acts 1988 & 2003 and Freedom of Information Act, 2014.

An Garda Síochána will take all necessary precautions to ensure the security of your data. Such information held is subject to the rights and obligations as required under the above Acts.

To make a request under the Data Protection Acts 1988 & 2003 (and after 25th May the GDPR),

In the case of the Public Appointments Service: please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

The Data Protection Co-Ordinator,
Public Appointments Service,
Chapter House, 26-30 Abbey Street Upper,
Dublin 1

In the case of An Garda Síochána: please submit your request in writing to

The Data Protection Co-Ordinator
National Vetting Bureau,
Racecourse Road,
Thurles,
Co Tipperary

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).

Alan Mulligan,
Acting Executive Director,
HR & PD.

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Office Notice

Vacancy for Executive Officer in An Garda Síochána

Title of Position: Executive Officer

Locations: Please see Appendix B, Section 3

Role of Executive Officer:

The Executive Officer (EO) role is a junior managerial position. The EO, who generally reports to the Higher Executive Officer, is responsible for managing their own work, and for managing Clerical Officer's within their unit. Besides being involved with progressing and planning the work of the unit, the EO participates in a wide range of activities such as research, drafting proposals and policy documents, and dealing with relatively complex requests from the public.

In An Garda Síochána, Executive Officers can be responsible for the administration of the PAF and PEMS Systems. Duties in each of these roles include:

Performance and Accountability Framework Process, (PAF).

- Coordinate and manage the Performance and Accountability Framework process.
- Monitor and advise on the overall accountability function of the District Officer in respect of PAF meetings, incident management, compliance with Garda policy, PULSE integrity, inspections and risk management and other functions
- Ensure each member and their respective Nominated Supervisor in the District is updated on the PULSE Garda Personnel records as directed by the District Officer.
- Attend daily/weekly/monthly District PAF meetings and after each meeting, update PULSE incidents as directed by the District Officer.
- Enter actions for completion, notes and any changes in Investigating Member/Nominated Supervisor on PULSE as directed by the District Officer.
- As directed by the District Officer, Approve/Reject recommendations from Nominated Supervisors on PULSE.

Property Exhibition Management System, (PEMS), Store Manager

- Store items collected or seized as evidence or obtained as property, lost or stolen.
- Account for all items of property.
- Ensure PEMS policies and procedures are followed within required time frames.
- Ensure that all property is retrieved, as required.

The competencies to be considered for a general service Executive Officer can be found at the end of this HQ Directive.

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Appointments:

Panels will be established, as required, from which appointments will be made. In the event that a successful candidate refuses an appointment to a post in a nominated location, no further offer will be made to that candidate in respect of that location. Any further offers to that candidate will be in respect of a second nominated location only. For the purposes of this competition all offices in Dublin are considered part of the same location.

In order to facilitate the efficient filling of posts, candidates will be expected to respond to an offer of promotion, once contact has been established, within three working days. Failure to respond within that timeframe, will be considered a refusal.

Promotions from this competition will require a written commitment from successful candidates to take the position of Executive Officer in the relevant office and serve in that location for a minimum period of 2 years. All panels will expire 2 years from the establishment of the initial panel, unless otherwise extended, or when it has been exhausted, whichever is sooner. Candidates not promoted at the expiry of the panel will have no claim to promotion thereafter because of having been on the panel.

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Appendix A

Requirements and Conditions	
Essential Requirements	<ul style="list-style-type: none"> • Be eligible under paragraph 5 of this Directive. • Demonstrate significant experience in the public service or in the private sector, in each of the six competencies listed.
Circumstances of appointment	<p>The selection process will consist of two stages: Stage 1, on-line assessment and Stage 2, competitive interview.</p> <ul style="list-style-type: none"> • All offers of appointment are conditional on the officer concerned undertaking to perform the duties of the higher grade on a full-time basis. • Any candidate who accepts an offer of mobility to any area of the Civil Service outside An Garda Síochána from the date of this Circular will not be eligible to compete in this Competition. • Any candidate who accepts promotion in another Department following the establishment of any panel resulting from this competition, will not be eligible for consideration for the post in An Garda Síochána.
Conditions of Service	<ul style="list-style-type: none"> • The successful candidates will be appointed to established positions as Executive Officers on a probationary contract for a period of one year. During the period of the probationary contract, your performance will be subject to review by your manager to determine whether you: <ol style="list-style-type: none"> 1. have performed in a satisfactory manner, 2. have been satisfactory in general conduct, and 3. are suitable from the point of view of health and particular regard to sick leave • Prior to completion of the probationary period a decision will be made as to whether or not you will be made substantive in the post. This decision will be based on the performance assessed against the criteria set out in 1 to 3 above.
Hours of work	<ul style="list-style-type: none"> • 9am to 5.45pm Monday to Thursday • 9am to 5.15pm Friday • 43.25 hours gross per week • 24/7, 365 Shift in GISC (with 25% Shift Allowance) • Flexibility will be required • May be required to travel

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Appendix B

1. Application Process

Practical Matters

Eligible Officers, who wish to be considered for promotion, may make application by following the instructions below:

Applications can only be made online. To apply, please copy the link below to your email account or into an internet browser and click into it. This links to the advert on the Public Appointments Service website, within which you click on 'Apply Now'.

http://www.publicjobs.ie/index.php?option=com_jobsearch&view=jobdetails&cid=100109

- To apply, candidates must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must register as a 'New User' to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.
- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- *Username and Password*
It is important that you keep note of your username and password as you will need this information to access your PublicJobsMessageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- *PublicJobsMessageboard*
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your PublicJobsMessageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.
- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS.

The PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

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You must complete the application form in full. Once you have completed your form you should return to your publicjobs account and follow the instructions outlined.

When your online Application Form has been submitted confirm that it has been successfully submitted via 'My Applications'.

At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving emails because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or An Garda Síochána is satisfied that such a person fulfils the requirements.

Only one application per person is permitted.

Closing Date

The closing date for receipt of completed applications is not later than 3pm, on Thursday 15th November 2018.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email EOGarda@publicjobs.ie. Candidates should note that support will be available during office hours until the closing date.

2. Selection Process

The selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Tests (which will be conducted online);
- Interview(s);
- any other tests or exercises that may be deemed appropriate.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi-stage selection process. The number to be invited forward at each stage will be determined from time to time having regard to the posts to be filled. More detailed information will be made available to the relevant candidates if they are invited to progress through the selection process.

Successful candidates will be placed on a panel(s) from which future vacancies may be filled.

Candidates with Disabilities

Candidates who indicate on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologist/medical report. The purpose of the report is to provide information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded for the attention of Liam Sinclair, at EOGarda@publicjobs.ie or by post to Liam Sinclair, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by the closing date.

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If you have recently applied for any campaign with the Public Appointments Service then your report may be on file, please contact Liam at the email address above to confirm.

Stage 1: On-line Assessment

To facilitate candidates' availability and circumstances, Stage 1 of the selection process will be conducted online and will be remotely proctored via web cam.

What is Remote Proctoring? Remote Proctoring (or supervision) re-creates the exam-hall experience online, through using a pc or laptop, web cam, audio and screen share technologies. When undertaking a test candidates are connected to a 'Live' supervisor in real time over the internet, who oversees their test.

A short video explaining how remote invigilation works can be viewed at the following link:
[Remote Invigilation](#)

Garda staff who wish to participate in this competition will be facilitated with the time required.

Please Note:

You are advised not to sit the test at public locations such as schools, universities, work places and libraries as the network firewall at these places may block your connection or may cause you technical difficulties, which will prevent you from sitting the test. The test should be taken in a room that is free from distractions, noise and prohibited materials and is of a suitable temperature with adequate lighting and ventilation.

Further information regarding the Test Room requirements will be provided to candidates in advance of the tests.

System Requirements:

PC or Laptop

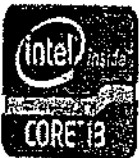
Intel Core i3 (or equivalent and 4GB RAM)

A working webcam

A working microphone and speakers

Good, continuous internet speed of 512kbps or higher

We also recommend a screen size of at least 13 inches and a resolution of 1024 x 768



The onus is on you to ensure that you have full internet access and a webcam to complete the assessments.

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3. Locations

While the majority of vacancies arising will be in Dublin, some will arise in other locations. On the application form candidates may select up to a maximum of two locations.

You must only select locations where you are prepared to work, if offered an appointment. Once you have submitted your location choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that location. Assignment to a position will automatically eliminate you from being considered for positions in your other selected location.

Location Selection (UP TO A MAX OF 2)	
Carlow	Longford
Cavan	Louth
Clare	Meath
Cork	Monaghan
Donegal	Mayo
Dublin	Offaly
Galway	Roscommon
Kerry	Sligo
Kildare	Tipperary
Kilkenny	Waterford
Laois	Wicklow
Leitrim	Westmeath
Limerick	Wexford

Copies of the relevant Circulars mentioned above are available at www.circulars.gov.ie.

Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post. Offers will be limited to one per location, and a maximum of two locations, as nominated.

The Commission for Public Service Appointments (C.P.S.A.) Code of Practice Appointment to Positions in the Civil Service and Public Service applies to this competition and is available to view at www.cpsa.ie and the Garda Portal. The C.P.S.A. Code of Practice outlines responsibility of candidates and the procedures whereby a candidate may seek a review regarding a decision taken in relation to his/her application or in relation to allegations of a breach of the Code of Practice.

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COMPETENCY FRAMEWORK

EXECUTIVE OFFICER

IN AN GARDA SÍOCHÁNA

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises error, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols are in place and implemented

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Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Drive and Commitment

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to achieve objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and team

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Darley, Claudia

From: HRPD:CivilianCompetitions
Sent: Thursday 8 November 2018 12:30
To: Rank - Civilian-CO
Cc: Rank - Civilian-EO; Rank - Civilian-HEO
Subject: Internal Competition for Promotion to EO in An Garda Síochána

To all staff eligible to compete in the Internal Competition for Promotion to Executive Officer, HQ Dir 55/2018:

An Garda Síochána are supportive to and encouraging all eligible staff to participate in this promotional competition. In order to ensure full participation, interested, eligible staff who have any difficulty or issue are advised, as follows:

1. Where you have difficulty accessing the Application Form, having followed the instructions outlined in the HQ Directive, please email hrpd.civiliancompetitions@garda.ie, typing **ISSUE 1** in the subject bar.
2. Where you do not have the IT equipment required to sit the assessment tests, and will not be in a position to source it, please email hrpd.civiliancompetitions@garda.ie, typing **ISSUE 2**, in the subject bar.
3. Do you have a concern about broadband coverage? The Public Appointment Service advise that 516 kbps (kilobytes per second), is required to take the assessment tests, which is regarded as low internet coverage. If you have identified this as a potential barrier to your participation, please email hrpd.civiliancompetitions@garda.ie, typing **ISSUE 3**, in the subject bar.

Where you are submitting an email, please include the following information:

Name:

Work location:

Home Address:

Do you wish to apply for this competition? YES/NO

Every effort will be made to address issues or concerns forwarded.

Please respond to this email by close of business on Monday 12th November, 2018.

Issued on behalf of:

Denise Kennedy,
Head of Talent Acquisition.

☎ Garda Staff Competitions, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath
C15 DR90
☎ 00353 46 903 6375/6377 | 🌐 <http://www.garda.ie/>

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Darley, Claudia

From: Kennedy, Denise
Sent: Thursday 22 November 2018 09:26
To: Carr, Monica
Cc: Leavy, Teresa; Bannon, Catherine
Subject: Email to candidates in the AGS Internal EO competition
Attachments: Test Taking Specifications.docx

Monica,

Can you send this on to the unions for information.

Teresa can you issue this to our CO staff once Monica advises that she has sent it to the Unions; I would like them to have the notification in advance.

Many thanks

Denise

To staff who have submitted an Application for the Internal Competition for Promotion to Executive Officer in An Garda Síochána, HQ Dir. 55/2018:

Colleagues

Thank you to all those who applied for the competition.

As you will be aware, the first stage of the selection process will involve taking tests on-line. These tests are scheduled to take place on the morning of **Tuesday, 11th December** next. Tests will be proctored remotely i.e. candidates will be connected to a 'Live' supervisor who oversees their test session in real time, over the internet via the webcam on their computer/ laptop.

In advance of the actual tests, applicants are required to make their own personal test-taking arrangements i.e. location and equipment necessary, including technology and internet access. To assist you in preparing, further details and specifications are set out in the attached document. Please note that the technology required is standard of most PC's/ laptops.

At least 10 days before the test date, candidates will receive additional communication which will be sent to their publicjobs Message Board. This will include information on how they must register/book their tests in advance; can check that their computer equipment is working correctly; and try some test practice material to help understand what to do during the tests.

In order to facilitate candidates, the organisation (AGS) is permitting .5 (a half day, in the a.m.) business-leave on 11th December to those taking the actual tests.

Issued on behalf of:

Denise Kennedy,
Head of Talent Acquisition.

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Darley, Claudia

From: Carr, Monica.
Sent: Thursday 22 November 2018 09:54
To: [REDACTED]
Cc: Kennedy, Denise; Bryan, Claire
Subject: FW: Email to candidates in the AGS Internal EO competition
Attachments: Test Taking Specifications.docx

Good Morning Gentlemen,

Please see the email below which we will be issuing to our staff this morning. Forwarded for your information.

Kind regards

Monica

To staff who have submitted an Application for the Internal Competition for Promotion to Executive Officer In An Garda Síochána, HQ Dir. 55/2018:

Colleagues

Thank you to all those who applied for the competition.

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In order to facilitate candidates, the organisation (AGS) is permitting .5 (a half day, in the a.m.) business-leave on 11th December to those taking the actual tests.

Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition.*

57

Darley, Claudia

From: Kennedy, Denise
Sent: Thursday 22 November 2018 10:01
To: Leavy, Teresa; Carr, Monica
Subject: FW: Email to candidates in the AGS Internal EO competition
Attachments: Test Taking Specifications.docx

Thanks a mil Monica.

Teresa can you issue the notice today.

Many thanks

Denise

Denise Kennedy
Head of Talent Acquisition
An Garda Síochána | Athlumney House | IDA Business Park | Johnstown | Navan | Co Meath | C15 DR90
M [086 8196212](tel:0868196212) | Ph [046 9036891](tel:0469036891)
E Denise.Kennedy@Garda.ie

From: Carr, Monica
Sent: 22 November 2018 09:54
To: [REDACTED]
Cc: Kennedy, Denise; Bryan, Claire
Subject: FW: Email to candidates in the AGS Internal EO competition

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Kind regards

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In advance of the actual tests, applicants are required to make their own personal test-taking arrangements i.e. location and equipment necessary, including technology and internet access. To assist

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you in preparing, further details and specifications are set out in the attached document. Please note that the technology required is standard of most PC's/ laptops.

At least 10 days before the test date, candidates will receive additional communication which will be sent to their publicjobs Message Board. This will include information on how they must register/book their tests in advance; can check that their computer equipment is working correctly; and try some test practice material to help understand what to do during the tests.

In order to facilitate candidates, the organisation (AGS) is permitting .5 (a half day, in the a.m.) business-leave on 11th December to those taking the actual tests.

Issued on behalf of:

*Denise Kennedy;
Head of Talent Acquisition.*

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Darley, Claudia

From: Carr, Monica
Sent: Thursday 22 November 2018 10:06
To: Kennedy, Denise; Leavy, Teresa
Subject: RE: Email to candidates in the AGS Internal EO competition

Teresa

Will you check with [REDACTED] if there is any feedback from the unions before issuing it

Thanks

m

From: Kennedy, Denise
Sent: 22 November 2018 10:01
To: Leavy, Teresa <teresa.leavy@garda.ie>; Carr, Monica <monica.carr@garda.ie>
Subject: FW: Email to candidates in the AGS Internal EO competition

Thanks a mil Monica.

Teresa can you issue the notice today.

Many thanks

Denise

Denise Kennedy
Head of Talent Acquisition
An Garda Síochána | Athlumney House | IDA Business Park | Johnstown | Navan | Co Meath | C15 DR90
M: [086 8196212](tel:0868196212) | Ph [046 9036891](tel:0469036891)
E Denise.Kennedy@Garda.ie

From: Carr, Monica
Sent: 22 November 2018 09:54
To: [REDACTED]
Cc: Kennedy, Denise; Bryan, Claire
Subject: FW: Email to candidates in the AGS Internal EO competition

Good Morning Gentlemen,

Please see the email below which we will be issuing to our staff this morning. Forwarded for your information.

Kind regards

Monica

To staff who have submitted an Application for the Internal Competition for Promotion to Executive Officer in An Garda Síochána, HQ Dir. 55/2018:

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Colleagues

Thank you to all those who applied for the competition.

As you will be aware, the first stage of the selection process will involve taking tests on-line. These tests are scheduled to take place on the morning of Tuesday, 11th December next. Tests will be proctored remotely i.e. candidates will be connected to a 'Live' supervisor who oversees their test session in real time, over the internet via the webcam on their computer/ laptop.

In advance of the actual tests, applicants are required to make their own personal test-taking arrangements i.e. location and equipment necessary, including technology and internet access. To assist you in preparing, further details and specifications are set out in the attached document. Please note that the technology required is standard of most PC's/ laptops.

At least 10 days before the test date, candidates will receive additional communication which will be sent to their publicjobs Message Board. This will include information on how they must register/book their tests in advance; can check that their computer equipment is working correctly; and try some test practice material to help understand what to do during the tests.

In order to facilitate candidates, the organisation (AGS) is permitting .5 (a half day, in the a.m.) business-leave on 11th December to those taking the actual tests.

Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition.*

61

Darley, Claudia

From: HRPD,StaffCompetitions
Sent: Thursday 22 November 2018 15:24
To: Rank - Civilian-CO
Cc: Rank - Civilian-EO; Rank - Civilian-HEO
Subject: Competition for Promotion to Executive Officer In An Garda Síochána, HQ Dir 55/2018
Attachments: Test Taking Specifications.docx

To staff who have submitted an Application for the Internal Competition for Promotion to Executive Officer In An Garda Síochána, HQ Dir. 55/2018:

Colleagues,

Thank you to all those who applied for this competition.

As you will be aware, the first stage of the selection process will involve taking tests on-line. These tests are scheduled to take place on the **morning of Tuesday, 11th December, 2018**. Tests will be proctored remotely i.e. candidates will be connected to a 'Live' supervisor who oversees their test session in real time, over the internet via the webcam on their computer/ laptop.

In advance of the actual tests, applicants are required to make their own personal test-taking arrangements i.e. location and equipment necessary, including technology and internet access. To assist you in preparing, further details and specifications are set out in the attached document. Please note that the technology required is standard of most PC's/ laptops.

At least 10 days before the test date, candidates will receive additional communication which will be sent to their publicjobs Message Board. This will include information on how they must register/book their tests in advance; can check that their computer equipment is working correctly; and try some test practice material to help understand what to do during the tests.

In order to facilitate candidates, the organisation (AGS) is permitting .5 (a half day, in the a.m.) business-leave, (half day business credit for those who are on shift work), on 11th December to those taking the actual tests.

Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition.*

☎ 046 903 6377/6376/6375.

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**Internal competition for promotion to
Executive Officer in An Garda Síochána**

Requirements for taking the Remotely Proctored on-line tests

Remote Proctoring (or supervision) re-creates the exam-hall experience online, through using a PC or laptop, with web cam, audio and screen share technologies. When undertaking a test candidates are connected to a 'Live' supervisor who oversees their test session in real time, over the internet.

Selecting your test-taking location

You may take the tests in a venue/location of your choice, wherever you have access to a computer, web cam, audio and a reliable internet connection.

As the test will require your full concentration, you must ensure that you take the test in a quiet controlled environment where there are no distractions and where you will not be disturbed.

Please be aware that taking these tests within a secure IT network, e.g. such as your work or college network which may have firewalls or other security technology in place, may cause you technical difficulties. In such instances, An Garda Síochána, the Public Appointments Service (or any company or service provider operating on their behalf) will not be liable.

Systems Requirement Checklist

Applicants intending to take the tests for this competition must arrange to have the following:

- PC or Laptop
- Intel Core i3 (or equivalent and 4GB RAM)
- A working webcam
- A working microphone and speakers
- Good continuous internet speed of 512kbps or higher
- A screen size of at least 13 inches and a resolution of 1024 X 768 is recommended.

Operating System

- Microsoft Windows XP SP2 and above; or
- Mac OS X (Intel) 10.8 and above

Web Browser

The software is optimised to run on most modern web browsers i.e.

- Internet Explorer Version 8 and above
- Safari (V6 on OSX)(V5 on Windows) and above
- Chrome (V20 on Windows) and above
- Firefox (V25 on windows) and above

NOTE: Applicants are responsible for making their own arrangements in relation to equipment and the location of their tests. These must be in compliance with the specifications set out. An Garda Síochána, the Public Appointments Service, or any company or service provider operating on their behalf, will not be responsible or liable for equipment issues or failures, nor for any issues arising in relation to the selected test venue.

22 November 2018

66

40

Darley, Claudia

From: Kennedy, Denise
Sent: Wednesday 12 December 2018 16:08
To: Leavy, Teresa
Cc: Bannon, Catherine; Carr, Monica
Subject: Internal EO Competition - Testing 11 Dec

Hi Teresa can you send the email below on my behalf this afternoon I will call you now.D

Colleagues

In the first instance I wish to sincerely apologise to those of you who applied for the internal EO competition and who experienced difficulties with the testing yesterday.

When we set out to run this competition we looked at a number of options including effectiveness, efficiency for the organisation and for each of our employees seeking the promotional opportunities this campaign promises.

Yesterday technology let us down in a most unfortunate way. I wish to acknowledge the feedback through phone calls, conversations and emails I and my team, Catherine, Teresa, Eavan and Emma have received. The upset and frustration you experienced is completely understood.

I have just come from meeting with the CEO of PAS Shirley Comerford and her team who are most concerned to address the situation that occurred yesterday with testing.

In order to assess the situation fully PAS are awaiting a comprehensive update and a meeting is imminent with the testing provider to assess the situation.

Until we have the full information we cannot make decisions, I am emailing you to let you know that this matter has our full attention and I wish to assure you that at the earliest opportunity I will let you know what the plan will be to remediate the problems that a number of you encountered yesterday.

I hope to have a further update in days. The opportunities remain and I will be in touch as soon as possible.

Kind regards

Denise

Denise Kennedy

Head of Talent Acquisition

An Garda Síochána | Athlumney House | IDA Business Park | Johnstown | Navan | Co Meath | C15 DR90

M 086 8196212 | Ph 046 9036891

E Denise.Kennedy@Garda.ie

101

Darley, Claudia

From: HRPD.StaffCompetitions-
Sent: Wednesday 12 December 2018 16:54
To: Rank - Civilian-CO
Subject: Internal EO Competition - Testing 11 Dec

Colleagues

In the first instance I wish to sincerely apologise to those of you who applied for the internal EO competition and who experienced difficulties with the testing yesterday.

When we set out to run this competition we looked at a number of elements including effectiveness, efficiency for the organisation and the promotional opportunities this campaign promises for each of our employees.

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I hope to have a further update in the coming days. The opportunities remain and I will be in touch as soon as possible.

Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition*

Phone 046 9036375

103

Darley, Claudia

From: Kennedy, Denise
Sent: Wednesday 12 December 2018 17:18
To: Mulligan, Alan; Nugent, Joseph; Carr, Monica; Bannon, Catherine
Subject: Fwd: Internal EO Competition - Testing 11 Dec

Colleagues below for information.

Kind regards
Denise

Denise Kennedy

Head of Talent Acquisition

An Garda Síochána | Athlumney House | IDA Business Park | Johnstown | Navan | Co Meath | C15 DR90

M [086 8196212](tel:0868196212) | Ph [046 9036891](tel:0469036891)

E Denise.Kennedy@Garda.ie

From: HRPD.StaffCompetitions
Sent: Wednesday 12 December 2018 16:54
To: Rank - Civilian-CO <Civilian-CO@garda.ie>
Subject: Internal EO Competition - Testing 11 Dec

Colleagues

In the first instance I wish to sincerely apologise to those of you who applied for the internal EO competition and who experienced difficulties with the testing yesterday.

When we set out to run this competition we looked at a number of elements including effectiveness, efficiency for the organisation and the promotional opportunities this campaign promises for each of our employees.

105

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I have just come from meeting with the CEO of Public Appointments Service, (PAS), Shirley Comerford and her team who are most concerned to address the situation that occurred yesterday with testing.

In order to assess the situation fully, PAS are awaiting a comprehensive update and a meeting is imminent with the testing provider to assess the situation.

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Issued on behalf of:

Denise Kennedy,

Head of Talent Acquisition

Phone 046 9036375

106

Darley, Claudia

From: HRPD.StaffCompetitions
Sent: Thursday 13 December 2018 13:11
To: Rank - Civilian-HEO; Rank - Civilian-EO
Subject: Competition for Promotion to EO, HQ Dir 55/2018

Colleagues,

Re: Competition for Promotion to Executive Officer, HQ Dir 55/2018.

I refer to the above competition and to the email below issued yesterday to candidates in the above mentioned competition.

In light of the extended time required by candidates, in circumstances outside their control, for the Assessment test in Stage 1 of this competition, on Tuesday 11th December, 2018, reasonable allowances of time are advised to compensate candidates for time required, over and above the previously advised half day business leave; (business credit for those on Shift work).

Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition*

Phone 046 9036375

From: HRPD.StaffCompetitions
Sent: Wednesday 12 December 2018 16:54
To: Rank - Civilian-CO <Civilian-CO@garda.ie>
Subject: Internal EO Competition - Testing 11 Dec

Colleagues

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Until we have the full information, we cannot make decisions. I am emailing you to let you know that this matter has our full attention and I wish to assure you that, at the earliest opportunity, I will let you know what the plan will be to remediate the problems that a number of you encountered yesterday.

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Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition*

Phone 046 9036375

|||

Darley, Claudia

From: Kennedy, Denise
Sent: Wednesday 19 December 2018 17:11
To: Leavy, Teresa
Cc: Carr, Monica
Subject: FW: Internal Competition for Promotion to EO.

Colleagues,

Re: Competition for Promotion to Executive Officer in An Garda Síochána

Further to my email below of 12th December, 2018, I am writing to provide you with an update regarding the above competition.

The Public Appointments Service (PAS) has advised us that it has taken the decision, in the interest of fairness and consistency, that the tests taken last week cannot be considered further due to the technology failure experienced by our staff.

In light of the issues faced by candidates taking the test on the 11th of December and the feedback you have given we have worked closely with the Public Appointments Service to remediate the situation.

I wish to advise you that all applicants will now be invited to complete a new set of tests (Verbal, Numerical and Job Simulation), and on this occasion, to take them in the PAS supervised test centre. Test sessions are scheduled to take place on Tuesday 29th, Wednesday 30th and Thursday 31st January, 2019 in the Public Appointments Service, Chapter House 26-30 Abbey Street Upper, Dublin 1. Travel and Subsistence will be paid and time permitted for attendance at the test centre, as provided for in Dept. of Finance Circular E105/5/77. Applicants will be able to select and book their test session online, via their publicjobs.ie account from Friday 11th January, 2019 to 3pm on Tuesday 15th January, 2019. Further information will be provided to applicants on their PublicJobsMessageBoard.

At our request the Public Appointments Service is going to re-open the competition to all eligible candidates for 7 days from 2-9th Jan 2019, this will facilitate those of you who may have deselected from applying for the competition due to the proctoring element and the associated technology challenges. Please note that if you are already an applicant you should not reapply, as you are already included in the applicant pool.

The application window for new applications will be live from Wednesday 2nd January, 2019 to 3pm on Wednesday 9th January, 2019. Information relating to how to apply will be contained in the relating HQ Directive, which will be published before the end of this week.

Issued on behalf of:

Denise Kennedy

Head of Talent Acquisition

An Garda Síochána | Athlumney House | IDA Business Park | Johnstown | Navan | Co Meath | C15 DR90

M 086 8196212 | Ph 046 9036891

E Denise.Kennedy@Garda.ie



An Garda Síochána

Excellent People Delivering Policing Excellence

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From: HRPD.StaffCompetitions
Sent: Wednesday 12 December 2018 16:54
To: Rank - Civilian-CO <Civilian-CO@garda.ie>
Subject: Internal EO Competition - Testing 11 Dec

Colleagues

In the first instance I wish to sincerely apologise to those of you who applied for the internal EO competition and who experienced difficulties with the testing yesterday.

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I hope to have a further update in the coming days. The opportunities remain and I will be in touch as soon as possible.

Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition*

Phone 046 9036375

133

Darley, Claudia

From: HRPD.StaffCompetitions
Sent: Wednesday 19 December 2018 17:18
To: Rank - Civilian-CO; Rank - Civilian-Industrial
Cc: Rank - Civilian-HEO; Rank - Civilian-EO; Rank - Civilian-AP; Rank - Civilian-Professionals
Subject: Internal Competition for Promotion to EO.

Colleagues,

Re: Competition for Promotion to Executive Officer in An Garda Síochána

Further to my email below of 12th December, 2018, I am writing to provide you with an update regarding the above competition.

The Public Appointments Service (PAS) has advised us that it has taken the decision, in the interest of fairness and consistency, that the tests taken last week cannot be considered further due to the technology failure experienced by our staff.

In light of the issues faced by candidates taking the test on the 11th of December and the feedback you have given we have worked closely with the Public Appointments Service to remediate the situation.

I wish to advise you that all applicants will now be invited to complete a new set of tests (Verbal, Numerical and Job Simulation), and on this occasion, to take them in the PAS supervised test centre. Test sessions are scheduled to take place on Tuesday 29th, Wednesday 30th and Thursday 31st January, 2019 in the Public Appointments Service, Chapter House 26-30 Abbey Street Upper, Dublin 1. Travel and Subsistence will be paid and time permitted for attendance at the test centre, as provided for in Dept. of Finance Circular E105/5/77. Applicants will be able to select and book their test session online, via their publicjobs.ie account from Friday 11th January, 2019 to 3pm on Tuesday 15th January, 2019. Further information will be provided to applicants on their PublicJobsMessageBoard.

At our request the Public Appointments Service is going to re-open the competition to all eligible candidates for 7 days from 2-9th Jan 2019, this will facilitate those of you who may have deselected from applying for the competition due to the proctoring element and the associated technology challenges. Please note that if you are already an applicant you should not reapply, as you are already included in the applicant pool.

The application window for new applications will be live from Wednesday 2nd January, 2019 to 3pm on Wednesday 9th January, 2019. Information relating to how to apply will be contained in the relating HQ Directive, which will be published before the end of this week.

Issued on behalf of:

Denise Kennedy
Head of Talent Acquisition
An Garda Síochána | Athlumney House | IDA Business Park | Johnstown | Navan | Co Meath | C15 DR90
M 086 8196212 | Ph 046 9036891
E Denise.Kennedy@Garda.ie



134

From: HRPD.StaffCompetitions
Sent: Wednesday 12 December 2018 16:54
To: Rank - Civilian-CO <Civilian-CO@garda.ie>
Subject: Internal EO Competition - Testing 11 Dec.

Colleagues

In the first instance I wish to sincerely apologise to those of you who applied for the internal EO competition and who experienced difficulties with the testing yesterday.

When we set out to run this competition we looked at a number of elements including effectiveness, efficiency for the organisation and the promotional opportunities this campaign promises for each of our employees:

Yesterday, technology let us down in a most unfortunate way. I wish to acknowledge the feedback through phone calls, conversation and emails I and my team, Catherine, Teresa, Eavan and Emma have received. The upset and frustration you experienced is completely understood.

I have just come from meeting with the CEO of Public Appointments Service, (PAS), Shirley Comerford and her team who are most concerned to address the situation that occurred yesterday with testing.

In order to assess the situation fully, PAS are awaiting a comprehensive update and a meeting is imminent with the testing provider to assess the situation.

Until we have the full information we cannot make decisions. I am emailing you to let you know that this matter has our full attention and I wish to assure you that, at the earliest opportunity, I will let you know what the plan will be to remediate the problems that a number of you encountered yesterday.

I hope to have a further update in the coming days. The opportunities remain and I will be in touch as soon as possible.

Issued on behalf of:

*Denise Kennedy,
Head of Talent Acquisition*

Phone 046 9036375

135

Darley, Claudia

From: Carr, Monica
Sent: Wednesday 19 December 2018 17:18
To: [REDACTED]
Cc: Kennedy, Denise; Mulligan, Alan
Subject: FW: Internal Competition for Promotion to EO.

Good evening Denis

Please see below the text of an email communication that will issue this evening to all Clerical Officers advising them of the update on the EO competition. The HQ Directive will issue before the end of the week and I will forward a copy to you once it is approved.

Kind regards

Monica

Colleagues,

Re: Competition for Promotion to Executive Officer in An Garda Síochána

Further to my email below of 12th December, 2018, I am writing to provide you with an update regarding the above competition.

The Public Appointments Service (PAS) has advised us that it has taken the decision, in the interest of fairness and consistency, that the tests taken last week cannot be considered further due to the technology failure experienced by our staff.

In light of the issues faced by candidates taking the test on the 11th of December and the feedback you have given we have worked closely with the Public Appointments Service to remediate the situation.

I wish to advise you that all applicants will now be invited to complete a new set of tests (Verbal, Numerical and Job Simulation), and on this occasion, to take them in the PAS supervised test centre. Test sessions are scheduled to take place on Tuesday 29th, Wednesday 30th and Thursday 31st January, 2019 in the Public Appointments Service, Chapter House 26-30 Abbey Street Upper, Dublin 1. Travel and Subsistence will be paid and time permitted for attendance at the test centre, as provided for in Dept. of Finance Circular E105/5/77. Applicants will be able to select and book their test session online, via their publicjobs.ie account from Friday 11th January, 2019 to 3pm on Tuesday 15th January, 2019. Further information will be provided to applicants on their PublicJobsMessageBoard.

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The application window for new applications will be live from Wednesday 2nd January, 2019 to 3pm on Wednesday 9th January, 2019. Information relating to how to apply will be contained in the relating HQ Directive, which will be published before the end of this week.

136

Issued on behalf of:

Denise Kennedy

Head of Talent Acquisition

An Garda Síochána | Athlumney House | IDA Business Park | Johnstown | Navan | Co. Meath | C15 DR90

M 086 8196212 | Ph 046 9036891

E Denise.Kennedy@Garda.ie



An Garda Síochána

Excellent People Delivering Policing Excellence

From: HRPD,StaffCompetitions

Sent: Wednesday 12 December 2018 16:54

To: Rank - Civilian-CO <Civilian-CO@garda.ie>

Subject: Internal EO Competition - Testing 11 Dec

Colleagues

In the first instance I wish to sincerely apologise to those of you who applied for the internal EO competition and who experienced difficulties with the testing yesterday.

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I hope to have a further update in the coming days. The opportunities remain and I will be in touch as soon as possible.

Issued on behalf of:

Denise Kennedy,

Head of Talent Acquisition

Phone 046 9036375

137

Darley, Claudia

From: HRPD.StaffCompetitions
Sent: Thursday 20 December 2018 14:50
To: [REDACTED]
Cc: Carr, Monica
Subject: EO HQ Dir Signed by Ex Dir HR and PD
Attachments: 2018.12.20-EQ HQ Directive signed by Ex Dir HR and PD.pdf

Good afternoon [REDACTED],

Re: Competition for Promotion to Executive Officer In An Garda Síochána

Please find attached HQ Directive relating to the above mentioned competition, as discussed with Monica earlier today.

Forwarded for your information.

Kind regards

Teresa Leavy

☎ Garda Staff Competitions, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath
C15 DR90
| ✉ teresa.leavy@garda.ie | ☎ 00353 46 903 6375 | 🌐 <http://www.garda.ie/>

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Darley, Claudia

From: Kennedy, Denise
Sent: Thursday 20 December 2018 13:38
To: Leavy, Teresa
Cc: Carr, Monica; Bannon, Catherine
Subject: FW: EO HQ Dir Signed by Ex Dir HR and PD
Attachments: 2018.12.20 EO HQ Directive signed by Ex Dir HR and PD.pdf

Many thanks for all your work on this Teresa, will you send on to [REDACTED] as per your conversation with Monica earlier today.

Kind regards

Denise

From: HRPD, Staff Competitions
Sent: Thursday 20 December 2018 13:35
To: Hennessy, Mary <mary.p.hennessy@garda.ie>; Lafferty, Denise <denise.m.lafferty@garda.ie>; Russell, David <david.p.russell@garda.ie>
Cc: Kennedy, Denise <Denise.Kennedy@garda.ie>; May, Rosslyn <Rosslyn.May@garda.ie>
Subject: EO HQ Dir Signed by Ex Dir HR and PD

Hi David, Mary and Denise,

HRD_37D-247328/18

Re: Competition for Promotion to EO in An Garda Síochána




Please find attached, HQ Directive signed by the Executive Director, HR & PD.

Forwarded for publication, please.

Teresa

Regards,

Teresa Leavy

 Garda Staff Competitions, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath
C15 DR90
| [✉ teresa.leavy@garda.ie](mailto:teresa.leavy@garda.ie) |  00353 46 903 6375 |  <http://www.garda.ie/>

From: Chief_Administration_Office
Sent: Thursday 20 December 2018 11:16
To: Kennedy, Denise <Denise.Kennedy@garda.ie>; Leavy, Teresa <teresa.leavy@garda.ie>
Subject: RE: Additional Information on the Internal Competition for promotion to Executive Officer in An Garda Síochána (previous HQ Dir. 55/2018)

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HRD_37D-247328/18
CA_2-247328/18

Good morning,

I am directed by the Chief Administrative Officer in this matter:

I refer to the above and attached which has been signed by the Chief Administrative Officer, forwarded for your information and necessary attention.

Kind regards

Seán Kennedy | Clerical Officer | Office of the Chief Administrative Officer | Garda Headquarters, Phoenix Park,
Dublin; D08 HN3X, Ireland | +353 1 6662080 | sean.kennedy@garda.ie

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An Garda Síochána

Stúrthóir Feidhmiúcháin,
Achtmainn Daonna agus Forbairt
Daolne,
Ceanncheathru Gharda Síochána,
Páirc an Fhionnuisce,
Balle Átha Cliath 8

Telicafón/Tél: (01) 6662347
Facs/Fax: (01) 6662338

Lualgh an uimhir thagartha seo a
leanas, le do thoil:
Please quote the following ref number:

B'áirín/Join us  

HRD_37D-247328/18

Gach Oifigeach, Cligire agus Stáisiún - Each Officer, Inspector and Station. Is doiciméid faoi iontaoibh é seo le
h-úsáid ag pearsanra den Gharda Síochána amháin. This is a confidential document for use only by Garda
Personnel.



Executive Director,
Human Resources & People Development
Garda Headquarters,
Phoenix Park,
Dublin 8
D08 HN3X

Láithreán Gréasáin/Web Site:
www.garda.ie
Riomphoist/E-mail:
Hrpd.executivedirector@garda.ie

Treoir Ceanncheathrún/
HQ Directive No: 72018
Dáta/Date:

**Re: Additional Information on the Internal Competition for promotion to Executive Officer
in An Garda Síochána, (previous HQ Dir. 55/2018)**

1. The Public Appointments Service have advised that the Stage 1 assessment tests taken by candidates on 11 December, 2018 cannot be considered further, due to technical difficulties experienced on the day. Consequently, this competition is re-advertised and is open again to all eligible applicants. The closing date for receipt of completed applications is 3pm on Wednesday 9th January, 2019.

The link to the Application Form will be live from Wednesday 2nd January, 2019 to 3pm on Wednesday, 9th January, 2019 and applications will only be accepted during this time.

Please note: If you are already an applicant in this competition, you should not re-apply as you are already included in the pool of applicants.

2. The internal competition for promotion to Executive Officer, (EO), is being conducted to select suitably qualified staff to fill existing EO vacancies, and these will be filled in accordance with nationally agreed sequences. As appropriate, roles at PEM's Officer, (Property Exhibition Management System) and PAF Administrator (Performance and Accountability Framework Process) levels, may also be filled from this panel. Locations where positions as EO may arise, are listed in Appendix B.

Notes in relation to the promotion process are included in Appendix A.

3. Intending applicants should clearly understand that promotions from this competition are expected to cease two years from the establishment of the initial panel. Divisional Officers/Unit Heads will ensure that all qualified candidates are notified accordingly, including those on leave.

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4. An Garda Síochána has requested the Public Appointments Service to manage the application and selection stages of this competition. For details on the Application and Selection Process, please see [Appendix B](#).
5. **Eligibility**
The eligibility requirements for this competition reflect those set out in General Council Agreed Report 1526 in respect of new promotion arrangements to apply in the Civil Service. Available by clicking the link [here](#).

Eligible and prospective candidates must, on or before the closing date of 9th January, 2019;

- a) be serving in an established or non-established capacity in An Garda Síochána,
and
- b) have completed not less than two years' service or an aggregate of two years service in the Civil Service. In this context credit is given for work-sharing on the same basis as full time service.

Please note that Temporary Clerical Officers are eligible to compete, if they have two years or more service in the Civil Service, either continuously or in aggregate.

6. Where an officer was acting or serving on a Fixed-Term contract and was subsequently appointed in a substantive capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service. For the purpose of deciding eligibility, officers must be serving on the closing date of 9th January, 2019.
7. The Promotion Assessment Form for the rank of Executive Officer will be completed in respect of each candidate who successfully completes the first stage of the selection process.
Candidates should note that health and sick leave records are not verified until an applicant comes under consideration for assignment. In considering an applicant's suitability for appointment in terms of health and sick leave, HR will have regard to the Department of Public Expenditure and Reform Circular 06/2014.
8. Officers on special leave with pay may apply if otherwise eligible. Officers on career-break may apply if their career-break conforms to the terms of Department of Finance Circular 18/98 and if they are otherwise eligible. Periods of special leave without pay should not be considered to break continuity of service for this purpose.
9. Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade. It should also be noted that maternity leave and service of job sharers can be reckonable service for the purpose of promotion.

Officers on secondment to another Government Department may also be eligible to apply.

Any officer on a panel which is set up from this competition, and who subsequently terminates his/her employment with An Garda Síochána for whatever reason, including transfer or promotion to another Department, will not retain an entitlement to assignment/promotion from this competition.

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10. Successful candidates will only be offered an appointment if they are serving civil servants in An Garda Síochána at the time of offer.

11. The time limits indicated in this Directive will be strictly adhered to.

Copies of the relevant Circulars mentioned above are available at www.circulars.gov.ie.

12. **Data Protection Acts 1988 & 2003, General Data Protection Regulations, (GDPR) and Freedom of Information Act, 2014.**

An Garda Síochána will take all necessary precautions to ensure the security of your data. Such information held is subject to the rights and obligations as required under the above Acts:

To make a request under the Data Protection Acts 1988 & 2003 and General Data Protection Regulations, (GDPR).


In the case of the Public Appointments Service: please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

The Data Protection Co-Ordinator,
Public Appointments Service,
Chapter House, 26-30 Abbey Street Upper,
Dublin 1

In the case of An Garda Síochána: please submit your request in writing to

The Data Protection Co-Ordinator
National Vetting Bureau,
Racecourse Road,
Thurles,
Co Tipperary

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).


Alan Mulligan
Acting Executive Director,
HR & PD.

20 December, 2018.

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Appendix A

Office Notice

Vacancy for Executive Officer in An Garda Síochána

Title of Position: Executive Officer

Locations: Please see Appendix B, Section 3

Role of Executive Officer:

The Executive Officer (EO) role is a junior managerial position. The EO, who generally reports to the Higher Executive Officer, is responsible for managing their own work, and for managing Clerical Officer's within their unit. Besides being involved with progressing and planning the work of the unit, the EO participates in a wide range of activities such as research, drafting proposals and policy documents, and dealing with relatively complex requests from the public.

In An Garda Síochána, Executive Officers can be responsible for the administration of the Performance and Accountability Framework process, (PAF) and Property Exhibition Management System (PEMS). Duties in each of these roles are set out on Page 9.

Appointments:

Panels will be established, as required, from which appointments will be made. In the event that a successful candidate refuses an appointment to a post in a nominated location, no further offer will be made to that candidate in respect of that location. Any further offers to that candidate will be in respect of a second nominated location only. For the purposes of this competition, all offices in Dublin are considered part of the same location.

In order to facilitate the efficient filling of posts, candidates will be expected to respond to an offer of promotion, once contact has been established, within three working days. Failure to respond within that timeframe, will be considered a refusal.

Promotions from this competition will require a written commitment from successful candidates to take the position of Executive Officer in the relevant office and serve in that location for a minimum period of 2 years. All panels will expire 2 years from the establishment of the initial panel, unless otherwise extended, or when it has been exhausted, whichever is sooner. Candidates not promoted at the expiry of the panel will have no claim to promotion thereafter because of having been on the panel.

Candidates should note that on promotion under this competition there are no relocation expenses paid.

Enquiries relating to this competition should be forwarded to Garda Staff Competitions Unit at hrpd.staffcompetitions@garda.ie or by phone to 046 9036377/6376/6375.

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Requirements and Conditions	
Essential Requirements	<ul style="list-style-type: none"> • Be eligible under paragraph 5 of this Directive. • Demonstrate significant experience in the civil service or in the private sector, in each of the six competencies listed.
Circumstances of appointment	<p>The selection process will consist of two stages: Stage 1, supervised on-line assessment and Stage 2, competitive interview.</p> <ul style="list-style-type: none"> • All offers of appointment are conditional on the officer concerned undertaking to perform the duties of the higher grade on a full-time basis. • Any candidate who accepts an offer of mobility to any area of the Civil Service outside An Garda Síochána from the date of this Circular will not be eligible to compete in this Competition. • Any candidate who accepts promotion in another Department following the establishment of any panel resulting from this competition, will not be eligible for consideration for the post in An Garda Síochána.
Conditions of Service	<ul style="list-style-type: none"> • The successful candidates will be appointed to established positions as Executive Officers on a probationary contract for a period of one year. During the period of the probationary contract, your performance will be subject to review by your manager to determine whether you: <ol style="list-style-type: none"> 1. have performed in a satisfactory manner, 2. have been satisfactory in general conduct, and 3. are suitable from the point of view of health and particular regard to sick leave • Prior to completion of the probationary period a decision will be made as to whether or not a candidate will be made substantive in the post. This decision will be based on the performance assessed against the criteria set out in 1 to 3 above.
Hours of work	<ul style="list-style-type: none"> • 9am to 5.45pm Monday to Thursday • 9am to 5.15pm Friday • 43.25 hours gross per week • 24/7, 365 Shift in GISC (with 25% Shift Allowance) • Flexibility will be required • May be required to travel

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Appendix B

1. Application Process

IMPORTANT NOTICE:

The Public Appointments Service will accept new applications from Wednesday 2nd January to 3pm on Wednesday 9th January from those who have not already applied for this competition. If you are already an applicant i.e. *Internal Competition for promotion to Executive Officer in An Garda Síochána*, you should not reapply as you are already included in the pool of applicants and you should follow the instructions you will receive from the Public Appointments Service.

Practical Matters

As this competition is being run in conjunction with the Public Appointments Service, the link below will direct you to the application form which, when accessed from a personal computer which will not be affected by a network firewall.

Eligible Officers, who wish to be considered for promotion, may make application by following the instructions below:

Application Link

Applications can only be made online. To apply, please click [here](#) or copy the link to your email account or into an internet browser and click into it. This links to the advert on the Public Appointments Service website, within which you click on 'Apply Now'.

- To apply, candidates must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must register as a 'New User' to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.
- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- *Username and Password*
It is important that you keep note of your username and password as you will need this information to access your PublicJobsMessageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- *PublicJobsMessageboard*
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your PublicJobsMessageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to you.

Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.

- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS.

The PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

You must complete the application form in full. Once you have completed your form you should return to your publicjobs account and follow the instructions outlined.

When your online Application Form has been submitted confirm that it has been successfully submitted via 'My Applications'.

At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving emails because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or An Garda Síochána is satisfied that such a person fulfils the requirements.

Only one application per person is permitted.

Application Window and Closing Date

Using the application link above, the application window will open on Wednesday 2 January next. The closing date for receipt of completed applications is not later than 3pm on Wednesday 9th January 2019.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email EOGarda@publicjobs.ie. Candidates should note that support will be available during office hours until the closing date.

2. Selection Process

The selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Tests (which will be conducted online in a supervised environment);
- Interview(s);
- any other tests or exercises that may be deemed appropriate.

Applicants must successfully compete and be placed highest, in order of merit to be considered for advancement to the next stage of the multi-stage selection process. The number to be invited forward at each stage will be determined from time to time having regard to the posts to be filled. More detailed information will be made available to the relevant candidates if they are invited to progress through the selection process.

Successful candidates will be placed on a panel(s) from which future vacancies may be filled.

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Candidates with Disabilities

Candidates who indicate on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologist/medical report. The purpose of the report is to provide information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded for the attention of Liam Sinclair, at EOGarda@publicjobs.ie or by post to Liam Sinclair, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by the closing date.

If you have recently applied for any campaign with the Public Appointments Service then your report may be on file, please contact Liam at the email address above to confirm.

Stage 1: Supervised Tests

You will be required to take these assessments in a supervised environment at the Public Appointments Services, 26-30 Abbey Street Upper, Dublin 1. Pre-Test material will be sent to all applicants in advance of the actual tests, however, in the meantime, should you wish you can access some general practice tests through this link.

Practice Test link

3. Locations

While the majority of vacancies arising will be in Dublin, some will arise in other locations. On the application form candidates may select up to a maximum of two locations.

You must only select locations where you are prepared to work, if offered an appointment. Once you have submitted your location choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that location. Assignment to a position will automatically eliminate you from being considered for positions in your other selected location.

Location Selection (UP TO A MAX OF 2)	
Carlow	Longford
Cavan	Louth
Clare	Meath
Cork	Monaghan
Donegal	Mayo
Dublin	Offaly
Galway	Roscommon
Kerry	Sligo
Kildare	Tipperary
Kilkenny	Waterford
Laois	Wicklow
Leitrim	Westmeath
Limerick	Wexford

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Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post. Offers will be limited to one per location, and a maximum of two locations, as nominated.

The Commission for Public Service Appointments (C.P.S.A) Code of Practice Appointment to Positions in the Civil Service and Public Service applies to this competition and is available to view at www.cpsa.ie and the Garda Portal. The C.P.S.A. Code of Practice outlines responsibility of candidates and the procedures whereby a candidate may seek a review regarding a decision taken in relation to his/her application or in relation to allegations of a breach of the Code of Practice.

Role Description for PAF Administrator and PEMs Officer

Performance and Accountability Framework Process, (PAF).

- Coordinate and manage the Performance and Accountability Framework process.
- Monitor and advise on the overall accountability function of the District Officer in respect of PAF meetings, incident management, compliance with Garda policy, PULSE integrity, inspections and risk management and other functions
- Ensure each member and their respective Nominated Supervisor in the District is updated on the PULSE Garda Personnel records as directed by the District Officer.
- Attend daily/weekly/monthly District PAF meetings and after each meeting, update PULSE incidents as directed by the District Officer.
- Enter actions for completion, notes and any changes in Investigating Member/Nominated Supervisor on PULSE as directed by the District Officer.
- As directed by the District Officer, Approve/Reject recommendations from Nominated Supervisors on PULSE.

Property Exhibition Management System, (PEMS), Store Manager

- Store items collected or seized as evidence or obtained as property, lost or stolen.
- Account for all items of property.
- Ensure PEMS policies and procedures are followed within required time frames
- Ensure that all property is retrieved, as required.

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COMPETENCY FRAMEWORK

EXECUTIVE OFFICER

IN AN GARDA SÍOCHÁNA

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises error, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols are in place and implemented

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Interpersonal and Communication Skills
<ul style="list-style-type: none"> • Modifies communication approach to suit the needs of a situation/audience • Actively listens to the views of others • Liaises with other groups to gain co-operation • Negotiates, where necessary, in order to reach a satisfactory outcome • Maintains a focus on dealing with customers in an effective, efficient and respectful manner • Is assertive and professional when dealing with challenging issues • Expresses self in a clear and articulate manner when speaking and in writing
Drive and Commitment
<ul style="list-style-type: none"> • Is committed to the role, consistently striving to perform at a high level • Demonstrates flexibility and openness to change • Is resilient and perseveres to achieve objectives despite obstacles or setbacks • Ensures that customer service is at the heart of own/team work • Is personally honest and trustworthy • Acts with integrity and encourages this in others
Specialist Knowledge, Expertise and Self Development
<ul style="list-style-type: none"> • Displays high levels of skills/expertise in own area and provides guidance to colleagues • Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team • Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and team

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Darley, Claudia

From: HRPD.StaffCompetitions
Sent: Monday 18 February 2019 12:14
To: Darley, Claudia
Subject: FW: Competition for Promotion to EO in AGS
Attachments: 2018 10 10 Draft EO Directive.docx

From: Leavy, Teresa
Sent: Wednesday 31 October 2018 10:08
To: [REDACTED]
Subject: Competition for Promotion to EO in AGS

Good morning [REDACTED],

Please find attached draft HQ Directive to advertise the confined competition for promotion to EO in AGS.

Teresa

Regards,

Teresa Leavy

Garda Staff Competitions, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath
C15 DR90

| ✉ teresa.leavy@garda.ie | ☎ 00353 46 903 6375 | 🌐 <http://www.garda.ie/>

An Garda Síochána

Stúrtóir Feidhmiúcháin,
Achmainní Daonna agus Forbairt
Daoine,
Ceanncheathru Gharda Síochána,
Páirc an Fhionnuisce,
Baile Átha Cliath 8

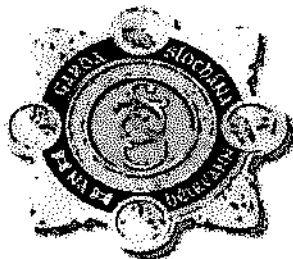
Teilcáfón/Tel: (01) 6662347
Facs/Fax: (01) 6662338

Luaigh an uimhir thagartha seo a
leanas, le do thoil:
Please quote the following ref number:

Bí linn/Join us  

HRD_37D-247328/18

Gach Oifigeach, Cigire agus Stáisiún - Each Officer, Inspector and Station. Is doiciméid faoi iontaoibh é seo le h-úsáid ag pearsanra den Gharda Síochána amháin. This is a confidential document for use only by Garda Personnel.



Executive Director,
Human Res & People Dev
Garda Headquarters,
Phoenix Park,
Dublin 8
D08 HN3X

Láithreán Gréasáin/Web Site:

www.garda.ie

Ríomhphoist/E-mail:

Hrpd.executivedirector@garda.ie

Treoir Ceanncheathrun/

HQ Directive No:

Dáta/Date:

Re: Internal Competition for promotion to Executive Officer in An Garda Síochána.

1. An internal competition is being conducted to select staff to fill Executive Officer positions which arise at EO level, in accordance with nationally agreed sequences. The closing date for receipt of completed applications is **3pm on Thursday 15th November, 2018**. Notes in relation to the promotion process are included in Appendix A, the Office Notice attached to this Directive.
2. Locations where positions as Executive Officer may arise are listed in Appendix B. It is also intended to fill positions as PEM's Officers (**Property Exhibition Management System**) and PAF Administrators (**Performance and Accountability Framework Process**), from this competition.
3. Intending applicants should clearly understand that promotions from this competition are expected to cease **two years from the establishment of the initial panel**. A new competition will be held for subsequent internal appointments.

Divisional Officers/Unit Heads will ensure that all qualified candidates are notified accordingly, including those on leave.

Garda staff who wish to participate in this competition will be facilitated with the time required.

4. An Garda Síochána has requested the Public Appointments Service to manage the application and selection stages of this competition. For details on the Application and Selection Process, please see Appendix B.

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5. Eligibility

The eligibility requirements for this competition reflect those set out in General Council Agreed Report 1526 in respect of new promotion arrangements to apply in the Civil Service. Available by clicking the link below:

<https://hr.per.gov.ie/wp-content/uploads/2011/12/Letter-to-Personnel-Officers-Jan-2014-and-General-Council-Report-1526.pdf>

Eligible and prospective candidates must on or before the closing date of **15th November, 2018**:

- a) be serving in an established or non-established capacity in An Garda Síochána,
and
- b) have completed not less than two years' service or an aggregate of two years service in the Civil/Public Service. In this context credit is given for work-sharing on the same basis as full time service.

Please note that Temporary Clerical Officers are eligible to compete, if they have two years or more service in the Civil Service, either continuously or in aggregate.

7. Where an officer was acting or serving on a Fixed-Term contract and was subsequently appointed in a substantive capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service. For the purpose of deciding eligibility, officers must be serving on the closing date of **15th November, 2018**.
6. The Promotion Assessment Form for the rank of Executive Officer will be completed in respect of each candidate who successfully completes the first stage of the selection process.

Candidates should note that health and sick leave records are not verified until an applicant comes under consideration for assignment. In considering an applicant's suitability for appointment in terms of health and sick leave, the Board will have regard to Department of the Public Expenditure and Reform Circular 06/2014.

8. Officers on special leave with pay may apply if otherwise eligible. Officers on career-break may apply if their career-break conforms to the terms of Department of Finance Circular 18/98 and if they are otherwise eligible. Periods of special leave without pay should not be considered to break continuity of service for this purpose.
9. Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade.

Applicants should note that the probationary period for officers who have re-joined the Civil Service, and who, in a previous period of service in the Civil Service have satisfactorily completed probation, is a minimum of one year. It should also be noted that maternity leave and service of job sharers can be reckonable service for the purpose of promotion.

Officers on secondment to another Government Department may also be eligible to apply.

Any officer on a panel which is set up from this competition, and who subsequently

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terminates his/her employment with An Garda Síochána for whatever reason, including transfer or promotion to another Department, will not retain an entitlement to assignment/promotion from this competition.

10. Successful candidates will only be offered an appointment if they are serving civil servants at the time of offer.

11. The time limits indicated in this Directive will be strictly adhered to.

12. Data Protection Acts 1988 & 2003 and Freedom of Information Act, 2014.

An Garda Síochána will take all necessary precautions to ensure the security of your data. Such information held is subject to the rights and obligations as required under the above Acts.

To make a request under the Data Protection Acts 1988 & 2003 (and after 25th May the GDPR),

In the case of the Public Appointments Service: please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

The Data Protection Co-Ordinator,
Public Appointments Service,
Chapter House, 26-30 Abbey Street Upper,
Dublin 1

In the case of An Garda Síochána: please submit your request in writing to

The Data Protection Co-Ordinator
National Vetting Bureau,
Racecourse Road,
Thurles,
Co Tipperary

Ensure that you describe the records you seek in the greatest possible detail to enable identification of the relevant record(s).

**Alan Mulligan,
Acting Executive Director,
HR & PD.**

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Office Notice

Vacancy for Executive Officer in An Garda Síochána

Title of Position: Executive Officer

Locations: Please see Appendix B, Section 3

Role of Executive Officer:

The Executive Officer (EO) role is a junior managerial position. The EO, who generally reports to the Higher Executive Officer, is responsible for managing their own work, and for managing Clerical Officer's within their unit. Besides being involved with progressing and planning the work of the unit, the EO participates in a wide range of activities such as research, drafting proposals and policy documents, and dealing with relatively complex requests from the public.

In An Garda Síochána, Executive Officers can be responsible for the administration of the PAF and PEMS Systems. Duties in each of these roles include:

Performance and Accountability Framework Process, (PAF).

- Coordinate and manage the Performance and Accountability Framework process.
- Monitor and advise on the overall accountability function of the District Officer in respect of PAF meetings, incident management, compliance with Garda policy, PULSE integrity, inspections and risk management and other functions
- Ensure each member and their respective Nominated Supervisor in the District is updated on the PULSE Garda Personnel records as directed by the District Officer.
- Attend daily/weekly/monthly District PAF meetings and after each meeting, update PULSE incidents as directed by the District Officer.
- Enter actions for completion, notes and any changes in Investigating Member/Nominated Supervisor on PULSE as directed by the District Officer.
- As directed by the District Officer, Approve/Reject recommendations from Nominated Supervisors on PULSE.

Property Exhibition Management System, (PEMS), Store Manager

- Store items collected or seized as evidence or obtained as property, lost or stolen.
- Account for all items of property.
- Ensure PEMS policies and procedures are followed within required time frames
- Ensure that all property is retrieved, as required.

The competencies to be considered for a general service Executive Officer can be found at the end of this HQ Directive.

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Appointments:

Panels will be established, as required, from which appointments will be made. In the event that a successful candidate refuses an appointment to a post in a nominated location, no further offer will be made to that candidate in respect of that location. Any further offers to that candidate will be in respect of a second nominated location only. For the purposes of this competition all offices in Dublin are considered part of the same location.

In order to facilitate the efficient filling of posts, candidates will be expected to respond to an offer of promotion, once contact has been established, within three working days. Failure to respond within that timeframe, will be considered a refusal.

Promotions from this competition will require a written commitment from successful candidates to take the position of Executive Officer in the relevant office and serve in that location for a minimum period of 2 years. All panels will expire 2 years from the establishment of the initial panel, unless otherwise extended, or when it has been exhausted, whichever is sooner. Candidates not promoted at the expiry of the panel will have no claim to promotion thereafter because of having been on the panel.

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Appendix A

Requirements and Conditions	
Essential Requirements	<ul style="list-style-type: none"> • Be eligible under paragraph 5 of this Directive. • Demonstrate significant experience in the public service or in the private sector, in each of the six competencies listed.
Circumstances of appointment	<p>The selection process will consist of two stages: Stage 1, on-line assessment and Stage 2, competitive interview.</p> <ul style="list-style-type: none"> • All offers of appointment are conditional on the officer concerned undertaking to perform the duties of the higher grade on a full-time basis. • Any candidate who accepts an offer of mobility to any area of the Civil Service outside An Garda Síochána from the date of this Circular will not be eligible to compete in this Competition. • Any candidate who accepts promotion in another Department following the establishment of any panel resulting from this competition, will not be eligible for consideration for the post in An Garda Síochána.
Conditions of Service	<ul style="list-style-type: none"> • The successful candidates will be appointed to established positions as Executive Officers on a probationary contract for a period of one year. During the period of the probationary contract, your performance will be subject to review by your manager to determine whether you: <ol style="list-style-type: none"> 1. have performed in a satisfactory manner, 2. have been satisfactory in general conduct, and 3. are suitable from the point of view of health and particular regard to sick leave • Prior to completion of the probationary period a decision will be made as to whether or not you will be made substantive in the post. This decision will be based on the performance assessed against the criteria set out in 1 to 3 above.
Hours of work	<ul style="list-style-type: none"> • 9am to 5.45pm Monday to Thursday • 9am to 5.15pm Friday • 43.25 hours gross per week • 24/7, 365 Shift in GISC (with 25% Shift Allowance) • Flexibility will be required • May be required to travel

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Appendix B

1. Application Process

Practical Matters

Eligible Officers, who wish to be considered for promotion, may make application by following the instructions below:

Applications can only be made online. To apply, please copy the link below to your email account or into an internet browser and click into it. This links to the advert on the Public Appointments Service website, within which you click on 'Apply Now'.

http://www.publicjobs.ie/index.php?option=com_jobsearch&view=jobdetails&cid=100109

- To apply, candidates must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must register as a 'New User' to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.
- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- *Username and Password*
It is important that you keep note of your username and password as you will need this information to access your PublicjobsMessageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- *PublicjobsMessageboard*
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your PublicjobsMessageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.
- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS.

The PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

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You must complete the application form in full. Once you have completed your form you should return to your publicjobs account and follow the instructions outlined.

When your online Application Form has been submitted confirm that it has been successfully submitted via 'My Applications'.

At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving emails because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or An Garda Síochána is satisfied that such a person fulfils the requirements.

Only one application per person is permitted.

Closing Date

The closing date for receipt of completed applications is not later than 3pm, on Thursday 15th November 2018.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email EOGarda@publicjobs.ie. Candidates should note that support will be available during office hours until the closing date.

2. Selection Process

The selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Tests (which will be conducted online);
- Interview(s);
- any other tests or exercises that may be deemed appropriate.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi-stage selection process. The number to be invited forward at each stage will be determined from time to time having regard to the posts to be filled. More detailed information will be made available to the relevant candidates if they are invited to progress through the selection process.

Successful candidates will be placed on a panel(s) from which future vacancies may be filled.

Candidates with Disabilities

Candidates who indicate on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded for the attention of Liam Sinclair, at EOGarda@publicjobs.ie or by post to Liam Sinclair, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 **by the closing date.**

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If you have recently applied for any campaign with the Public Appointments Service then your report may be on file, please contact Liam at the email address above to confirm.

Stage 1: On-line Assessment

To facilitate candidates' availability and circumstances, Stage 1 of the selection process will be conducted online and will be remotely proctored via web cam.

What is Remote Proctoring? Remote Proctoring (or supervision) re-creates the exam-hall experience online, through using a pc or laptop, web cam, audio and screen share technologies. When undertaking a test candidates are connected to a 'Live' supervisor in real time over the internet, who oversees their test.

A short video explaining how remote invigilation works can be viewed at the following link:
Remote Invigilation

Garda staff who wish to participate in this competition will be facilitated with the time required.

Please Note:

You are advised not to sit the test at public locations such as schools, universities, work places and libraries as the network firewall at these places may block your connection or **may cause you technical difficulties**, which will prevent you from sitting the test. The test should be taken in a room that is free from distractions, noise and prohibited materials and is of a suitable temperature with adequate lighting and ventilation.

Further information regarding the **Test Room requirements** will be provided to candidates in advance of the tests.

System Requirements

PC or Laptop

Intel Core i3 (or equivalent and 4GB RAM)

A working webcam

A working microphone and speakers

Good, continuous internet speed of 516kbps or higher

We also recommend a screen size of at least 13 inches and a resolution of 1024 x 768



The onus is on you to ensure that you have full internet access and a webcam to complete the assessments.

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3. Locations

While the majority of vacancies arising will be in Dublin, some will arise in other locations. On the application form candidates may select up to a maximum of two locations.

You must only select locations where you are prepared to work, if offered an appointment. Once you have submitted your location choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that location. Assignment to a position will automatically eliminate you from being considered for positions in your other selected location.

Location Selection (UP TO A MAX OF 2)	
Carlow	Longford
Cavan	Louth
Clare	Meath
Cork	Monaghan
Donegal	Mayo
Dublin	Offaly
Galway	Roscommon
Kerry	Sligo
Kildare	Tipperary
Kilkenny	Waterford
Laois	Wicklow
Leitrim	Westmeath
Limerick	Wexford

Copies of the relevant Circulars mentioned above are available at www.circulars.gov.ie.

Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post. Offers will be limited to one per location, and a maximum of two locations, as nominated.

The Commission for Public Service Appointments (C.P.S.A) Code of Practice Appointment to Positions in the Civil Service and Public Service applies to this competition and is available to view at www.cpsa.ie and the Garda Portal. The C.P.S.A. Code of Practice outlines responsibility of candidates and the procedures whereby a candidate may seek a review regarding a decision taken in relation to his/her application or in relation to allegations of a breach of the Code of Practice.

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COMPETENCY FRAMEWORK

EXECUTIVE OFFICER

IN AN GARDA SÍOCHÁNA

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises error, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols are in place and implemented

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Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Drive and Commitment

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to achieve objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and team

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Requester Name: File Re: FOI-000962-2019

Page No	Description of document	Date	Deletions	Relevant Section of FOI Acts	Reason for decision	Person(s) Consulted	Objections Yes/No	Decision Maker's decision
195-199	Email from Denise Kennedy to Shirley Comerford	07/09/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
200-206	Email from Shirley Comerford to Denise Kennedy	07/09/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
207-208	Email from Denise Kennedy to Shirley Comerford and Catherine Bannon	07/09/2018	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
209-211	Email from Denise Kennedy to Shirley Comerford, Rosslyn May, Catherine Bannon, Monica Carr, Teresa Leavy	26/09/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
212-215	Email from Mary Flynn to Denise Kennedy and Monica Carr	18/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
216-217	Email from Denise Kennedy to Mary Flynn	19/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
218-224	Email from Teresa Leavy to Monica Carr, Denise Kennedy and Catherine Bannon	01/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
225-226	Email from Monica Carr to Pat Burke and Multiple HEO's	01/11/2018	Release			Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Grant
227-235	Email from Raphael Ryan to Denise Kennedy	08/11/2018	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse
236-239	Email from Mary Flynn to Denise Kennedy	08/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions		Refuse

240-241	Email from Denise Kennedy to Mary Flynn	08/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
242	Email from Teresa Leavy to Catherine Bannon	08/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
243-245	Email from Teresa Leavy to Catherine Bannon	08/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
246	Email from Claire Bryan to Catherine Bannon	14/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
247-249	Email from Denise Kennedy to Mary Flynn and Monica Carr	19/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
250-257	Email from Mary Flynn to Denise Kennedy and Teresa Leavy	21/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
258-264	Email from Denise Kennedy to Mary Flynn and Teresa Leavy	21/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
265-270	Email from Denise Kennedy to Mary Flynn, Monica Carr, Teresa Leavy and Catherine Bannon	22/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
271-274	Email from Denise Kennedy to Teresa Leavy	28/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
275-277	Email from Denise Kennedy to Mary Flynn and Shirley Comerford	03/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
278-279	Email from Denise Kennedy to Mary Flynn and Shirley Comerford	03/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse

280-283	Email from Denise Kennedy to Monica Carr	04/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
284-286	Email from Shirley Comerford to Denise Kennedy	04/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
287-320	Email from Alan Mulligan to Denise Kennedy	04/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
321-326	Email from Denise Kennedy to Mary Flynn and Catherine Bannon	06/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
327-329	Email from Denise Kennedy to Mary Flynn and Monica Carr	07/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
330-334	Email from Denise Kennedy to Mary Flynn	10/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
335-337	Email from Mary Flynn to Denise Kennedy	10/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
338-345	Email from Denise Kennedy to Shirley Comerford	11/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
346-347	Email from Catherine Bannon to Denise Kennedy, Monica Carr and Rosslyn May	11/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
348-351	Email from Shirley Comerford to Denise Kennedy	12/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
352-354	Email from Denise Kennedy to Shirley Comerford	12/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse

355-358	Email from Denise Kennedy to Shirley Comerford, Mary Flynn	12/12/2018	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
359-363	Email from Denise Kennedy to Shirley Comerford and Mary Flynn	12/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
364-367	Email from Shirley Comerford to Denise Kennedy	13/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
368-370	Email from Denise Kennedy to Mary Flynn	13/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
371-373	Email from Denise Kennedy to Shirley Comerford, Joseph Nugent, Alan Mulligan, Monica Carr, Catherine Bannon	14/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
374-378	Email from Shirley Comerford to Denise Kennedy	14/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
379-387	Email from Denise Kennedy to Monica Carr	17/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
388-391	Email from Shirley Comerford to Denise Kennedy, Aine Gray, Niall Leavy, Mary Flynn, Margaret McCabe	17/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
392-395	Email from Shirley Comerford to Denise Kennedy	18/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
396-398	Email from Mary Flynn to Denise Kennedy, Shirley Comerford, Niall Leavy, Margaret McCabe and Aine Gray	18/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
399-404	Email from Monica Carr to Denise Kennedy	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse

405-408	Email from Denise Kennedy to Shirley Comerford	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
409-413	Email from Mary Flynn to HRPD Staff Competitions, Mary Rice, Rosslyn May, Denise Kennedy	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
414-431	Email from Mary Flynn to Teresa Leavy and Denise Kennedy	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
432-458	Email from Shirley Comerford to Denise Kennedy, Mary Flynn and Niall Leavy	21/12/2018	Not Recommending Release	Section 29 + Section 36	Part of the deliberative process & Commercially sensitive information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
459-464	Email from Denise Kennedy to Shirley Comerford	10/01/2019	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
465-468	Email from Denise Kennedy to Mary Flynn, Catherine Bannon and Rosslyn May	31/01/2019	Not Recommending Release	Section 29	Part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
	HRPD Staff Competitions Emails						
469-470	Email from Teresa Leavy to Emma Ford and Nicola Clune	28/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
471-481	Email from Antoinette Fearon to Teresa Leavy	30/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
482-493	Email from Teresa Leavy to Emma Ford and Nicola Clune	04/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
494-496	Email from HRPD Staff Competitions to Antoinette Fearon	15/01/2019	Not Recommending Release	Section 30 (1)(b) + Section 29 + Section 37	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process & personal information	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
	Teresa Leavy Emails						

497 - 510	email Antoinette Fearon PAS to Teresa Leavy with draft EO HQ Directive (attached)	11/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
511	email Teresa Leavy to Antoinette Fearon PAS with draft EO HQ Dir	12/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
512	email Antoinette Fearon PAS to Teresa Leavy with draft EO HQ Directive	16/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
513 - 514	email Teresa Leavy to Antoinette Fearon PAS and CPSA	18/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
515	email Teresa Leavy to Antoinette Fearon PAS with draft EO HQ Dir	19/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
516	email Teresa Leavy to Antoinette Fearon PAS re EO HQ Dir	23/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
517	email Antoinette Fearon PAS to Teresa Leavy re EO HQ Dir	23/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
518 - 519	email Antoinette Fearon PAS to Teresa Leavy with draft EO HQ Directive	23/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
520	email Teresa Leavy to Antoinette Fearon PAS with draft EO HQ Dir	25/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
521	email Antoinette Fearon PAS to Teresa Leavy with draft EO HQ Directive	26/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
522	email Antoinette Fearon PAS to Teresa Leavy with draft EO HQ Directive	26/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (IR, & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse

523	email Teresa Leavy to Antoinette Fearon PAS with draft EO HQ Dir	26/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
524	email Antoinette Fearon PAS to Teresa Leavy with draft EO HQ Directive	26/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
525	email Antoinette Fearon PAS to Teresa Leavy with draft EO HQ Directive	26/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
526 - 528	email Mark Rice PAS to Teresa Leavy with Troubleshooting Guide	31/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
529	email Teresa Leavy to Mark Rice PAS re Troubleshooting Guide	31/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
530 - 531	email Mark Rice PAS to Teresa Leavy with Troubleshooting Guide	31/10/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
532 - 544	email from Teresa Leavy to Antoinette Fearon with HQ Dir 55/2018 (Attached)	05/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
545 - 546	email to Mark Rice re candidate flying in test window	30/11/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
547 - 548	email Teresa Leavy to Mark Rice PAS re Candidates and Broadband coverage	05/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
549	email Mary Flynn PAS to Teresa Leavy	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse
550	email from Teresa Leavy to Mark Rice with HQ Dir	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannion, Garda Staff Competitions	Refuse

551	email Mark Rice PAS to Teresa Leavy with HQ Dir	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
552	email from HRPD, Staffcompetitions to Mary Flynn PAS	19/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
553	email from HRPD, Staffcompetitions to Mary Flynn, Mark Rice and Antoinette PAS	20/12/2018	Not Recommending Release	Section 30 (1)(b) + Section 29	Release of the record could have a significant, adverse effect on functions relating to management (I.R. & Mgmt) & part of the deliberative process	Denise Kennedy, Monica Carr, Catherine Bannon, Garda Staff Competitions	Refuse
			Total number of pages				358
			Total number of pages for full release				2
			Total number of pages for partial release				0
			Total number of pages being withheld				356

Darley, Claudia

From: Carr, Monica
Sent: Thursday 1 November 2018 17:43
To: Burke, Patrick; Clarke, Joanne M; Driscoll, Amanda M; Fuller, Helen; Hogan, TJ; Leavy, Teresa; McEvoy, Breda; McGauran, Breda; McGrane, Margaret C; McHugh, Maurice; Morris, Deirdre M.; Murphy, Sinead; O'Brien, Christene M; Pollard, Anne; Ryan, Juliette
Cc: Bannon, Catherine; Kennedy, Denise
Subject: EO Competition

Good afternoon colleagues,

You will recall our discussion at the recent regional HEO meeting in respect of the internal EO competition and our commitment to encouraging all staff to participate. Forsa have raised some queries in respect of the recently advertised EO competition please see below the 3 questions and my responses.

You will note that I have asked Forsa to refer candidates with issues in applying for this competition to contact their regional HEO. What I am hoping you will be able to do is to work with candidates to find a solution that enables them to access the competition. If you are experiencing difficulties please contact Teresa Leavy, Teresa.Leavy@garda.ie

Thank you for your assistance

Kind regards

Monica

- (1) In relation to the remote proctoring, not all Garda pc's have webcams and not all applicants will have access to a computer with a webcam or possibly some of the other system requirements. I assume alternative arrangements will be put in place for those applicants who don't have access to a webcam or a computer with the other system requirements?

Applicants are required to arrange access to a suitable computer in order to compete. Candidates are advised in the HQ Directive on P 9, not to sit the test at public locations such as schools, universities, work places and libraries as there maybe a network firewall. We are very keen to facilitate staff where we can, however it is up to each individual to make the necessary arrangements if they wish to apply for the competition. With this in mind can you advise the employees who have highlighted their difficulties to you that they should contact their regional HEO who will endeavour to assist.

- (2) I'm informed that the link to the remote proctoring is blocked for Garda staff. Can this block be removed?

As this competition is being run in conjunction with the Public Appointments Service, the links can be accessed directly, as required, when accessed from a personal computer which will not be affected by a network firewall. If employees are still having difficulty they should raise it with their regional HEO.

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- (3) The circular states the hours of work for the post. I have already received a large number of questions about whether flexi time will be available. I assume flexi time will be available for the vast majority of posts, excluding those who are on a roster, unless the particular job to be filled requires a specific attendance arrangement.

This is correct, flexi time will be available based on the business needs of the individual offices excluding those operating a roster.

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