



**An Garda Síochána**  
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INFORMATION BOOKLET FOR CANDIDATES

PLEASE READ CAREFULLY BEFORE APPLYING

**Open Competition for Appointment to the role of**

# **Facilities Manager**

**in Garda College, Templemore in  
An Garda Síochána**

HRD\_37D-52511/19

**Closing Date: 5pm on Friday 7<sup>th</sup> June, 2019**

An Garda Síochána is committed to a policy of equal opportunity.

An Garda Síochána will run this competition in compliance with the Code of Practice for Appointment Positions in the Civil Service and Public Service (CPSA) – available on [www.cpsa.ie](http://www.cpsa.ie)

**THE DIFFERENCE IS YOU**

## Facilities Manager in An Garda Síochána

### Overview

An Garda Síochána is the national policing service of Ireland which aims to achieve the highest level of personal protection, community commitment and State security.

As well as employing front line operational Gardaí, An Garda Síochána has a range of specialist sections and staff that support the delivery of policing across the country. An Garda Síochána recognise every member of staff as a unique individual, who deserves respect and recognition for their dignity, merit and contribution.

Everything An Garda Síochána do will be bound and enabled by our respect for the dignity of the person, our duty to uphold and obey the rule of law, together with our faithfulness to Garda professional values and ethical standards and strict adherence to human rights principles, which underpin our public mandate.

### Vacancy

An Garda Síochána seeks to employ a Facilities Manager to ensure the effective functioning of the Garda College in Templemore. The Garda College is the national center for police training, development and learning within the Irish State. It is a modern campus structure set over eight acres. The campus which is a purpose built residential training facility comprises of four lecture theatres, 17 classrooms, IT facilities, a mock courtroom, a mock Garda Station, physical testing facilities, library, study area, and a restaurant with a seating capacity for 400. There is accommodation for 493 people with an additional 240 acres of undeveloped land available for tactical and operational training exercises.

The Facilities Manager will primarily be responsible for:

- Managing a variety of services and departments including: Accommodation, Catering, Reception, Waste disposal, Security and Cleaning.
- Management and monitoring of budgets, costs and expenditure for relevant projects while ensuring the building's layout and space is used to its full potential.
- Ensuring Health and Safety is carried out to appropriate standards.
- Maintenance of the buildings and grounds of the College, directing staff and overseeing the upkeep of buildings, premises, equipment and supplies.
- The accommodation requirements of the students, other course participants, classrooms and lecture halls for training courses, meetings and conferences.
- Sourcing, tendering for and management of Hotel facilities for offsite training courses, conferences and meetings.
- Management of the ancillary services including the College Restaurant, Shop and Vending machines.

The post will be based in the Garda College, Templemore and is considered equivalent to, and remunerated at the level of, the grade of Assistant Principal Officer.

The competition process will be conducted in accordance with The Code of Practice for Appointments to positions in the Civil Service and Public Service issued by the Commission for Public Service Appointments. Following the selection process a number of candidates will be placed on a panel in order of merit. The post will be offered to the candidate ranked first and, if refused, to the remaining candidates in sequence until the post is filled. While it is anticipated that only one person will be appointed to this role, the order of merit will remain in force for a period of up to two years from the date of the first appointment and will be used to fill further vacancies, if any, that may arise during that period.

# Requirements for the Facilities Manager (AP) Role

## Essential Requirements

Candidates must, on or before the 7<sup>th</sup> June, 2019 have:

- At least 3 years' experience at Senior Managerial level.
- A proven record in leading a team in a facilities management (or similar) environment.
- A proven record of being able to work within multi-disciplinary teams and independently as required, dealing with both internal and external stakeholders including members of the public.
- Experience in dealing with of Statutory Inspections.
- Knowledge and awareness of health and safety/fire safety legislation, regulations and inspections; the implications for the organisation and the employee; and the application of safety management in the workplace.
- A systematic knowledge of relevant regulations and how they can apply in practice.
- A record in developing and/or the successful implementation of a planned maintenance system.
- Excellent interpersonal, relationship building and negotiating skills with a proven record in dealing with the facilities issues pertaining to a large multi-function and multi-site facility.
- An appropriate level of critical and analytical skills in interpreting qualitative and quantitative information.
- Excellent project management skills in a construction/facilities environment and experience applying them to a multi-function, multisite facility.
- Excellent verbal and written communication skills including presentation and report writing skills.
- Suitable experience of managing budgets and financial reporting.
- Appropriate IT skills, to include desktop applications.

## Desirable Requirements

- A Qualification at Degree level in Facilities Management, Engineering or related qualification such as project management, business management or construction management.
- A current Safe Pass Card – or card will need to be obtained on appointment.
- Knowledge and understanding of the Public Service, including the functions of the Office of Public Works.
- A demonstrated ability to co-ordinate the investigation of problems relating to capacity/usage/technical matters related to buildings. Following on from this successful candidate should also be able to highlight a track record in the implementation of solutions.
- Have a track record of recording and evaluating energy, water and waste and the deployment of systems to reduce their cost and impact and some experience of waste and energy reduction improvements.
- Have experience in developing strategic facilities solutions on a similar scale to the Garda College.
- Knowledge of appropriate systems, which have particular relevance to the facilities management function.

AND

Demonstrate the six competencies set out in Appendix I.

**Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore, candidates should satisfy themselves that they meet the eligibility criteria for this competition.**

## **Eligibility to compete and certain restrictions on eligibility**

### **European Economic Area Nationals**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer.**

### **Collective Agreement: Redundancy Payments to Public Servants:**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in the competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### **Declaration:**

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

# Principal Conditions of Service

## General

The appointment is to an established post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

## Salary

The Assistant Principal Standard Salary Scale will apply for the position of Facilities Manager (AP).

### Personal Pension Contribution

The PPC (Personal Pension Contribution) salary scale (annually) for this position, with effect from 1<sup>st</sup> October 2018, is as follows:

#### Pay Rate:

€66,495,	€68,898,	€71,289,	€73,687,	€76,080,	€77,460,
€79,876(LS1),	€82,300 (LSI2)				

Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

This rate will apply to new entrants who are members of the Single Scheme and will also apply where the appointee is a civil or public servant appointed on or after 6<sup>th</sup> April 1995 and is making a personal pension contribution.

A different rate may apply where the appointee is an existing civil or public servant appointed on or before 6<sup>th</sup> April 1995 and is not required to make a personal pension contribution.

### Important Note:

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

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the HR Directorate, Athlumney House, Johnstown, Navan, Co Meath. Statutory deductions from salary will be made as appropriate.

Upon appointment, to the post of Facilities Manager, the selected candidate will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

## Location

The post to be filled under this competition is to be located in Garda College, Templemore. From time to time Facilities Manager may be moved to an alternative location based on organisational need, for reasons of personal/professional development or career progression.

## Tenure

Your appointment is to an established position on a probationary contract in An Garda Síochána. Your probationary contract will be for a period of one year from the start date.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) have performed in a satisfactory manner,
- (ii) have been satisfactory in general conduct, and
- (iii) are suitable from the point of view of health with particular regard to sick leave

Prior to completion of the probationary contract, a decision will be made as to whether or not you will be retained pursuant to Section 5A(2) of the Civil Service Regulation Acts 1956-2005. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above.

In the event that you are not considered as suitable to the position of Facilities Manager having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of this contract and any extensions thereof.

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties. The Probationary period stands suspended where:

- an employee is absent due to Maternity and Adoptive leave
- in cases such as absence due to a non-recurring illness.

In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation.

## **Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to on average not less than 43 hours 15 minutes gross including lunch breaks, or 37 hours net per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

## **Annual Leave**

The annual leave allowance for Facilities Manager (AP) is **30** working days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week and is exclusive of the usual public holidays.

## **Sick Leave**

The cause of absence must be notified by telephone or in writing on the first day of absence and absence for any period exceeding two consecutive days must be covered by a medical certificate to be furnished on the third day at the latest. Absences on a consecutive Friday and Monday are considered a four day absence and therefore must be covered by a medical certificate.

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

You will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to An Garda Síochána. Payment of salary during illness will be subject to your making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

## Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

## Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**  
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- **Ill-Health-Retirement**  
Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

## **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

## **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

## **Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

## **Civil Service Code of Standards and Behaviour**

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

## **Ethics in Public Office Acts**

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

## **Prior approval of publications**

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

## **Political Activity**

During the term of employment, the officer will be subject to the rules governing public servants and politics.

### **IMPORTANT NOTICE**

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



# The Application and Selection Process

## How to Apply

Please indicate your interest by completing the Application form attached and submitting it to [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie) or post to Garda Staff Competitions, HR Directorate, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath, C15 DR90.

## Closing Date

The closing date for receipt of completed applications is:

**5pm on Friday 7<sup>th</sup> June, 2019**

It is suggested that you apply well in advance of the closing date in case you experience any difficulties. Support will be available during office hours at 046 903 6377/6376/6375 until the closing date.

The onus is on the candidate to fully complete the Application form. Candidates are at risk of their candidature being withdrawn should they submit a blank or partially completed application. Only fully completed applications will be accepted.

The admission of a person to the competition, or invitation to undertake any element of the selection process, or a successful result letter, is not to be taken as implying that An Garda Síochána is satisfied that such a person fulfils the essential requirements.

## Selection Process

The methods used to select the successful candidates for these posts may include:

- Completion of an Application Form;
- Shortlisting of candidates on the basis of the information supplied in their application;
- A competitive interview which may also include a presentation and/or an additional assessment exercise(s);
- Any other tests or exercises that may be deemed appropriate.

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.

## Candidates who wish to avail of Reasonable Accommodation

Candidates who wish to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to act as a basis for determining reasonable accommodations where appropriate. These reports must be forwarded to the HR Directorate, Athlumney House, Johnstown, Navan, Co. Meath C15 DR90.

## Communication

Candidates should note that all communications relating to this competition, including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address and contact details are provided on the application form and should check that email address on a regular basis.

## Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, An Garda Síochána may decide that a smaller number will be called to the next stage of the selection process.

In this respect, An Garda Síochána provide for the employment of a shortlisting process to select a group who appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, appear to be better qualified and/or have more relevant experience.

The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

### **Reschedule Requests**

Reschedule requests will only be considered under exceptional circumstances as deemed acceptable by An Garda Síochána (e.g. Bereavement/Illness). Please note that An Garda Síochána may request supporting documentation as evidence.

### **Appointments from panels**

A panel will be established for Facilities Manager, Garda College, from which an appointment will be made. Qualification and placement on a panel is **not** a guarantee of appointment to a position.

Please note that once an offer of appointment has been accepted a candidate will be removed from the panel and no further offers of appointment will be made. Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition.

The panel will expire on **31<sup>st</sup> December, 2020**, 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.

## **Candidate Suitability**

Prior to recommending any candidate for appointment to this position An Garda Síochána will make all such enquiries that are deemed necessary e.g. health & character, security checks, employer references, or any other enquiries as are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

### **Health & Character**

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration.

### **Vetting & Security Clearance**

You will be required to complete a stringent Garda Síochána vetting process should you come under consideration for appointment. It is a very in-depth process and can take up to 12 weeks to complete. You **cannot** be appointed without clearing this Vetting process.

### **Reference Checks**

Before being deemed suitable for appointment to a position, An Garda Síochána must be satisfied in respect of the character and prior work performance, if any, of a candidate. In order to do so, An Garda Síochána will arrange to conduct reference checks. You will be requested to provide references covering the last 3 years of your employment. Statements of employment outlining solely your employment dates will not suffice. Please note that all references must be typed on headed paper (where possible), dated, signed, and contain contact details for verification purposes. Should you be successful at interview, An Garda Síochána will require a reference from your current employer (if any) and will notify you before contacting same.

Should you have any gaps in your employment over the last 12 months, An Garda Síochána may request you to provide evidence from the Office of the Revenue Commissioners and/or Department of Employment Affairs and Social Protection, in addition to two character references. A character reference must be from someone well acquainted (but not related) to you e.g. School/ University/Volunteer Group/Sports Club. This may not include members of the House of the Oireachtas or members of An Garda Síochána.

### **Code of Ethics in An Garda Síochána**

The Code of Ethics sets out nine standards of conduct and practice for everyone in An Garda Síochána, each with a number of commitments. It has been developed by the Policing Authority in accordance with The Garda Síochána Act 2005, as amended. The Code has regard to the Policing Principles set out in that Act.

Candidates should note that, should he/she be deemed successful in the competition, he/she will be required to sign a declaration to affirm his/her commitment to the Code of Ethics and will declare that he/she read and understands the Code of Ethics of An Garda Síochána and will adhere to the standards set out therein.

## General Information

### Non-Refund of Expenses

Candidates should note that the provisions of Circular 6/89, Removal Expenses, will not apply to any offers of appointments arising from this competition. Additionally, any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

### Confidentiality

Candidates can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2014.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health and character;
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### Canvassing

Candidates should note that it is prohibited to do the following, directly or indirectly:

- knowingly or recklessly provide false information
- Canvass in relation to the process;
- Personate a candidate at any stage of the process;
- Influence a decision of any person in relation to the process; or
- Interfere with or compromise the process in any way.

Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the appointments process.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the test material, e.g. through social media or any other means, may result in you being disqualified from the competition.

### Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required or who do not, when requested, furnish such evidence as required in regard to any matter relevant to their candidature, will have no further claim to consideration.

### Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, An Garda Síochána HR may at its discretion, select and recommend another person for appointment on the results of this selection process.

## Code of Practice

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](http://www.cpsa.ie). The C.P.S.A. Code of Practice outlines 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.

In accordance with the principles of the above Code of Practice, An Garda Síochána is committed to providing clear, specific and meaningful feedback to candidates. In this regard written feedback will be provided to candidates. This will consist of the candidate marks from the competition and comments from the interview board on the candidate's performance, as appropriate.

The Code of Practice sets out the procedures to address candidates' requests for review and candidates' complaints in relation to an appointment process.

The code reflects the following core principles:

- Probity
- Merit
- Best Practice
- Fairness and Consistency
- Openness, Accountability and Transparency

Under the Code of Practice An Garda Síochána are obliged to:

- Provide all eligible candidates with a reasonable opportunity to apply for the post
- Ensure that the eligibility requirements are appropriate to the duties and requirements of the post
- Treat all candidates in a fair, impartial and equal fashion and ensure that their applications are dealt with in confidence
- Select candidates according to merit using sound, objective and appropriate selection techniques
- Ensure there is appropriate expertise among the board selecting candidates
- Comply with all relevant legislation, for example Equality, Employment Law, Data Protection and Freedom of Information
- Provide a review and appeals mechanism.

There is no obligation on An Garda Síochána to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 or 8 of this Code of Practice, a complainant may not seek a further review of the same process under

Section 9, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

## Candidates' Rights - Review Procedures in relation to the Selection Process

The selection process for this competition is being carried out in accordance with the principles set out in the Code of Practice for Appointment to Positions in the Civil Service and Public Service. This Code of Practice can be accessed through the Commission for Public Service Appointments website at [www.cpsa.ie](http://www.cpsa.ie).

Information regarding review procedures is set out in Sections 7 and 8 of the above Code of Practice. (The two procedures are mutually exclusive other than in the most exceptional circumstances which will be determined by the Commission at its sole discretion.)

- **Informal Review:** Where possible, and only with the agreement of the candidate, every effort will be made to resolve any issues/complaints by way of an informal process.
- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to his/her candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSA's Code of Practice.

## Requests for Review

Requests for informal review should be submitted in writing to [HRPD.ExecutiveDirector@garda.ie](mailto:HRPD.ExecutiveDirector@garda.ie), clearly setting out the grounds for review and specifying the relevant Section of the Code. When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request. In the event that a formal process is invoked, the candidates should determine which procedure is appropriate to their circumstances, i.e. Section 7 or Section 8.

Timelines for review requests are as follows

<b>SECTION 7 Review</b>	<b>SECTION 8 Review</b>
Interim stage of competition Request for Informal Review – 2 working days after receipt of decision	Interim and Final stages of competition Request for Informal Review – 5 working days after receipt of decision
Request for Formal Review – 4 working days after receipt of decision	Request for Formal Review – 2 working days after notification of decision arising from informal review or without delay where candidate does not avail of informal Review
Final stage of competition Request for Informal Review – 5 working days after receipt of decision	CPSA – 10 working days after receipt of decision arising from office holder’s review
Request for Formal Review – 10 working days after receipt of decision or 2 working days after notification of informal review	

## Contravention of the Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post.

## General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. 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 Act 2018: Please complete the [Data Access Request form \(F20\)](#) and return it with relevant enclosures to:

Data Protection Processing Unit,  
National Vetting Bureau,  
Government Buildings,  
Vinegar Hill Lane,  
Templeshannon,  
Enniscorthy,  
Co. Wexford.

Email: [dataprotection@garda.ie](mailto:dataprotection@garda.ie)

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

## **Requests for Feedback**

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. It is not necessary for a candidate to compile a detailed case prior to invoking the appeals mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

## **Use of Recording Equipment**

An Garda Síochána does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

## Facilities Manager Competencies - Appendix 1

### Effective Performance Skills

<b>Specialist Knowledge, Facility Operational Activities</b>	Ability to effectively run day to day operations/services of a facility including: Accommodation, Catering, Reception, Waste Disposal, Security and Cleaning
	Optimises the workplace environment including the activities involving, space management, energy management, service management, waste recycling initiatives, building maintenance, security services and refurbishment projects
	Has a clear understanding of the role objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation
	Develops and manages the procurement of all projects, addressing client requirements, developing supplier chains, managing complaints and providing customer service
	Manoeuvres through complex business obstacles effectively by planning his/her approach appropriately
	Implements quality and efficient management systems
	Has a vast knowledge base about the industry including, services, financial and legislative requirements
<b>Strategic Thinking &amp; Risk Management</b>	Formulates and communicates facilities policies
	Looks for new or alternative ideas from a wide range of sources; monitors developments and looks for applications to support current and future business needs and opportunities
	Anticipates future consequences and trends accurately; has broad knowledge and perspective; verbalises and projects credible possibilities likelihoods and outcomes.
	Creates competitive and breakthrough purchasing & contract strategies and plans
	Adopts a proactive approach to the management of future uncertainty, allowing for identification of methods for handling risks which may endanger people, property, resources or credibility
	Reacts positively and quickly towards emergencies like fire, safety and health hazards
	Implements effective Health and Safety policy and emergency procedures
<b>Leadership</b>	Actively contributes to the development of the strategies and policies of the Department/Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
<b>Judgement, Analysis &amp; Decision Making</b>	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues s/he considers important
<b>Management &amp; Delivery of Results</b>	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work
	Looks critically at issues to see how thing can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
<b>Interpersonal &amp; Communication Skills</b>	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork and works effectively on projects across Departments/Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public and Public Service Colleagues