

Candidate Information Booklet

Campaign ID 24371600

Deputy Commissioner of the Garda Síochána



An Garda Síochána

Ireland's National Police and Security Service

Closing Date:

3pm on Thursday 29th August 2024

Deputy Commissioner of the Garda Síochána (1 post)

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publicjobs will run this campaign in compliance with the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004 which are available [here](#).

Contact: Louise McEntee, publicjobs
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Title of Position:	Deputy Commissioner
Organisation:	The Garda Síochána, Ireland's national police and security service
Location:	Dublin, Ireland
Appointment:	Permanent
Salary:	€189,748 PPC and €196,239 Non PPC

There are two Deputy Commissioner positions in the Garda Síochána, one of which is currently vacant. The Garda Síochána, Ireland's national police and security service, is growing, reforming and changing.

Being a Deputy Commissioner is a rewarding and challenging senior leadership role, in a unique environment with the opportunity to be at the forefront of a transformation of policing in Ireland. This is an opportunity to support the Garda Commissioner in leading and shaping the police service, to meet the internal and external challenges of the fast moving environment in which policing and security services operate in the 21st century.

For the right candidate, this is a great chance to contribute to the ongoing strategic leadership development and transformation of the Garda Síochána to meet the expectations of the people of Ireland, for a modern, professional, accountable and effective police service.

This is set in the context of the Government's commitment to a major reform programme, as outlined in Policing Security and Community Safety Act 2024 which was signed into law in February 2024 and is planned for commencement later this year.

The successful candidate for this critical role will have the competence, capacity and drive to support the Commissioner in leading and transforming a large complex organisation, which delivers one of the most important public services in Ireland. Maintaining public trust, driving and embedding reform, leading required cultural shifts, championing equality, diversity and human rights, developing partnerships, building leadership and managerial capacity, promoting wellbeing, strategic management of people and fiscal resources, enhancing governance, performance, critical incident, risk management and accountability, will be priorities for the successful candidate. All this will be set within the context of overseeing the delivery of day to day operational policing in an increasingly diverse society.

Applications are welcomed from candidates of an appropriate calibre with senior police leadership experience.

Background

The Irish Government has recently tasked the Policing Authority with the nomination of one person for appointment to the position of Deputy Commissioner of the Garda Síochána. The Policing Authority has invited the Public Jobs to undertake the recruitment process for the purpose of recommending a person to the Authority for nomination to the Government for appointment to this position.

The Deputy Commissioner

Role and Context

The role of Deputy Commissioner is one of the most senior positions in the [Garda Síochána](#). The Commissioner, two Deputy Commissioners and the Chief Corporate Officer form the Executive, the top level management of the organisation. The Executive is responsible for setting the organisational strategy and overseeing governance and accountability throughout the Garda Síochána. A Deputy Commissioner is required to perform the functions of the Garda Commissioner in his absence.

The Garda Síochána is a community-based policing and security service with a national remit and approximately 14,100 Garda Members (sworn/police officers), 3,574 Garda Staff and 325 Garda Reserves, working in four regions across the State and in a number of national, regional, specialist and business support units. The Garda annual gross budget extends to approximately €2.25b.

The Garda Síochána will continue to strengthen capacity and capability across the organisation, building on existing knowledge and expertise, to ensure that it is at the forefront of policing and state security globally, in line with its mission of 'Keeping People Safe'. The statutory functions of the Garda Síochána, as set out in Section 7 of the Garda Síochána Act 2005 (as amended), is to provide policing and security services for the State with the objective of:

- preserving peace and public order;
- protecting life and property;
- vindicating the human rights of each individual;
- protecting the security of the State;
- preventing crime;
- bringing criminals to justice, including by detecting and investigating crime; and
- regulating and controlling road traffic and improving road safety.

The Garda Síochána also performs a range of immigration and other statutory functions and actively engages with police and security services in other jurisdictions and relevant international organisations. The Garda Síochána enjoys strong community support and has a record of success across the policing and security functions for the State.

The Garda Síochána is subject to a range of statutory, oversight and accountability mechanisms. Similar to most police services in the democratic world, there is an accountability architecture in place including the [Policing Authority](#); the [Garda Síochána Ombudsman Commission](#) and the [Garda Síochána Inspectorate](#) which have specific [statutory functions](#). This is in addition to parliamentary oversight which may require appearances before Oireachtas Committees.

In February 2024, the President signed the Policing, Security and Community Safety Bill. Preparations are at an advanced stage for the commencement of the Act later this year. This Act introduces significant changes to the governance and oversight arrangements in relation to the Garda Síochána, including:

- The establishment of a non-Executive internal Governance Board;
- The full statutory independence of the Garda Commissioner in relation to the performance of his or her functions;

- New arrangements for the appointment of senior Garda personnel;
- Making community safety a whole of government and multi-agency responsibility, including through the establishment of a National Office for Community Safety and the national rollout of Local Community Safety Partnerships;
- The establishment of the Policing and Community Safety Authority (which will combine the existing oversight functions of the Policing Authority and the functions of the Garda Inspectorate);
- Reconstituting the Garda Síochána Ombudsman Commission as Fiosrú, (the Office of the Police Ombudsman) with an expanded remit and a new leadership structure (replacing the current three Commissioner model with an Ombudsman, Deputy Ombudsman and a Chief Executive Officer);
- Strengthening independent review of security legislation and the delivery of security services by providing for the establishment of an Independent Examiner of Security Legislation;
- On commencement of the 2024 Act, the Garda Síochána Act 2005 will be repealed.

Over the past decade, statutory and other reviews have highlighted the need for major reform of the Garda Síochána, how it is managed and the manner in which policing services are delivered. The Government approved a four-year implementation plan, '*A Policing Service for the Future*' in December 2018 to give effect to the *Report of the Commission of the Future of Policing* and an independently chaired Implementation Group on Policing Reform (IGPR) was established with collective responsibility for the delivery of '*A Policing Service for our Future*'. The Garda Síochána is a core member of this transformation programme.

The Garda Síochána has delivered the majority of the transformation objectives, in addition to the delivery of a major programme of structural re-organisation to better serve the policing needs of the public. Critical to future organisational success will be to continue to effectively and efficiently deliver a policing service; to strengthen capacity and capability across the organisation; and to remain agile and evolve to meet changing policing demands in a changing society.

Role and Responsibilities

The role of Deputy Commissioner supports the Garda Commissioner in leading the Garda Síochána. The Deputy Commissioner assists the Garda Commissioner in creating and modelling a strategic vision, direction and culture for the organisation, to build trust and public confidence, in addition to delivering an efficient and effective policing service.

The Deputy Commissioner is responsible for the implementation of the organisation's Statement of Strategy and annual Policing Plan, providing strategic oversight, governance and accountability for the day to day running of the Garda Síochána and the provision of a professional, effective and efficient policing and security service.

The Deputy Commissioner is operationally accountable for the transformation of the Garda Síochána, ensuring implementation of the policing reform programme across the organisation in a manner which supports the future delivery of policing services through the implementation of appropriate structures, culture and capacity to meet changing demands on policing.

The Deputy Commissioner is expected to contribute to the development of national policing policy and to influence strategic policy development in relation to policing, security and community safety across government and with partner agencies.

The Deputy Commissioner may be required to perform the functions of the Garda Commissioner in his absence when so authorised by the Minister for Justice. Details of the statutory role of the Garda Commissioner are set out in Appendix I.

The successful candidate will:

- Actively support the Garda Commissioner in leading the Garda Síochána organisation, communicating a clear direction, ensuring required cultural shifts, promoting values, ethics and high standards of professional conduct and respect for human rights and diversity to enable an effective and professional policing and security service;
- Provide strategic direction on identifying and managing threat, risk and harm and developing organisational and policing strategies and responses;
- Take a leading role in the setting of policing plans to deliver an effective, efficient, visible and responsive policing service, in an independent and impartial manner, that respects human rights and diversity, is victim focused and supports the proper and effective administration of justice;
- Take a leading role in the provision of a policing service that is representative and that recognises, reflects and effectively serves an increasingly diverse society;
- Actively provide strategic oversight, governance and accountability for the day to day running of the Garda Síochána and the provision of a professional, effective and efficient policing and security service, including preparing the Garda Síochána to deliver against the Policing, Security and Community Safety Act, 2024;
- Strongly support the financial management of the organisation, recognising its strategic significance; securing efficiency and productivity by promoting budgetary responsibility and accountability at all levels; maximising the effective and efficient use of resources to achieve the best return for public money and the delivery of a high quality policing service;
- Actively contribute to the effective and efficient use of people resources, ensuring the effective deployment of resources to demand and ensuring a working environment is created which ensures that Health, Safety & Wellbeing is prioritised;
- Actively contribute, as a leading member of the Executive and Senior Leadership Team (SLT), to the leadership of the organisation; championing professional development and performance management, to create professional, capable, empowered and well supported teams made up of Garda Members and Garda Staff, that are representative of the public they serve and support the achievement of the Garda Síochána's mission of 'Keeping People Safe';
- Actively promote and champion diversity, equality and inclusion in the workforce;
- Through active leadership and personal example, drive transformation in the Garda Síochána, including leading on the implementation of the remaining recommendations

of the Garda Síochána focused actions contained in *A Policing Service for Our Future*, embedding a culture of organisational development and continuous improvement, change and innovation, to deliver enhanced organisational capacity, productivity, wellbeing and efficiency and ensure the implementation of the policing reform programme and the positioning of the organisation at the forefront of modern, data driven, productive and efficient policing;

- Develop and manage an effective performance and governance framework to hold the senior leadership to account for operational and organisational delivery and outcomes, manage and evaluate performance across the organisation, identify and apply learning to drive continuous improvement and ensure an effective and efficient policing service that meets current and future policing and security demands;
- Assist the Garda Commissioner in supporting existing and future internal and external statutory and parliamentary oversight structures;
- Be an influential voice in shaping international and national policy and practice, developing and maintaining strategic relationships, effectively influencing and collaborating to develop public confidence in policing and to drive the achievement of the government's vision for policing and community safety;
- Undertake all other duties as required by the Garda Commissioner;
- In the absence of the Garda Commissioner, and when authorised by the Minister for Justice, fulfil the specific statutory and legal obligations of the office of Garda Commissioner in delivering a policing and security service to the state.

The Garda Commissioner may decide the duties and responsibilities assigned to a Deputy Commissioner from time to time.

Person Specification

This is a key role, one which is both rewarding and challenging, for which we are seeking highly qualified and experienced candidates with the ability to think strategically; to quickly gain respect and confidence within the organisation; and to drive positive change across the organisation through their personal impact, leadership and communications skills.

In order to fulfil the role, the successful candidate will be a senior and experienced police officer, with a proven track record of working at a strategic level, including the leadership of policing and law enforcement officers and staff at senior organisational level. The candidate will also have a keen understanding of, (or the capacity to acquire), the particular considerations of policing on the island of Ireland.

The successful candidate will have an understanding of the full role, context and potential of the Garda Síochána in its mission of 'Keeping People Safe'.

The successful candidate will demonstrate:

- Wide ranging operational policing and law enforcement experience with up to date operational and technical policing knowledge;
- A proven track record in the development of ambitious vision, strategy and policy, and being part of a cohesive senior management team which drives a high performance culture in the management team and across the organisation;

- Knowledge of current and emerging legal, political, economic, social, technological, and environmental factors and an understanding of the implications for strategic planning;
- A proven track record of leading, developing and inspiring people, engaging the organisation with strategic priorities, values and behaviours and driving change;
- Experience of implementing successful organisational development, change and innovation with the ability to drive strategic organisational change, identify emerging trends and issues to inform strategic planning and deliver appropriate responses including the identification and implementation of new or improved technologies or services that have a transformational impact;
- Knowledge (or the capacity to acquire it) of relevant policies, strategies and initiatives and an understanding of the implications within the Garda Síochána context;
- Experience of implementing and continuously improving a performance management culture, ensuring high standards of ethical behaviour and holding themselves, individuals and the organisation accountable for performance delivery and behaviours appropriate to the delivery of a policing service;
- An understanding of the challenges and impacts on personnel of delivering a policing and security service and the capacity to promote and support organisational resilience and well-being.
- Experience of working at national and local level, comfortable providing accountability in public in the context of statutory bodies and parliamentary committees;
- Experience of accountability for management of significant budgets underpinned by skilled resource management which balances conflicting resource and operational demands and drives value for money;
- Excellent interpersonal, communication and influencing skills with a proven capability of building effective and sustainable relationships, working collaboratively and appreciating complex and competing stakeholder demands while exercising sound judgement and decisiveness in these interactions;
- An understanding of, and the capacity to quickly grasp, complex legislative and environmental issues across, for example, a range of national, cross-border and international policy areas;
- The organisation's values of honesty, accountability, respect, professionalism and empathy; and
- Sound judgement, strategic thinking, adaptability, agility, and resilience.

Applications are welcomed from senior candidates of an appropriate calibre from a policing background. Evidence of academic achievement such as a degree or postgraduate qualification or related academic work in a relevant discipline would be desirable.

Please note: Policing, Security and Community Safety Act 2024

The Act, was signed into law in February 2024 and is expected to be commenced before the end of the year. It has four main objectives:

- Making the prevention of harm and protection of people who are vulnerable or at risk an objective of the Garda Síochána and making the safety of communities a ‘whole of government’ responsibility
- Strengthening and consolidating independent, external oversight of the Garda Síochána
- Enhancing the internal governance of the Garda Síochána and the role of the Garda Commissioner as CEO
- Improving the independent oversight of our national security infrastructure

Key Competencies for effective performance

The key competencies for the role of Deputy Commissioner are below:

Personal Accountability and Managing for Results

Effective Performance is:

- Showing a strong bias towards execution, ensuring that high-level objectives are translated into practical implementation plans that achieve the expected outcomes.
- Driving a high performance culture across the organisation and putting a strong emphasis on the efficient deployment of financial and human resources.
- Demonstrating personal commitment to respecting human rights and providing accountability in public.
- Putting in place processes and systems that assign accountabilities clearly and that measure the impact and value for money of initiatives.

Professional Integrity and Resilience

Effective Performance is:

- Adhering to and promoting values and an ethical approach, in keeping with the mission and the Code of Ethics for the Garda Síochána.
- Bringing a consistently high level of personal and professional commitment to public service.
- Demonstrating consistent honesty and integrity in his/her actions.
- Keeping calm under pressure and sustaining a high level of performance and resilience in pressured situations.

Leadership

Effective Performance is:

- Exercising visible leadership to drive performance as a member of an effective and cohesive senior management team.
- Inspiring and motivating the team to deliver organisational reform.
- Implementing and communicating new ways of working that challenge and transform organisational culture and take account of learning from past experiences.

- Building the potential of the team and engaging with staff to optimise their contribution to the organisation in the long term.
- Setting high standards personally and for others in the organisation and acting as a positive role model and force for change.

Strategic Thinking and Judgement

Effective Performance is:

- Developing and communicating a clear vision and strategy for the organisation.
- Personally shaping and championing this vision, translating it into practical terms that secure buy-in at all levels of the organisation.
- Taking a systemic overview of issues and ensuring that the organisational structures and systems are aligned to deliver on these objectives.
- Appreciating the complexity of issues and seeing the linkages between strategic priorities and their environmental backdrop, understanding how they interact with one another.
- Being incisive and focused on the priorities when evaluating problems.
- Demonstrating well developed judgement across a broad and complex agenda.

Building Relationships, Influencing and Stakeholder Management

Effective Performance is:

- Projecting personal credibility and expertise.
- Building effective and sustainable relationships with a wide variety of key stakeholders across political, official and citizen based sectors.
- Negotiating and influencing skilfully to achieve buy-in to change and sustain momentum towards the achievement of organisational reform.
- Having the ability to work collaboratively, appreciating complex and competing stakeholder demands whilst also exercising sound judgement and decisiveness in these interactions.
- Working effectively within the political process, recognising and managing the tensions arising from different stakeholders' perspectives.
- Anticipating where sensitivities and complexities may arise and planning his/her approach accordingly.
- Showing diplomacy, discretion and tact in dealing with highly tense situations.

Environmental Awareness

Effective Performance is:

- Developing a clear understanding of complex legislative and environmental issues across a range of national, cross border and international policy areas.
- Showing a very broad perspective and developing a wide knowledge base on relevant policing and security issues.
- Scanning the environment on an ongoing basis and anticipating how future policies, practices and events could impact on the organisation.
- Developing future scenarios and creating adaptive strategies to position the organisation in a proactive way, nationally and internationally.

Eligibility to compete and certain restrictions on eligibility

Applications are welcome from all candidates irrespective of country of residence, including those outside the European Economic Area (EEA) or Switzerland. Candidates in this category should be aware that if successful at interview, appointment to the post is contingent on securing a work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

To qualify candidates must be eligible 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)

THE SELECTION PROCESS

How to Apply:

Applications must be made by submitting an on-line application and attaching a single document with the following elements included:

- **A comprehensive CV, including an organisation chart** (See *Senior Executive CV Guidance* note [here](#))
- **The 'Key Achievements Form'** (available [here](#))
- **A short cover letter/ personal statement** (*i.e. no more than 2 pages*) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

Closing Date:

3pm on Thursday, 29th August 2024

Applications not submitted in the required format or after the closing time / date will not be considered / accepted.

The completed application form and the cover letter/personal statement are to be combined and submitted together in one single PDF document.

Selection Process:

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s);
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview, which may include a presentation,

Please note interviews will take place in person.

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email keith.doyle@publicjobs.ie. You can expect to receive emails from us at the relevant stages notifying you to check your secure publicjobs.ie message board for campaign updates. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by publicjobs.

It is important to be aware that candidates must let publicjobs know of any extenuating circumstances prior to or during the particular stage of the selection process. Any documentary evidence must be supplied within 5 working days. Please note that submission of such document(s) is not a guarantee that the circumstances outlined will alter the decision/outcome. A candidate who undertakes any part of the selection process and who subsequently claims extenuating circumstances should note that this will not be considered. Examples of possible extenuating circumstances include hospitalisation or bereavement.

The onus is on candidates to ensure that they perform to the best of their ability. Therefore, issues such as tiredness, nerves, travel to tests/interviews or expected results/performance not achieved, are not considered extenuating circumstances.

Shortlisting

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

publicjobs provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, 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 based on their application, appear to be better qualified and/or have more relevant experience. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process. The shortlisting criteria may include both essential and desirable criteria specified for the position and, it is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application. The onus is on candidates to complete the application form fully and accurately.

In the case of competitions that may involve large numbers of candidates, candidates may be ranked on the outcome of their online assessment tests and will be shortlisted in accordance with their ranking. Applicants must successfully compete and be placed highest, to be considered for advancement to the next stage of the multistage selection process. The number to be invited forward at each stage will be determined from time to time by publicjobs.

Interview

Shortlisted candidates will be notified in due course of the confirmed date and time for the interview.

Prior to recommending any candidate for appointment to this position the Authority will make all such enquiries that 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.

Please Note: You may be required to undertake a medical should you come under consideration for appointment.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you, at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

If you feel you would benefit from a confidential discussion about any aspect of this significant opportunity, please contact Louise McEntee by email at louise.mcentee@publicjobs.ie.

Principal Conditions of Service

General

The appointment is subject to the Garda Síochána Act 2005 and any other Act for the time being in force relating to the Civil or Public Service.

Tenure

The successful candidate will be appointed to the position of Deputy Commissioner of the Garda Síochána on a permanent basis.

Remuneration

The current salary for the position (effective 01 June 2024) is €196,239 PPC and €189,748 non-PPC.

The PPC rate applies where the appointee is an existing civil or public servant appointed on or after 6th April 1995 or a newly recruited to the Public Service and is required to make a personal pension contribution. A new entrant (as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004) may become a member of the Single Public Service Superannuation Scheme.

The non-PPC rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay policy

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the public service, at the time of being offered an appointment.

In general, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Single Scheme can be found at <http://www.singlepensionscheme.gov.ie/>

Currently, in accordance with legislation, any person at the rank of Deputy Commissioner is required to retire at 60 years of age.

Standard Funds Threshold

[Pensions Manual - Chapter 25 - Limit on Tax Relieved Pension Funds and Lump Sums \(revenue.ie\)](#)

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).

- **III-Health-Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition, which qualified them for IHR.

Appointment post III-health retirement from Civil Service

If successful in their application through the competition, the applicant should to be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to it.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post III-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

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

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution 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

Different terms and conditions related to superannuation and retirement may apply to candidates who have worked in a pensionable (non-Single Scheme terms) public service job prior to appointment. The pension entitlements and maximum retirement age, if applicable, of such appointees will be determined in the context of their public service employment history.

Headquarters

The headquarters of the Garda Síochána is in the Phoenix Park in Dublin. When absent from home and headquarters on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy. The appointee 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

In addition to the usual public holidays the annual leave for this position is 30 working days.

Sick Leave

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

Pay Related Social Insurance (PRSI) is payable at different rates depending on circumstances. A new entrant to the public service will be required to pay Class A rate of PRSI and 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 the Garda Síochána. Payment during illness will be subject to the individual making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

Important notice

Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

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.

Important information

publicjobs will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that publicjobs is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

publicjobs will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, publicjobs may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates with Disabilities

publicjobs has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential. Should you be successful, the disclosure of a disability for this stage of the process will not be passed onto the employing department unless you request that we do so.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report be to ASU@publicjobs.ie. The purpose of the report is to provide publicjobs with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments. These reports must be forwarded to the Assessment Services unit by close of business on **Thursday 29th August 2024**. **You should email a scanned copy** of the report to asu@publicjobs.ie.

If you have previously applied for a competition with publicjobs and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at amanda.kavanagh@publicjobs.ie For further information on the accessibility of our service please see our [Accessibility page](#).

The importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by publicjobs, or who do not, when requested, furnish such evidence as publicjobs require in regard to any matter relevant to their candidature, will have no further claim to consideration. Candidates are expected to provide all requested documentation to publicjobs including all forms issued by publicjobs for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take appropriate steps to resolve it.

Use of Recording Equipment

publicjobs 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.

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

- Where she/he has not been appointed to a post, he/she will be disqualified as a candidate; and
- Where she/he has been appointed subsequently to the recruitment process in question, she/he shall forfeit that appointment.

Review Process

The review procedures are set out in the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004 which are available ([here](#)). The form at Appendix 1 of these Guidelines must be used when requesting a review.

Feedback

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

Please note that the Review Process as set out in the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004 is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism.

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

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

A third party must not impersonate a candidate at any stage of the process.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

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

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate, and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Contravention 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

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;
- and 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. Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

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

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Please note, If the publicjobs is not notified of any issues you experience in advance of or on the day of your assessment/interview, we will not be in a position to address these after the fact.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 provide that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. publicjobs is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment.

In order to carry out this statutory function, publicjobs must process personal data provided by candidates through their application documents and as part of the assessment process. This personal data (including your name, address, contact details and details of your education and work history) will be used by publicjobs to conduct the assessment process, and if you are successfully appointed may be disclosed to and used by the Garda Síochána. Further information may be requested throughout the recruitment process, however only the information contained

in the Application documents will be shared with the Garda Síochána. All other information provided through the Assessment Process will be treated by this Office as confidential. Where the services of a third party are used in processing your application, it may be required to provide them with information in order to facilitate the assessment, however all necessary precautions will be taken to ensure the security of your data. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policies and Procedures, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#). Further information is also available on the Data Protection page of our website.

If you wish to query or object to the data processing outlined above, or to make a request to access your personal data, please submit your request by email to dataprotection.officer@publicjobs.ie

Protected Disclosures

publicjobs Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available [here](#):

Candidates should note that canvassing will disqualify.

Appendix I – Statutory Functions and Duties of the Garda Commissioner¹

The Garda Commissioner

The Garda Commissioner is accountable under the Garda Síochána Act 2005 (as amended) to the Minister for Justice and Equality for the performance of the Commissioner's functions and those of the Garda Síochána.

The functions of the Garda Commissioner are set out in Section 26 of the 2005 Act and include:

- directing and controlling the Garda Síochána;
- carrying on and managing and controlling generally the administration and business of the Garda Síochána, including by arranging for the recruitment, training and appointment of its members and civilian staff;
- advising the Minister on policing and security matters;
- assisting and cooperating with the Authority in order to facilitate the performance by the Authority of its functions;
- performing any other functions that are assigned to him or her by or under the Act.

In performing his or her functions, the Garda Commissioner must have regard to the following matters:

- the objective of promoting effectiveness, efficiency and economy in the Garda Síochána;
- the priorities and performance targets in operation under section 20 and 20A at the relevant time;
- any relevant policies of the Minister or the Government;
- the strategy statement in operation under section 21 at that time;
- the annual policing plan prepared under section 22;
- any directive issued under section 25; and
- the policing principles.

The Garda Commissioner also has specific functions and duties under the 2005 Act, including:

- the appointment of persons to the ranks of Garda, Sergeant and Inspector and, subject to safeguards (including the requirement for the consent of the Authority), their dismissal;
- the recruitment of civilian staff and the appointment of civilian staff below the grade

¹ The Deputy Commissioner may be required to perform the functions of the Garda Commissioner in his absence when so authorised by the Minister for Justice and Equality

equivalent to the rank of Chief Superintendent;

- informing the Policing Authority and, as the case may be, the Minister of measures taken to achieve the objectives of the policing and security priorities and performance targets determined by the Policing Authority and the Minister respectively, and of the outcome of those measures;
- preparing and submitting a strategy statement every 3 years, or less if directed by the Authority, to the Authority;
- preparing and submitting an annual policing plan to the Authority; and
- preparing and submitting 3 year review reports to the Authority.

Under section 41 of the 2005 Act, the Garda Commissioner is obliged to keep the Minister and the Secretary General fully informed of:

- matters relating to significant developments concerning—
 - the preservation of peace and public order in the State,
 - the protection of life and property in the State, and
 - the protection of the security of the State;
- significant developments that might reasonably be expected to affect adversely public confidence in the Garda Síochána;
- matters relevant to the accountability of the Government to the Houses of the Oireachtas; and
- any other matters that, in the Commissioner's opinion, should be brought to the Minister's attention.

In addition, the Commissioner is obliged, whenever required by the Minister, to submit to the Minister a report on any matters connected with the policing or security of the State or the performance of the Commissioner's other functions that may be specified in the requirement.

Section 41A imposes similar obligations on the Commissioner with respect to the Policing Authority in relation to matters connected with policing services.

Accounting Officer

The Garda Síochána has its own Vote (Vote 20) and its own Accounting Officer. Section 43 of the 2005 Act provides that the Commissioner is the Accounting Officer in relation to the Appropriation Accounts of the Garda Síochána for the purposes of the Comptroller and Auditor General Acts 1866 to 1998. As Accounting Officer, the Commissioner is responsible for the safeguarding of public funds and property under his or her control and is accountable to the Committee of Public Accounts (PAC) and other Oireachtas Committees.



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