



An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

CANDIDATE INFORMATION BOOKLET

The Public Appointments Service, on behalf of the Top Level Appointments Committee (TLAC), intends to hold a competition for the purpose of recommending a person for appointment to the position of

**Chief Corporate Officer
An Garda Síochána**

Closing Date: 3pm Thursday 21st September 2023

TLAC number: 799S

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service will run this campaign in compliance with the codes of practice, published by the Commission for Public Service Appointments (CPSA) and available on

www.cpsa.ie

**Contact: Ciarán Oman, Senior Executive Recruitment
Public Appointments Service, Chapter House
26 – 30 Abbey Street Upper, Dublin 1**

Email: ciaran.oman@publicjobs.ie

URL: www.publicjobs.ie

Chief Corporate Officer

An Garda Síochána

TLAC 799

Job Title: Chief Corporate Officer

Office: An Garda Síochána

Location: Phoenix Park, Dublin 8

An opportunity exists for a suitable individual to take up a top tier position in the leadership team in An Garda Síochána (AGS). An Garda Síochána is the national law enforcement agency in the [Republic of] Ireland, providing policing and state security services on a 24-hour basis throughout the State comprising over 17,000 staff, including approx. 14,100 sworn Garda members, 3,300 Garda staff and 370 Garda Reserves accommodated in over 600 offices nationwide. The Garda annual gross budget extends to approximately €2.25b.

The post holder, as Chief Corporate Officer, will report to the Garda Commissioner, with particular responsibility for the management and strategic development of Human Resources and People Development, Finance, Data, Technology and Occupational Health. The Chief Corporate Officer alongside the two Deputy Commissioners report directly to the Commissioner. These four roles comprise the Garda Executive with overall responsibility for the delivery of the policing and security service in addition to strategies required to adapt to societal changes, new legislation and modernisation. The Executive works closely with and as part of the wider Senior Leadership Team of Assistant Commissioners and Executive Directors who each lead one or more functions within the organisation.

An Garda Síochána

The functions of An Garda Síochána are set out in Section 7 of the Garda Síochána Act 2005. One of the main pillars of the justice sector in Ireland, An Garda Síochána is committed to being present and accessible in the most appropriate way, protecting the vulnerable, showing excellence in community policing whilst growing its specialist capabilities in the context of crime investigation and state security, all in line with its mission of "Keeping People Safe". An Garda Síochána must engage with a very wide range of Government, public, community-based, institutional, internal and external stakeholders on a variety of matters, ranging from routine activities to very sensitive and complex issues. For further information in relation to An Garda Síochána, please visit www.garda.ie.

In January 2023, the Dáil commenced consideration of the Policing, Security and Community Safety Bill. This Bill proposes, inter alia, significant changes to the governance arrangements in relation to An Garda Síochána. These include provisions for:

- An Garda Síochána to have a 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 members of An Garda Síochána and members of Garda staff, including appointing new Garda staff as permanent employees of An Garda Síochána and not as civil servants.
- The establishment of the National Office for Community Safety and to provide for its functions, and for local community safety partnerships.
- The establishment of a body to be known as the Policing and Community Safety Authority (bringing together the Current Policing Authority and Garda Inspectorate) and to provide for its functions.
- The change of name of the body known as the Garda Síochána Ombudsman Commission, so that it shall be known as the Office of the Police Ombudsman and to amend and extend its functions and for the appointment of the Police Ombudsman and Deputy Police Ombudsman respectively.
- The repeal of the Garda Síochána Act 2005; to amend certain enactments; and to provide for related matters.

The Bill, once enacted, which is expected in 2024, has four main objectives:

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

All appointments into An Garda Síochána which occur **pre-commencement** of the Policing, Security and Community Safety Bill 2023 will be appointed to civil service grades with civil service terms and conditions.

All appointments into An Garda Síochána which occur **post-commencement** of the introduction of the Policing, Security and Community Safety Bill 2023 will be to the public service, to a grade with terms and conditions no less favourable than the equivalent civil service grade.

The Position

This position provides a unique opportunity to take on the most senior Garda Staff role in An Garda Síochána, support the Garda Commissioner in delivering support services to the organisation and contribute to the Garda mission of 'Keeping People Safe'.

Key to the success of the role will be the reengineering of the Chief Corporate Officer functional area, as the process owner for major decisions relating to resourcing and the delivery of enabling services. This will require fostering a strong internal and external customer service ethos from the top down, balanced against compliance with relevant regulations and policies. The Chief Corporate Officer will need to be a highly visible leader and build effective working relationships with a complex network of stakeholders including all sections of An Garda Síochána, Representative Bodies, Unions, Garda Oversight Bodies, Public Service Bodies, NGOs, Third level Education sector and Industry Representatives.

Under the provisions of the new Policing, Security and Community Safety Bill, the governance of An Garda Síochána will be strengthened through further empowering the Garda Commissioner to lead the organisation and drive modernisation and ongoing change management. The Chief Corporate Officer will play a key role in supporting the transition to the new governance model and its successful operation.

The Chief Corporate Officer will be responsible for ensuring cohesive policy, strategy and delivery across the Human Resources and People Development, Finance, Data, Technology and Occupational Health functions and accordingly the Heads of Division will report to the Chief Corporate Officer on defined policy, strategy and finance matters.

Four Business Units led at Executive Director level will report directly to the Chief Corporate Officer to directly oversee the management and strategic direction of:

- Directly oversee the management and strategic direction of Human Resources and People Development, leading the development and implementation of management strategies, systems and programs that will lead to improvements in efficiency, effectiveness and achievement of corporate and government objectives.

- The Finance Directorate which supports the provision of evidence-based economic advice, support and research to policy-makers across AGS. This includes overseeing the development of a programme of spending reviews, appraisals to meet the requirements of the Public Spending Code (PSC) and also the delivery of the organisation's value for money review and evaluation requirements. It also includes oversight of budgetary management of the Garda Vote to deliver maximum output and value for money.
- The office of the Chief Information Officer who has responsibility for all aspects of compliance with data protection legislation, ICT and a key role in supporting that compliance through the provision of appropriate guidance, advice and training. Responsible for promoting and managing the use of data and analytics across AGS which includes, but is not limited to, statutory and non-statutory reporting of data, management of data governance, data management and undertaking data analytics projects.
- The Wellbeing and Occupational Health Department who are responsible for ensuring that our vision for the health and wellbeing of all AGS personnel is embedded across the organisation and reflected not only in policies and procedures, but also in our interactions with one another.

While not exhaustive the key areas of responsibility and authority are set out below:

- Assisting the Garda Commissioner to set a clear vision for the organisation through the development of strategy, policy, objectives and targets for all aspects of the work of the organisation with a particular focus on the designated business units listed above.
- As the most senior member of Garda staff, exemplify, develop and support the expanding role of Garda Staff professionals who work side by side with Garda members as part of one organisation whose mission is Keeping People Safe.
- Directly oversee the management and strategic direction of the Business Units under the remit of the Chief Corporate Officer, leading the development and implementation of management strategies, systems and programs that will lead to improvements in efficiency, effectiveness and achievement of corporate and government objectives.
- Leading and overseeing the delivery of commitments in the Future Policing for Ireland, ensuring cohesion across various policing plans, policies and delivery structures.
- Ensuring that the policy, funding and strategic direction of the organisation supports the objective as set out in our mission and policing strategies.
- Represent An Garda Síochána and be a strong advocate for organisational and Government policy, across a wide range of forums in high level, complex and often sensitive negotiations encompassing a variety of issues affecting both An Garda Síochána and the Government of the day.

- Engage with the new Garda Board, internal stakeholders, representative bodies, and unions in a manner that builds trust and jointly resolves issues and progresses strategic goals.
- Support the Garda Commissioner and Executive Management Team in the implementation of the vision, mission, values and strategic objectives of An Garda Síochána, at a time of change in the organisation, having regard to the external environment, including understanding the broader public policy and political context.

Other areas of responsibility will include:

- Engaging in a credible and effective way with key internal, cross-Departmental, sectoral and political stakeholders.
- Supporting and championing ongoing modernisation and digitisation agendas to support a responsive and forward positioned organisation.
- Contributing effectively and constructively as a member of the Senior Leadership Team including supporting and enabling leadership throughout An Garda Síochána.
- Ensuring that the culture and values of An Garda Síochána are upheld and demonstrated to the highest standards at all times.
- Actively promote and champion diversity, equality and inclusion in the workforce;

The Chief Corporate Officer may have additional responsibilities delegated by the Garda Commissioner and will be assigned direct line reporting responsibility for specific areas of operations and or policy as may be determined by the Garda Commissioner.

Responsibilities are periodically reassigned within An Garda Síochána and the person appointed to the above post can expect change in their portfolio appropriate to the role. The successful candidate will be expected to perform strongly across any assigned area of responsibility.

Person Specification

The successful candidate will have:

- A proven track record of significant achievement at a senior managerial level in large and complex working environments, and the ability to operate appropriately in a diverse, multi-disciplinary organisation.
- Specific experience of leading, developing and managing high-performing teams across the breadth of strategic corporate operations such as Finance, HR, Data and Technology in a large public or private organisation.

- Knowledge of best practice governance, management principles and outstanding management, communication and leadership qualities, with particular capability in corporate and strategic management, and the capacity to contribute effectively to the overall leadership and strategic direction of An Garda Síochána.
- A proven track record in relation to the delivery of efficiency and cost control of spending programmes.
- A proven track record of successfully brokering and delivering change on a large scale.
- A proven ability to think strategically in the analysis, development and implementation of policy actions.
- Demonstrated resilience, self-reliance and a proven capacity for sound judgement and decision making in pressurised situations, with the ability to work well under pressure delivering results to tight deadlines and high standards.
- Have excellent negotiating, influencing, interpersonal and diplomacy skills in an environment of multiple stakeholders and ability to recognise and manage different stakeholders' perspectives to achieve mutually acceptable outcomes.
- An understanding and appreciation of the context and working environment and key policy issues facing An Garda Síochána and the wider public sector in Ireland or a proven capacity to develop it quickly.
- Demonstrated the values of integrity, leadership, and a commitment to diversity, public service and excellence.
- An honours degree (NFQ level 8) in at least one relevant discipline and should be in a position to demonstrate practical application and continuous development of the skills necessary to perform effectively at this level.

Highly Desirable

Ideally, applicants will meet at least two of the following criteria at a senior level:

- Experience in more than one organisation,
- International experience (e.g. working abroad or significant engagement with international organisations and processes),
- Experience outside the Civil Service,
- A variety of experience (e.g. policy and operational).

Key Competencies for effective performance at Chief Corporate Officer level:

The new competency model reflects the changing and more complex environment in which those at this level operate, with fewer resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme.



“Public Service Values” underpin four key competency areas, two of which have sub-elements.

Each of the key competencies in the new model is supported by a list of key performance indicators set out in the ‘Information Note’ available in the Advice Centre on publicjobs.ie

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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).

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 not eligible to apply 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 are not eligible to compete in this competition. People who availed of 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.

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 21st of September 2023.

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 may take place virtually by Zoom.

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email joanne.mcdonnell@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 the Public Appointments Service and/or TLAC.

It is important to be aware that candidates must let the PAS 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.

Candidates with Disabilities

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

These reports must be forwarded to the Assessment Services unit, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **Thursday the 21st of September 2023. You should email a scanned copy** of the report to asu@publicjobs.ie

If you have previously applied for a competition with PAS 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 candidature and 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](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill 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,

the Public Appointments Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Public Appointments Service 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.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. 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.

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 Ciarán Oman by email ciaran.oman@publicjobs.ie.

Principal Conditions of Service

General

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and 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 salary for the position effective from 1st March 2023 is as follows:

Personal Pension Contribution (PPC)

€187,213

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Important Note

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

You 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.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. 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 the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) 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. The detail of the probationary process will be explained to you by the Department of Foreign Affairs and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- 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 the continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness, and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977-2015 will not apply to the termination of the employment by reason only of the expiry of the fixed term contract without it being renewed.

Location

The position is based 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 civil service regulations.

Senior Public Service

Appointees at Assistant Secretary level and above will become a member of the Senior Public Service (SPS). As a member of the SPS, you will have access to tailored learning and development initiatives, Executive Coaching, networking events,

Functions, Powers and Duties

The appointee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of Deputy Secretary/Chief Operations Officer.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross or 35 hours net per week. No additional payment will be made for extra attendance (over and above 41.25 hours gross) as the rate of remuneration payable covers any exceptional 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 in accordance with the provisions of the sick leave circulars.

Officers paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the An Garda Síochána. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of 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.

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 the same as the age of eligibility for the State Pension, currently 66.
- 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).

- **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 Ill-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 same.

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 Ill-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

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note;** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website: 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 unauthorised 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.

Please note

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

Note: ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

IMPORTANT NOTICE

Candidates should note that different terms 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.

Other Important Information

The Public Appointments Service and TLAC 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 the Public Appointments Service is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

The Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation by TLAC. 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, TLAC may at its discretion, select and recommend another person for appointment on the results of this selection process.

The importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, 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 the Public Appointments Service, or who do not, when requested, furnish such evidence as the PAS 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 PAS, including all forms issued by PAS 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 the appropriate steps to resolve it.

Use of Recording Equipment

PAS 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.

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (Commission). 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.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by PAS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under **Section 8** to the Chief Executive Officer of PAS in the first instance, and to the

Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

- Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.
- On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the PAS 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 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for 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 Code of Practice 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. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

Candidates' Obligations

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
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

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

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.

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.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned. To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by the PAS are set out on the Data Protection page of www.publicjobs.ie.

Protected Disclosures

The PAS Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available at:

https://www.publicjobs.ie/documents/Public_Appointments_Service_Protected_Disclosures_Policy_2023.pdf

Candidates should note that canvassing will disqualify.