



**INFORMATION BOOKLET FOR CANDIDATES**

Open competition for appointment to the position(s) as:

**EXECUTIVE OFFICER 2018 (DUBLIN)**

**in the Civil Service**

**CID 18169001**

**Closing Date: 3pm on Thursday 30<sup>th</sup> August 2018**

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

The Public Appointments Service and employing Departments/ Offices will run this competition in compliance with the Code of Practice for appointment to positions in the civil service and public service, prepared by the Commission for Public Service Appointments (CPSA) and available on [www.cpsa.ie](http://www.cpsa.ie)

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PUBLIC APPOINTMENTS SERVICE, CHAPTER HOUSE  
26 – 30 ABBEY STREET UPPER, DUBLIN 1  
[www.publicjobs.ie](http://www.publicjobs.ie)

Email: [EOdublin2018@publicjobs.ie](mailto:EOdublin2018@publicjobs.ie)

## **INTRODUCTION**

The Civil Service assists Government in the formulation of policies across the whole range of Government activities by means of thorough and detailed analysis of existing policies and programmes and the identification of viable alternatives. The Civil Service is also responsible for giving effect to Government decisions through the delivery of services to the public in a prompt and efficient manner.

The environment within which this role operates is very complex, and high administrative standards are required to meet the considerable challenges of the present time. Citizens and businesses rightly expect continuous improvement in services which are delivered faster, better and more cost effectively.

The Public Appointments Service (PAS) is the centralised recruiter for the Civil and Public Service. Through this competition, PAS will establish panels of suitably qualified individuals from which vacancies may be filled. Positions of equivalent level in the Public Service may be filled from this competition.

### **THE EXECUTIVE OFFICER ROLE:**

Executive Officers are engaged in critical analysis of proposals and reports and in examining the more complex, non-routine cases on which decisions are required. Executive Officers are involved in a wide range of roles and activities, including: researching and drafting proposals relating to policy issues and legislation; acting as junior managers in Government Departments; responsibilities for managing operations and, after some experience, large numbers of people and other resources; dealing directly with the public in support of services provided to them by the Civil Service. Executive Officers are employed in all Government Departments/Offices covering a wide range of functional responsibilities. The Executive Officer grade is the entry level to junior management in the Civil Service.

### **THE PERSON WE ARE LOOKING FOR:**

In recruiting Executive Officers, the Public Appointments Service is conscious of the fact that many of the senior positions in the Civil Service will, in time, be filled by people recruited at this level. For this reason, we look for people who show the potential to take on high level responsibilities in the management of public services and the analysis of public policy issues.

In order to be effective in the role of an Executive Officer in the Civil Service, candidates need to be:-

- interested in public affairs and committed to the concept of public service;
- capable of planning and organising people and resources to meet goals, targets and objectives;
- understanding and sensitive in dealing with others, and persuasive when communicating in general;
- interested in making sure all tasks are completed to a very high standard;
- willing to share ideas and information with people, with the purpose of achieving a particular result;
- interested in working as part of a team;
- capable of presenting written material in a clear, concise, comprehensive and convincing manner;
- fully committed to achieving quality results;
- capable of using initiative as and when appropriate;
- able to conduct an in-depth review of intricate, non routine subject areas and make appropriate recommendations.

## **Junior Clerk**

In addition to Executive Officer vacancies, opportunities may arise within the Houses of the Oireachtas Service to fill vacancies at Junior Clerk (EO) level.

A Junior Clerk is required to perform a wide range of duties assigned from time to time in the administrative, procedural or committee areas of the Houses of the Oireachtas Service (the Service) as appropriate to the post. The Staff of the Service are acknowledged to be a highly professional body of people who demonstrate very high standards in their work and in their dealings with all key stakeholders in the political system. For some roles, attendance beyond the usual hours is frequently necessary and where additional attendance is required, Time off in Lieu or overtime is given for approved extra attendance.

Examples of some of the tasks undertaken by Junior Clerks are as follows: Delivering various services including coordination of external delegations and official events, providing essential supports for Oireachtas Committees such as preparation of documents and engagement in the follow-up to Committee decisions with Government Departments and other bodies. Other examples include processing parliamentary questions and managing issues relating to documentation of the Houses of the Oireachtas such as Bills, Journals of Proceedings, Order Papers etc. Junior Clerks may also be assigned to corporate services division in areas such as HR, Finance, ICT and Communications

## Eligibility Requirements

1. Candidates must, on or before **30<sup>th</sup> August 2018**:

- (i) have obtained a minimum Level 7 qualification on the National Framework of Qualifications;

or

- (ii) have obtained in the Established Leaving Certificate Examination a minimum of Grade D (or post 2017 Leaving Certificate O6 grade) at Ordinary level in Mathematics and Irish or English, having obtained a minimum of Grade C (or post 2017 Leaving Certificate H4 grade) in at least **five** subjects at Higher level; or hold a qualification, that in the opinion of the Public Appointments Service, is of a standard in terms of both level and volume of learning that is of at least an equivalent or higher standard;

or

- (iii) have completed and passed all examinations in Year 1 of a three or four-year programme leading to a minimum Level 7 qualification on the National Framework of Qualifications;

or

- (vi) be serving as a Civil Servant with at least two years service and have obtained at least **five** subjects in the Established Leaving Certificate Examination (including Mathematics and Irish or English), **three** of which should be minimum Grade C (or post 2017 Leaving Certificate H4 grade) at Higher level, the others should be at a minimum Grade D (or post 2017 Leaving Certificate O6 grade) at Ordinary level; or have passed an examination(s) which would be acceptable to the Public Appointments Service as being of at least an equivalent standard to the Established Leaving Certificate.

and

2. Demonstrate the competencies set out in Appendix I

NOTE: Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, **on the date specified above**, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

Please note that, given the volume of applications, PAS is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out above. PAS reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

### Health & Character

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

require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts.

### **Eligibility to Compete and Certain Restrictions on Eligibility**

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

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

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

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

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are 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 scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

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

### **Declaration:**

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

## Principal Conditions of Service

### General

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

### Pay

The Executive Officer (EO) Standard Salary scale will apply to this position.

### **Personal Pension Contribution**

PPC (Personal Pension Contribution) salary for this position, with effect from 1 January 2018, is as follows:

€29,026, €31,019, €32,139, €34,024, €35,714, €37,347, €38,974, €40,568, €42,178, €43,744, €45,368, €46,427, €47,948 (LSI-1), €49,465 (LSI-2)

This rate will also apply where the appointee is an existing civil or public servant appointed on or after 6<sup>th</sup> April 1995 and is required to make a personal pension contribution.

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

A different rate will apply where the appointee is a civil or public servant recruited before 6<sup>th</sup> April 1995 and who **is not required** to make a Personal Pension Contribution.

### Important Note

**Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.**

Subject to satisfactory performance, increments may be payable in line with current Government 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

The term of appointment for the role will be permanent & pensionable. The appointee will be required to serve a 12 month probationary period.

### 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. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

### Annual Leave

23 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service and 27 after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

## **Sick Leave**

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

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

## **Superannuation and Retirement**

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

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

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

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

## **Pension Abatement**

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### **Pension Accrual**

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

### **Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

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

### **IMPORTANT NOTICE**

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

## The Application and Selection Process

### Practical Matters

- Applications should be made online through [www.publicjobs.ie](http://www.publicjobs.ie).
- To apply, candidates must have a “User Account” on [www.publicjobs.ie](http://www.publicjobs.ie). If you have not already done so, you must click Login on the publicjobs homepage and register as a ‘**New User**’ to create your Profile (register a New Account).
- If you cannot remember your profile details please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.

#### **Username / Password issues**

If you have forgotten your Username or Password please click on the following link:  
<https://www.publicjobs.ie/candidateportal/home/forgottenDetail.do>

#### **How to contact PAS?**

*If you continue to have ‘User Name’ or ‘Password’ difficulties please email PAS at [EOdublin2018@publicjobs.ie](mailto:EOdublin2018@publicjobs.ie) outlining your issue and giving your name and contact details including a telephone number where you can be reached.*

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your Publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or ‘Promotions’ in the case of gmail). You are also advised to check all these folders regularly.
- PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS. If you do not attend on the specified date/time you will be deemed withdrawn from the competition.

Please note that in parallel with this Open Competition other separate competitions are also being conducted using the same application form. If applying for any of these, please ensure that you meet the eligibility requirements and submit only one application form indicating the competition(s) you wish to be considered for. The onus is on the candidate to select the correct competition(s).

### **How to Apply**

Click on the button 'Apply now' to access the application form. This button is located at the end of the job posting page for Executive Officer on [www.publicjobs.ie](http://www.publicjobs.ie). You must complete the application form in full and click the submit button.

If you are using the "Chrome" web browser and see a white page containing the message '**please wait...**', when you attempt to download the PDF application form, shut Chrome down temporarily and double click on the PDF application form icon in the 'Downloads' folder. Alternatively, right click on the PDF form icon and select 'Open With' from the drop down menu, then select 'Adobe'. You should also ensure Adobe has been set as your default PDF reader.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via '**My Applications**'. At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

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

**Only one application per person is permitted.**

### **Closing Date**

The closing date for receipt of completed applications is **3pm on Thursday 30<sup>th</sup> August, 2018.**

**Applications will not be accepted after the closing date.**

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your Junk/Spam folders as email notifications may sometimes be filtered into these email folders (or 'Promotions' in the case of Gmail). In the event that the acknowledgement is still not received please email [EOdublin2018@publicjobs.ie](mailto:EOdublin2018@publicjobs.ie) including your name, candidate ID and contact details. Candidates should note that support will be available during office hours until the closing date.

### **Selection Process**

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

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- An online video interview;

- Language tests (oral and/or written), e.g. in the case of applicants for Functional Bilingual positions in the Irish and/or Foreign language streams;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi stage selection process. The number to be invited forward at each stage will be determined from time to time by the Public Appointments Service.

### **Shortlisting**

Normally the number of applications received exceeds the numbers required to fill existing and future vacancies. While you may meet the eligibility requirements of the competition, if the numbers applying for the positions are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview 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 are, *prima facie*, better qualified and/or have more relevant experience.

During any short listing exercise that may be employed, the Public Appointments Service are guided by an assessment board(s) who examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

### **Stage 1: On-line Assessment**

To facilitate candidates' availability and circumstances, stage 1 of the selection process will be conducted online, with later stages requiring attendance at a test/interview venue. Initial online assessments will be unsupervised and candidates may take them in a venue of their choice, wherever they have access to a computer and a reliable internet connection.

It is important to note that taking these assessments within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking your assessments in an environment where access to the internet is not restricted to the same level. **The onus is on you to ensure that you have full internet access to complete the assessments.** You should ensure that you can complete the assessments in a quiet environment where you can concentrate without being disturbed for the duration of the assessment. It is advised to take the assessments on a PC or Laptop and to use a mouse you are familiar with. We do not recommend taking the test on smart phone, mobile or tablet devices.

It is important to note that the email address you provide when applying must be one that you can access at all times. Candidates will be given specific time windows in which to complete the assessments. A link(s) to the actual online assessments will be sent to candidates' messageboards on publicjobs.ie in advance of the test-taking window. Candidates who have not completed all of the online assessments before the deadline will be deemed to be no longer interested in this competition and their application will receive no further consideration.

Your attention is drawn to Appendix 2 '*Important Information*'. If invited to progress through the selection process, a candidate may be required to sit tests in a supervised environment.

Information on each selection stage will be made available at the appropriate time to candidates being invited to that particular stage of the process. The PAS has no function or involvement in the provision of, and does not endorse, any preparation courses relating to the selection process.

### **Candidates with Disabilities**

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

These reports must be forwarded to Jonathan Cooley, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **Thursday, 30<sup>th</sup> August, 2018**.

If you have recently applied for a competition with PAS and submitted a report, please email [Amanda.kavanagh@publicjobs.ie](mailto:Amanda.kavanagh@publicjobs.ie) to confirm that your report is on file.

### **Assessment Questionnaire Link**

A link to the actual on-line assessment questionnaire will be sent to candidates' Messageboards in advance of the test-taking window. It is anticipated that candidates will receive a link to their Stage 1 on-line assessment questionnaire by 6<sup>th</sup> September, 2018. If you do not receive communication to your messageboard by 6<sup>th</sup> September, 2018 you should email [EOdublin2018@publicjobs.ie](mailto:EOdublin2018@publicjobs.ie)

Candidates who have not completed the on-line questionnaire before the deadline will be deemed to be no longer interested in this competition and their application will receive no further consideration.

### **Next Steps**

Should you come under consideration to proceed to subsequent stages of the selection process, information will be forwarded to you at the appropriate time.

Candidates should note that test scores attained at any stage in this competition may carry forward, should they apply for future competitions conducted by the Public Appointments Service within a 12 month period. This will be determined by PAS on a case by case basis.

Candidates should note that (i) eligibility for the competition, (ii) health and the level of sick leave, (iii) performance of work in the present grade, (iv) verification that the candidate has received an Evaluation of at least "Fully Achieved Expectations" at the previous year's PMDS End-of-Year Review, and (v) general conduct are not verified by the PAS until a candidate comes under consideration for appointment. Admission to the competition, or any of the selection stages of the competition, does not imply acceptance by the Public Appointments Service. In particular, candidates should note that the Personnel Officer will not have verified the above including health and the level of sick leave of those called to competitive interview – accordingly, admission to the competition, or any of the selection stages of the competition does not imply that candidates meets the eligibility criteria including health and sick leave.

In considering a candidate's suitability for appointment in terms of health and sick leave, the Public Appointments Service will comply with Department of Public Expenditure and Reform Circular 6/2014. Candidates having doubts on any aspect of their eligibility are advised to clarify their position with their Personnel Section before proceeding with their application.

## Selection Process Key Dates

Closing Date	3:00pm Thursday 30 <sup>th</sup> August, 2018
Candidates with disabilities must forward reports by	Thursday 30 <sup>th</sup> August, 2018
Stage 1 online assessment questionnaire	6 <sup>th</sup> September, 2018
If test link not received contact <a href="mailto:Eodublin2018@publicjobs.ie">Eodublin2018@publicjobs.ie</a>	By 6 <sup>th</sup> September, 2018

### Conditions of Appointment

Appointment to the post of Executive Officer in the Civil Service will be subject to the usual conditions governing such appointments. On appointment the appointee will serve a one-year probationary period in the post of Executive Officer. Prior to the end of this probationary period a decision will be made on substantive appointment to the grade.

### General Information

The PAS 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 PAS is satisfied that such a person fulfils the requirements.

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

### Specific candidate criteria

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

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

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

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

### Appointments from panels

It is envisaged that a panel of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate will be removed from the panel and no further offers of appointment will be made.

Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition.

### **Deeming of candidature to be withdrawn**

Candidates who do not complete and submit the Online Assessments before the specified date; or do not attend/undertake any subsequent stage of the selection process as requested, attend for interview or other test when and where required by the PAS 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.

### **Declining an offer of appointment**

Should the person recommended for appointment decline, or having accepted it, relinquish it, the PAS may at its discretion, select and recommend another person for appointment on the results of this selection process. The person who has declined the appointment will be removed from the panel and their application will receive no further consideration.

### **Confidentiality**

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by PAS are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2014. However, candidates should note that all application material may be made available to the employing authority/organisation.

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

### **Quality Customer Service**

The PAS aims 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.

### **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](http://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/Test Rechecks**

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

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

### **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

### **Contravention of the Code of Practice**

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

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

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

### **Confidentiality of Information and Materials**

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.

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 and/or interview related information 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.

### **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](mailto: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](http://www.publicjobs.ie).

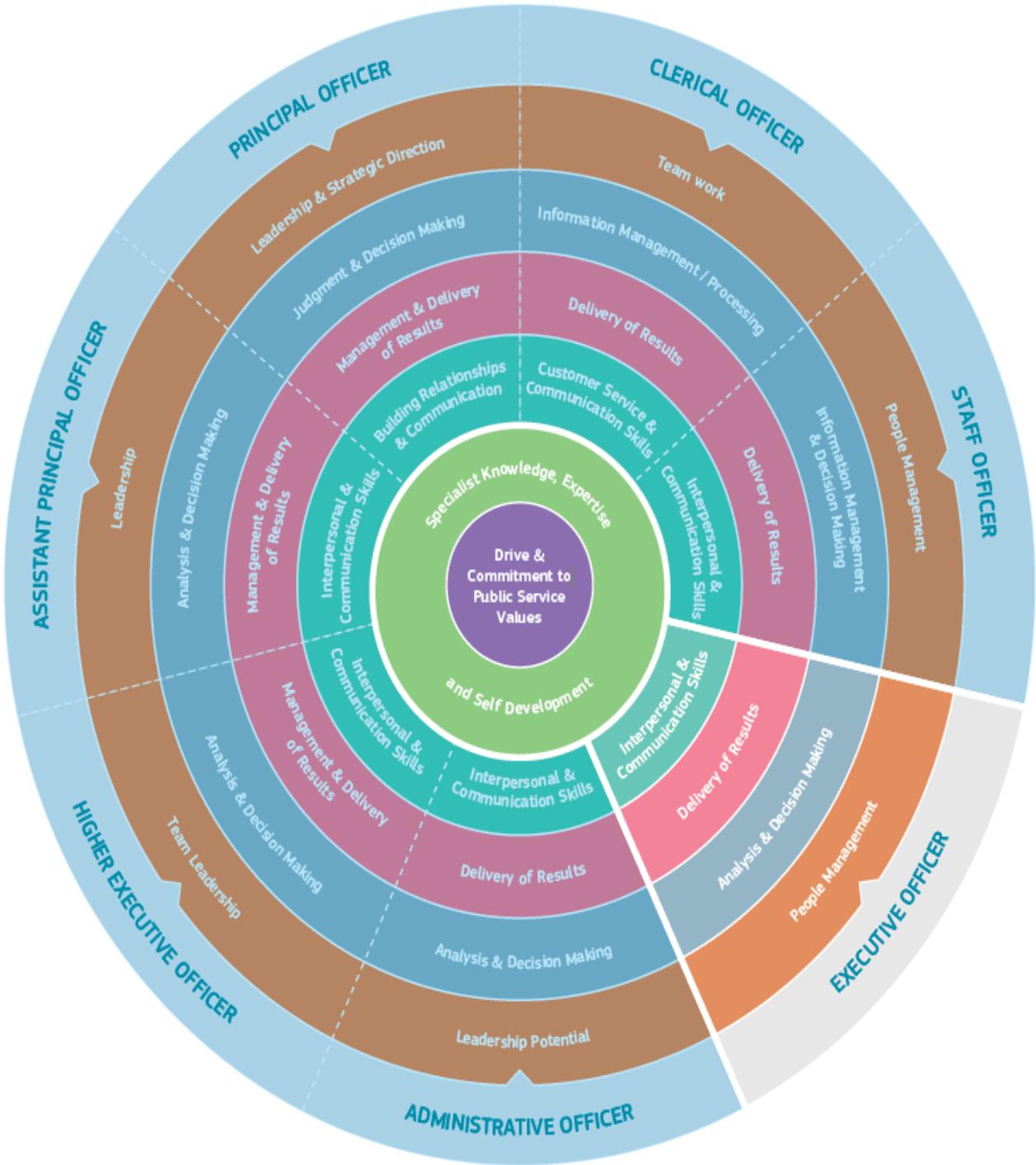
**Canvassing**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

## Appendix I

<b>EXECUTIVE OFFICER LEVEL</b>
<p><b>People Management</b></p> <p>Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues</p> <p>Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise</p> <p>Values and supports the development of others and the team</p> <p>Encourages and supports new and more effective ways of working</p> <p>Deals with tensions within the team in a constructive fashion</p> <p>Encourages, listens to and acts on feedback from the team to make improvements</p> <p>Actively shares information, knowledge and expertise to help the team to meet its objectives</p>
<p><b>Analysis &amp; Decision Making</b></p> <p>Effectively deals with a wide range of information sources, investigating all relevant issues</p> <p>Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc</p> <p>Identifies and understands key issues and trends</p> <p>Correctly extracts &amp; interprets numerical information, conducting accurate numerical calculations</p> <p>Draws accurate conclusions &amp; makes balanced and fair recommendations backed up with evidence</p>
<p><b>Delivery of Results</b></p> <p>Takes ownership of tasks and is determined to see them through to a satisfactory conclusion</p> <p>Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation</p> <p>Constructively challenges existing approaches to improve efficient customer service delivery</p> <p>Accurately estimates time parameters for project, making contingencies to overcome obstacles</p> <p>Minimises errors, reviewing learning and ensuring remedies are in place</p> <p>Maximises the input of own team in ensuring effective delivery of results</p> <p>Ensures proper service delivery procedures/protocols/reviews are in place and implemented</p>
<p><b>Interpersonal &amp; Communication Skills</b></p> <p>Modifies communication approach to suit the needs of a situation/ audience</p> <p>Actively listens to the views of others</p> <p>Liaises with other groups to gain co-operation.</p> <p>Negotiates, where necessary, in order to reach a satisfactory outcome</p> <p>Maintains a focus on dealing with customers in an effective, efficient and respectful manner</p> <p>Is assertive and professional when dealing with challenging issues</p> <p>Expresses self in a clear and articulate manner when speaking and in writing</p>
<p><b>Drive and Commitment</b></p> <p>Is committed to the role, consistently striving to perform at a high level</p> <p>Demonstrates flexibility and openness to change</p> <p>Is resilient and perseveres to obtain objectives despite obstacles or setbacks</p> <p>Ensures that customer service is at the heart of own/team work</p> <p>Is personally honest and trustworthy</p> <p>Acts with integrity and encourages this in others</p>
<p><b>Specialist Knowledge, Expertise and Self Development</b></p> <p>Displays high levels of skills/ expertise in own area and provides guidance to colleagues</p> <p>Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department and can communicate this to the team</p> <p>Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team</p> <p>Demonstrates a willingness to learn and acquire new skills on a continual basis</p> <p>Takes the initiative in keeping abreast of new developments and applying them</p>

# Executive Officer Level



## Appendix II

### IMPORTANT INFORMATION Terms and Conditions

***Your attention is drawn to this important information. By accessing or attempting any assessment/test materials you are agreeing to be bound by the terms set out below.***

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, 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(s) who contravenes this provision, whether an applicant or other, 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.
2. Your attention is drawn the Commission for Public Service Appointment's Code of Practice for Appointment to Positions in the Civil Service and Public Service. In particular please note Section 5 - Responsibility of Candidates (see below).

#### Canvassing

Candidates should note that canvassing will disqualify them and will result in their exclusion from the appointments process.

#### Candidates' obligations

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 personate a candidate at any stage of the process.

#### Penalties for failure to comply

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 and/or imprisonment.

If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

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

3. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service is satisfied that such a person fulfils the essential requirements.