



Client Newsletter

April 2022

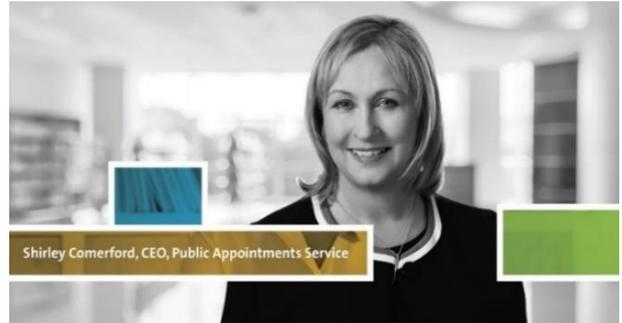


An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

A WELCOME FROM OUR CEO

Welcome to the spring edition of our Client Newsletter, which aims to keep you informed of key updates and upcoming priorities across the Public Appointments Service.

Just a short time ago, much of the work of the civil and public service was dominated by the Covid-19 pandemic. Whilst the pandemic continues to have an ongoing impact on our working and society overall, we are now responding to a new challenge and the very real impact of Russia's war on Ukraine. The horrors in Ukraine have shocked us all and there has been a comprehensive and rapid response from across Government to the crisis and mass movement of people. We have been working in partnership with a number of Department's to prioritise the assignment of staff who will be providing support and assistance to Ukrainian refugees.



We are delighted to share some new initiatives with you. We have received a high level of interest from students in the PublicJobs.ie Schools Advertising Challenge 'The Pitch' – this is a fun way to challenge students to express their creative, digital and communication skills while learning about future career opportunities in the public sector. Keep an eye out for the winning entries through our social channels. We have also partnered with the Commission for Public Service Appointments and launched a new and exciting **Public Service Recruiter Network** that will facilitate greater collaboration in recruitment and to maintain the high standards of recruitment and selection that are in place across the public service. We look forward to sharing and collaborating with you to deliver on these objectives throughout 2022.

Shirley Comerford

**Chief Executive Officer
Public Appointments Service**



ORGANISATIONAL / CORPORATE UPDATES

Public Jobs Schools Resource Initiative

We are fast approaching the end of year one of the Public Jobs Schools Resource initiative. The initiative launched to the network of over 720+ post-primary schools in Ireland in September 2021. It includes an educational resource kit consisting of six lesson plans, covering diverse career paths and entry routes to the public sector, as well as employee videos that bring lesser-known roles to life. We aim to broaden the scope of clients profiled and the diversity of roles highlighted in 2022. The resources, which are all free to use, can be found on a dedicated schools microsite on publicjobs.ie and are available in both Irish and English.

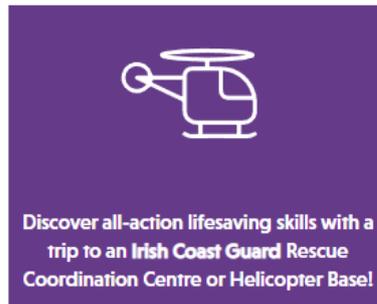
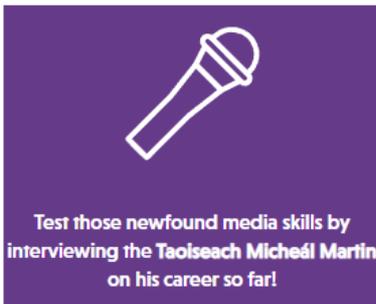


Once students utilised the learning resources available, they had the opportunity to pitch a career in the public sector to their peers and a panel of judges as part of The Pitch – The Publicjobs.ie Advertising Challenge, which opened in February 2022. The Pitch is a fun advertising competition where students can tap into their creative side and make a video pitching the public sector as a diverse and interesting career path.

We have had a fantastic response with students from a number of schools throughout the country submitting entries.

As part of The Pitch competition, we aim to offer public sector learning/experience-based prizes to schools that speak to the wide diversity of roles and opportunities across the public service, in essence keeping public service at the heart of what is being showcased.

The Prizes include:



Finalists will be invited to an event at the end of April where these amazing prizes will be awarded to the best videos!

If you are interested in finding out more, our Head of Marketing and Communications, Áine Gallagher recently showcased the initiative at an Our Public Service Innovation Network event which is available to watch back [here](#). You can also email us at: schools@publicjobs.ie



PAS wins 'Best in Innovation during the COVID-19 Pandemic' at the National Recruitment Awards

On 25 February 2022, the Public Appointments Service received an award for 'Best in Innovation during the COVID-19 Pandemic 2021' at the annual National Recruitment Awards, which are hosted by the Employment and Recruitment Federation of Ireland. We delighted and honoured to receive such a prestigious award.



The awards showcase the achievements and accomplishments of recruitment organisations across Ireland. The judging panel were impressed by the **innovation** and **rapid digitalisation** of recruitment services demonstrated by our teams in response to the COVID-19 pandemic. Well done to all 😊

Launch of New Website - State Boards

We are delighted to update you on the recent launch of our new website for **State Boards**. The website is the access point to information on State Boards, including the process, recent appointments and how to register and apply for a State Board. Some of the exciting new additions to the website include **specific insights** from some of our members **about their experience** of serving on a State Board and the **valuable role** that they play.



“We are committed to delivering high calibre and eminently qualified candidates for a wide range of State Boards, commercial, non-commercial, regulatory, voluntary and other public bodies. We do this by engaging new and diverse audiences, built on our unique position of recruitment for the public sector.”

The website will be a live resource that is regularly updated to include relevant inputs that prospective applicants and client organisations will find interesting. There is also a key focus on attracting a wider and diverse pool of candidates that reflect Irish society.

Please check out the new State Boards website: [here](#)



LOCAL GOVERNMENT: RECRUITMENT UPDATES

Update on Nationwide Campaigns

To better support your internal planning and resourcing strategies, we have provided an update on our current and upcoming nationwide recruitment campaigns.

Senior Executive Officer (SEO)

- To-date, **74** sanctions have been received with **62** candidates recommended and **12** at the clearance stage. **84%** of requests have been filled since the first panels formed in Nov. 2020. We are on target to have **100%** of the SEO requests received to-date, filled by mid-April 2022.
- All candidates who successfully completed Stage 1 Online Assessments have now completed Stage 2 video interviews. Main Interviews for specific locations will continue to take place throughout 2022, as and when vacancies are notified.

Senior Executive Engineer (SEE)

- To-date, **155** sanctions have been received, with **119** candidates recommended and **18** at the clearance stage. **87%** of requests have been filled since the panel formed in October 2020. We are on target to have **92%** of the SEE requests received to-date, filled by mid-April 2022.
- The new SEE nationwide competition launched on the 11 March 2022 - further will be provided in the coming months.

Senior Engineer (SE)

- All candidates have now completed Stage 1 video interviews.
- Following completion of Stage 2 Main Interviews, panels are now in place for **19** locations (*DCC, SDCC, Fingal, DLR, Laois, Meath, Kildare, Galway City/County, Offaly, Westmeath, Cork City, Kerry, Longford, Leitrim, Roscommon, Monaghan, Sligo and Wexford*).
- To-date, **32** sanctions have been received, with **24** candidates currently recommended and **3** at the clearance stage. **75%** of requests have been filled since the panel formed in September 2021. We are on target to have **84%** of the requests received to-date, filled by mid-April 2022.
- Group 3 candidates (*Kilkenny, Clare, Cork County, Donegal & Mayo*) were invited to complete Stage 2 Main Interviews in March 2022. It is anticipated that further candidates will be invited to complete Stage 2 Main Interviews for specific locations, as and when vacancies are notified.

Senior Executive Planner (SEP)

- Following Stage 2 Main Interviews, panels were formed for **14** locations (*SDCC, Fingal, Meath, Kildare, DCC, DLR, EMRA, Waterford, Leitrim, Wexford, Sligo, Tipperary, Carlow and Wicklow*).
- The final group of candidates were invited to complete Stage 1 Online Video Interviews in Feb/March.
- It is anticipated that further candidates will be invited to complete Stage 2 Main Interview for specific locations, as and when vacancies are notified.
- To-date, **22** sanctions have been received, with **14** candidates currently recommended and **3** at the clearance stage. **63%** of posts have now been filled since the first panel formed in Sept. 2021. We are on target to have **77%** of the requests received to-date, filled by mid-April 2022.



Workforce Planning

For many of our larger volume Local Government competitions, we will only call candidates forward for an interview as the need arises – this is a more efficient model and from a candidate perspective, it helps manage expectations.

Throughout the year, the Client Relationship Management (CRM) team will ask you to provide details of your **projected requirements for staff** at specific grades. These projections will be used for planning - we understand that the information reflects anticipated requirements at a point in time. In this regard, we will only act to fill a vacancy following the submission of a formal request.

We will continue to work closely with you on workforce planning to ensure that key vacancies in priority areas such as housing and the active travel scheme are successfully met.



Process for Resource Requests



The CRM team is the first point of contact to log a request for the Public Appointments Service to: (a) deliver a new recruitment competition; (b) provide staff from an existing panel. Once your request has been logged, the CRM team will liaise with the recruitment unit. To minimise any delays, please ensure that you submit the relevant form and supporting documentation.

When requesting a new competition, clients are required to submit the following information:

- **Details of the nominee (including contact details) who will represent their local authority**
- **Sanction**
- **Statutory Request**
- **Job Description/Person Specification.**
- **Candidate Profile Form**

Once all supporting documentation is submitted, we will provide an expected timeline for completion of your competition.

Please contact the CRM team with any queries on competition updates. As we are currently working remotely, you can contact us via email: CRMmailbox@publicjobs.ie



Successful Delivery

Since January 2022, we have successfully delivered on the following outputs to our Local Government clients (figures presented are up to the end of March 2022).

**15 New
Campaigns
Advertised**

**1,092
Applications
Received**

**203
Assessments
Conducted**

**96
Remote
Interviews
Conducted**

**10
Campaigns
Completed /
Panel in Place**

**82
Candidates
Assigned**



EQUALITY, DIVERSITY & INCLUSION UPDATES

ED&I Diagnostic Review

We recently commissioned a diagnostic review of our Equality, Diversity & Inclusion (ED&I) practices and policies: (a) as an organisation; (b) as a recruiter for the civil/public service. This will include a comprehensive review of all operational recruitment, assessment and assignment processes, as well as internal policies from an ED&I perspective. This initiative is directly linked to both our [ED&I](#) and corporate [NUA](#) (2020-2023) strategies. To help drive this analysis, we are partnering with Deloitte who have a strong track record in conducting similar reviews across the public and private sectors.



This review will identify the **specific factors** and **actions** that can help create a more **diverse organisation**, including more inclusive **operational processes** from the perspective of a recruiter. As part of the project, a client focus group took place in March to ensure that clients views were considered - our thanks to those who participated.

The outcome of this project will enable us to benchmark our current organisational position on ED&I and provide a baseline from which our strategy implementation and progress can be measured and quantified.

More Inclusive Pathways into the Civil Service

We are a long-standing partner of AHEAD and have supported the recruitment process for the **Willing, Able, Mentoring (WAM) programme** for many years. WAM is a six-month work placement programme (with placements in the public and private sector) that aims to promote access to the labour market for graduates with disabilities and build the capacity of employers to integrate disability into their workplace. In 2021, we were delighted to be awarded a **'WAM Leaders Award'** in recognition of our ongoing support to facilitate WAM placements in the civil service.

There is growing evidence that some underrepresented groups can benefit from more equitable and inclusive pathways into the civil service that lead to permanent career paths i.e., internships, traineeships, apprenticeships, work placements.

Following a recent review of the WAM programme, undertaken by PAS, DPER and AHEAD, a route to permanency has been developed for WAM participants who successfully complete the programme. We hope that this will become a blueprint for developing more inclusive routes into the civil service for groups that are currently underrepresented.



If your organisation is interested in finding out more, please contact: wam@ahead.ie



Diversity Ambassadors

As we work towards ensuring that our civil and public service are energised by the contribution of employees from all sectors of society, we are looking at better, more engaging ways to attract people into the service

Personal narratives are a powerful communication tool - we are looking for **civil and public servants from diverse backgrounds**, across any grade, who would be open to sharing their own career journey and experience to date in the public service to help us attract and engage a broader, more diverse applicant pool.

If you know any colleagues who may be interested in becoming a **Diversity Ambassador**, please email peter.smyth@publicjobs.ie from our Marketing team for a quick chat to help us to broaden our outreach.



ED&I Engagement Activities

Some of the recent engagement activity undertaken by the ED&I team included Siobhán McKenna (Head of ED&I) presenting at both the IBEC Diversity Forum and the Chartered Accountants Ireland (Ulster) Society, in relation to our ED&I strategy and progress against implementation.



To celebrate **International Women's Day 2022**, Siobhán discussed *Intersectionality: Going Beyond Gender* at the Institute of Antiracism and Black Studies (IABS). Salome Mbugua (chair of our ED&I Project Board in PAS) and Siobhán also participated in a UCD Alumni panel on **#BreakingtheBias**.

IHREC Strategy

The **Irish Human Rights and Equality Commission (IHREC)** recently launched a **Strategy Statement** that outlines their key strategic priorities over the period 2022-2024. In 2021, we contributed to the Commission's consultation process on the development of the strategy.

In the context of some of the biggest human rights and equality challenges in recent times, we welcome each of the priorities identified in the Strategy Statement and in particular the inclusion of the Public Sector Equality Duty and how this needs to be strengthened.

HOW CAN WE HELP?

We are here to support our clients. You can contact the **CRM** team via telephone or the CRMmailbox@publicjobs.ie. You can also keep up to date on publicjobs.ie and stateboards.ie and follow us on our social platforms:

