



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

CANDIDATE INFORMATION BOOKLET

The Public Appointments Service intends to hold a competition for the purpose of recommending persons for appointment to the position of:

Head of Finance

Donegal County Council

CLOSING DATE: 3pm on Thursday 28th May 2020

Campaign ID: 2066105

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

The Public Appointments Service will run this competition in compliance with the codes of practice prepared by the new Commissioners for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on www.cpsa.ie

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HEAD OF FINANCE
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Head of Finance Donegal County Council

Introduction

The Local Government sector in Ireland is made up of 31 Local Authorities and 3 Regional Assemblies. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; infrastructure; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development and enterprise at a local level.

Donegal County Council is the local authority for County Donegal and is made up of 37 elected members. Each elected member is elected to one of five Municipal Districts in Donegal. The five Municipal Districts are Donegal, Glenties, Inishowen, Letterkenny – Milford and Lifford - Stranorlar. There are approximately 1000 staff and an annual operating budget of €154 million for 2020.

Donegal County Council provides a diverse range of services across a large geographic area. Key actions identified within the Corporate Plan 2020-2024 include meeting statutory obligations, investing in infrastructure including transport, water and telecommunications, driving growth, supporting economic development and job creation, developing the tourism sector, transitioning to a low carbon climate resilient society, empowering communities and enabling the delivery of quality services and supports.

There are six directorates in Donegal County Council, and each directorate is responsible for providing a range of functions and services. Day to day management of the Council's services takes place under the stewardship of the Chief Executive, five Directors of Service and a Head of Finance.

The Role

Reporting to the Chief Executive, the Head of Finance will lead and manage the finance function within the Authority. As a member of the senior management team, the Head of Finance will also have other responsibilities in the overall management of the Authority.

As a key member of the Senior Management team, the successful candidate will be required to make a valuable contribution to the strategic management of the Finance function as well as provide a high level of independence and objectivity. This is an opportunity for an experienced finance professional to fully utilise their professional, technical and management skills in an environment that promotes a high performance culture. As well as leading the finance function, additional responsibilities involving other function areas of the Local Authority will be assigned from time to time.

Duties and Responsibilities

The duties will include the following:

- Leadership of the finance function and the management (including performance management), development, training and education of all finance staff to ensure the highest standards of quality;
- Preparation, implementation and ongoing review of the finance plans of the Local Authority;
- Engagement with a wide range of stakeholders, including Elected Members, in the

- prudent management of the Council's constrained financial resources;
- Implementing changes in existing financial systems as required, ensuring in particular, that the management accounting requirements are supported by adequate information systems particularly in the context of multi-annual budgeting;
 - Sourcing of finance and formulation of financial arrangements in the context of partnerships, new funding ventures and Public Private Partnerships should and where they arise;
 - The appraisal of Capital Projects;
 - Demonstrating a professional approach to the delivery of Value for Money in pursuit of corporate objectives;
 - Ensuring that the organisation adheres to the currently accepted accounting standards/codes of practice;
 - A leadership/ advisory role in ensuring the financial probity of the organisation;
 - Creating and supporting a culture in which non-financial managers take responsibility for effective management of devolved resources;
 - Undertaking the strategic and operational management of such other Departments/Functions within the Local Authority as may be assigned;
 - Undertaking such other duties as are assigned from time to time.

ESSENTIAL REQUIREMENTS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Head of Finance shall be as set out hereunder: -

Character

Each candidate must be of good character.

Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Experience etc.

Each candidate must on the latest date for receipt of completed application forms:

- (a) Possess a professional accountancy qualification and be a member of a recognised body of accountants;
- (b) Have satisfactory experience of accountancy work, including management accounting and financial accounting;
- (c) Have satisfactory relevant experience in a managerial capacity;
- (d) Possess and be capable of demonstrating, a good understanding and knowledge of public sector finance.

Candidates for this position should also have:

- Extensive experience in leading, developing and implementing financial and resource allocation strategies that support Corporate Plan objectives;
- A high degree of analytical, conceptual and problem solving skills in finance and business management;
- Knowledge of accounting, methods, procedures, processes and contemporary management accounting techniques and principles.

Candidates should be able to demonstrate:

- A career record that demonstrates the necessary senior level leadership and management skills to manage, develop and motivate a large multidisciplinary team with a strong record of achievement of results;
- Strong relationship management, interpersonal and communication skills with the capacity to work in close consultation with Council members and a wide range of stakeholders and committees to secure cooperation and consensus;
- A developmental view of Local Government, which encourages involvement and optimises local democracy and the use of existing powers and functions;
- Good analytical skills and a capacity to innovate in the interest of delivery of cost

effective services, with an excellent customer focus;

- Skills and capabilities in strategy and policy development;
- The ability to lead, foster and effectively implement appropriate change;
- An ability to work effectively under pressure and manage a number of programmes and projects at any one time;
- An understanding of procurement, information technology, financial management and governance and accountability;
- The capacity to work in a complex and dynamic political environment;
- High levels of honesty and integrity and a focus on operating in an impartial and transparent manner to deliver the best possible services to the citizen;
- A satisfactory understanding of the public service regulatory and legislative framework in Ireland, or an ability to quickly acquire such an understanding.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- 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, and
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position

KEY COMPETENCIES

A Competency model has been developed for the Head of Finance role.

Competency Heading	Competency Description
Exemplifies Public Service values	Demonstrates the core values of honesty, impartiality, integrity and is professional and transparent in all dealings. Is focused on putting the citizen/customer at the heart of services provided and operating in an impartial manner for the common good. Respects diversity and difference and is open to meeting the needs of a changing population.
Strategic Management and Change	Takes a long term, strategic overview of what has to be done and translates this into policies and then operational goals and plans. Shares the strategic vision with key stakeholders and gains their support. Will effectively introduce change, overcoming resistance and anticipating obstacles.
Performance through People	<p>Leading and Motivating Provide clear leadership as a member of the Management Team of the Council, demonstrating enthusiasm and energy and gaining the respect and loyalty of the team.</p> <p>Managing Performance Gets the best out of others through setting clear and challenging goals, delegating and empowering people and tackling underperformance, where required.</p>
Delivering Results	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</p> <p>Operational Planning Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
Networking & Representing and Communicating Effectively	Develops and maintains positive and beneficial relationships with others and collaborates effectively. Fosters a strong focus on Customer/Client Service. Effectively manages the expectations of others and is skilled in negotiation and gaining agreement. Is credible and confident when communicating with others.
Personal effectiveness	Is enthusiastic about the role and motivated in the face of difficulties. Demonstrates appropriate and positive self-confidence and remains calm and composed when providing leadership under pressure. Operates effectively in an environment with significant complexity and pace

PRINCIPAL CONDITIONS OF SERVICE

The Office

The office is wholetime, permanent and pensionable. The normal working week is a 37 hours' five-day week basis. However, the position of Head of Finance will involve additional hours in excess of the standard working week, without additional remuneration.

The holder of the office shall not engage in any gainful occupation, other than as an officer of a local authority, to such an extent as to impair the performance of his or her duties as an officer of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with discharge of his or her duties as a local authority officer.

Probation

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- (b) such period shall be 11 months but the Chief Executive may at his or her discretion extend such period;
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

Salary

As at 1st September 2019:

€93,887 – €98,154 – €102,423 – €106,688 – €110,957

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning and Local Government.

In accordance with Departmental Circular letter E.L. 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point. Further to this, E.L. 05/2016 broadens E.L. 02/2011 to allow for consideration of starting pay on recruitment through open competition to the Civil Service of existing public servants serving in analogous grades. Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale, and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee's current point of scale.

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of service which they are required by or under any enactment to perform.

Superannuation

- (i) Persons who become pensionable officers of a local authority who are liable to pay Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).
- (ii) Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
- (iii) All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouse's and Children's Contributory Pension) Scheme

to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

- (iv) New members joining the Public Sector after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). This includes a contribution to a Spouse's and Children's Scheme.

Residence

The holder of the office shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof.

Start Date

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than three months and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

Duties

In accordance with Section 159(3) & (4) of Local Government Act 2001 an employee of the local authority shall perform the duties of the office and give the local authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office will, if required, act for an officer of a higher level.

Retirement

Effective from 1st January 2013, the Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Retirement age is set initially at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

For appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 70.

For Class A "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 and the maximum retirement age is 70.

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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

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.

Incentivised Scheme for Early Retirement (ISER)

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

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

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 SELECTION PROCESS

How to Apply

Applications should be made **online** through www.publicjobs.ie. All sections of the form must be fully completed.

Before applying candidates should log-on to www.publicjobs.ie and if you have not already done so you must register as a '**New User**' to create your profile (register a new account). Please do 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.

Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via '**My Applications**'. Only fully submitted applications will be accepted into the campaign. **Applications will not be accepted after the closing date.**

The admission of a person to this competition, or invitation to attend for interview is not to be taken as implying that the PAS is satisfied that such person fulfils the requirements.

Closing Date

Your online application must be submitted through www.publicjobs.ie not later than **3pm on Thursday 28th May 2020**. Applications will not be accepted after this date.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please contact 01 – 8587424.

Publicjobs Messageboard

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.

Selection Process

The selection process may include the following:

- Shortlisting of candidates on the basis of the information contained in their application;
- A preliminary interview, which may also include a presentation;
- Completion of an online questionnaire;
- A competitive interview, which may also include a presentation;
- Work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate.

Shortlisting

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

Optional Language Test

You may have your ability to communicate effectively in Irish and English assessed. Your ability in the language in which the interview is conducted will be assessed at the interview itself and in the other language by a separate competitive language test. This test will comprise conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the post. Candidates who satisfy the Public Appointments Service that they are proficient in both Irish and English will be awarded marks in respect of such proficiency. Candidates who qualify at interview and establish their proficiency will be awarded an extra 6% of the total marks available at interview.

Security Clearance

The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to a Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided.

References

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 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. Please be assured that we will only collect the details and contact referees should you come under consideration after preliminary interview stage.

Other important information

The Public Appointments Service 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.

Prior to recommending any candidate for appointment to this position the Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, PAS may at its discretion, select and recommend another person for appointment on the results of this selection process. A panel will be formed from which future vacancies may be filled from this campaign.

The Importance of Confidentiality

Subject to the provisions of the Freedom of Information Act, 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.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. 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 he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

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 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 Public Appointments Service are set out on the Data Protection page of www.publicjobs.ie.