



# An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

## CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment as:

### **Records Manager in the Property Registration Authority**

**Closing Date: 3pm on Thursday 29<sup>th</sup> September 2022**

**CID: 22376208**

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

The Public Appointments Service will run this campaign 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).

Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

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# Records Manager

## **Background**

The Property Registration Authority (PRA) is responsible for the registration of property transactions in Ireland and operates under the aegis of the Department of Housing, Local Government and Heritage.

The PRA is responsible for managing and preserving the land registration and property transaction records of the State. The information contained in the PRA's records serves as evidence of property ownership and is vital in safeguarding the integrity and security of the Irish property registration system in Ireland.

The PRA has three main streams of records and includes both hard-copy and born-digital format:

1. Legal documents directly related to its core registration function (Land Registry, Registry of Deeds, Ground Rents);
2. Correspondence associated with ancillary registration services, including applications for copy documents;
3. Records related to support functions of the PRA including correspondence, emails, reports, administrative material concerning Oireachtas oversight, Authority matters, Freedom of Information requests, data requests, quality management, customer complaints, HR issues, financial, contractual and procurement issues etc.

The PRA is committed to establishing procedures to ensure the creation and management of authentic, reliable records across the organisation, as well as ensuring that it has a fit-for-purpose overall records management framework. An effective records management system is required to support business processes, to facilitate business continuity and to meet our legal obligations under the National Archives Act 1986 and other legislation. It is also important in the context of accountability, transparency and in meeting the enhanced levels of compliance, structure and practice required under the General Data Protection Regulation.

The PRA's ongoing commitment to records management is demonstrated in its inclusion in the Governance Framework since 2019 and the employment of a professionally qualified Archives Manager since 2018 and Records Manager since 2019.

It is intended that the PRA, the Valuation Office and Ordnance Survey Ireland will merge in the future and will be known as Tailte Éireann (TE).

The PRA has recently developed and is implementing its Blended Working Policy. Continuous personal and professional development for all staff is a priority under the strategic goal of 'An inclusive workforce valued for its capability and professionalism.' You can find further information about the Property Registration Authority on their website <https://www.prai.ie>

To facilitate the ongoing development of records management within the organisation, the PRA is now seeking to recruit a suitably qualified information professional as Records Manager.

## **The Role**

The Records Manager will form an integral part of the Corporate Services team. They will have responsibility for accurately, securely and effectively managing information received and produced by the PRA. In general, the Records Manager will manage the variety and complexity of records in the PRA through implementing and reviewing the PRA Retention and Disposal Schedule, designing systems, analysing business processes, designing classification schemes, undertaking records surveys, identifying requirements for record storage, contributing to business continuity and disaster preparedness policies. The Records Manager will work closely with the PRA's Archives Manager and Digitisation Archivist to ensure an aligned and consistent approach is taken where records overlap into the sphere of archives.

They will be a dynamic information professional, interacting with senior managers in the PRA to improve overall records management efficiency and to help ensure the preservation of records which have permanent legal, administrative and / or historical value.

Responsibilities will include:

- Implementation of the PRA Records Retention and Disposal Schedule
- Regularly review and update the PRA Records Retention Schedule.
- Advise on records management matters in relation to the move to the new Tailte Éireann HQ in late 2024.
- Reviewing and reporting to senior management on existing systems of records management.
- Identifying opportunities and solutions to improve records management, in a strategic way, aligned with business needs, operational efficiencies, and statutory obligations (including Freedom and Information and Data Protection legislation).
- Development of implementation / action plans for new / improved systems of records management, with a focus on aligning electronic and paper based systems.
- Liaising with National Archives regarding responsibilities under National Archives Act, 1986 and preparing records for transfer to the National Archives.
- Disaster recovery management.
- Carrying out record surveys and developing classification systems as required.
- Advising on requirements for safe, secure and efficient records storage and retrieval.
- Contributing to development of digital preservation policy at the PRA for born-digital and digitised records.
- Working with the Archives Manager to identify records requiring permanent preservation and contributing to the preservation of knowledge management, corporate memory and heritage within the organisation.
- Contributing to PRA Forums & Working Groups on records management issues as required in particular the Registry of Deeds Digitisation Strategy Advisory Group, Data Governance Steering Group, and Data Protection Forum.
- Along with other professionally qualified colleagues in the organisation, represent the PRA at Civil Service Departmental Archivists Network.

#### **Note**

**This job description is subject to re-definition as part of ongoing reforms within the Public Service, change management initiatives within the PRA and the impending merger of the PRA, OSi and VO.**

#### **Vacancy Locations**

The role can be undertaken in any of the PRA's three office locations in Dublin, Roscommon and Waterford. However, the initial onboarding will take place in the PRA Head Office, Dublin,

#### **Dublin**

Our head office is in the heart of Dublin City, currently in the historic Four Courts complex. The new state-of-the-art headquarters for Tailte Éireann, Distillers Building Dublin 7, is nearing completion and is located conveniently beside the Smithfield LUAS stop within walking distance of all the city centre has to offer.

#### **Roscommon**

We have a spacious and environmentally friendly office located in Roscommon town which offers an excellent quality of life with affordable houses, great schools, and a host of amenities. County Roscommon has beautiful lakes, forests, historic towns, ancient tombs, and numerous walking trails. Access to third level education is available at the Technical University of the Shannon (TUS) in nearby Athlone.

#### **Waterford**

Our Waterford office is located in the city – Ireland's oldest -in the heart of the Ancient East. Waterford offers easy access to beautiful beaches, golf courses, the Greenway, and the vibrant culture and architecture of the city, including the Viking Triangle. The South East Technological University (SETU) is located in close proximity to the PRA office

## **ENTRY REQUIREMENTS**

### **Essential**

Candidates must:

1. On or before **Thursday 29<sup>th</sup> September 2022**
  - a) Hold a qualification of at least level 8 on the National Framework of qualifications (NFQ);  
And
  - b) Hold a post graduate qualification on the NFQ in archival studies/records management from a course accredited by the Archives and Records Association (UK & Ireland) or equivalent professional body in a jurisdiction outside Ireland or the UK;
2. Demonstrate evidence of Continuous Professional Development;
3. Have experience and/or knowledge of best professional practice and appropriate standards with regard to the management of records and archives;
4. Have experience and/or knowledge of managing both paper and born-digital records;
5. Have demonstrable knowledge of current information governance requirements and legislation, e.g. National Archives Acts, 1986 -2018; Data Protection Act 2018, Freedom of Information Act 2014 etc.
6. Be capable of managing in a multi-disciplinary team environment;
7. Understand the importance of and practice the use of confidentiality;
8. Be open and adaptable to change while taking responsibility for one's own work;
9. Have excellent interpersonal and communication skills both oral and written;
10. Have excellent IT skills;
11. Be highly motivated;

**In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at this level (detailed overleaf).**

### **Desirable:**

- Have at least two years satisfactory post-qualification experience of working as an archivist or records manager;
- Personal membership of a relevant professional body in archives or records management;
- Experience of implementing records retention schedules within an organisation;
- Knowledge of ERDMS and digital preservation;
- Have project management capability.

**Candidates should note that the admission to a competition does not imply that the Public Appointments Service is satisfied that they fulfil the essential entry requirements. Therefore, the onus is on the candidate to ensure that they meet the essential entry requirements prior to submitting their application.**

## Key Indicators for Effective Performance at Higher Executive Officer Level

<p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise</li> <li>• Provides clear information and advice as to what is required of the team</li> <li>• Strives to develop and implement new ways of working effectively to meet objectives</li> <li>• Leads the team by example, coaching and supporting individuals as required</li> <li>• Places high importance on staff development, training and maximising skills &amp; capacity of team.</li> <li>• Is flexible and willing to adapt, positively contributing to the implementation of change</li> </ul>
<p><b>Judgement, Analysis &amp; Decision Making</b></p> <ul style="list-style-type: none"> <li>• Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors</li> <li>• Takes account of any broader issues, agendas, sensitivities and related implications when making decisions</li> <li>• Uses previous knowledge and experience in order to guide decisions</li> <li>• Uses judgement to make sound decisions with a well-reasoned rationale and stands by these</li> <li>• Puts forward solutions to address problems</li> </ul>
<p><b>Management &amp; Delivery of Results</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility and is accountable for the delivery of agreed objectives</li> <li>• Successfully manages a range of different projects and work activities at the same time</li> <li>• Structures and organises their own and others work effectively</li> <li>• Is logical and pragmatic in approach, delivering the best possible results with the resources available</li> <li>• Delegates work effectively, providing clear information and evidence as to what is required</li> <li>• Proactively identifies areas for improvement and develops practical suggestions for their implementation</li> <li>• Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively</li> <li>• Applies appropriate systems/ processes to enable quality checking of all activities and outputs</li> <li>• Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers</li> </ul>
<p><b>Interpersonal &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Builds and maintains contact with colleagues and other stakeholders to assist in performing role</li> <li>• Acts as an effective link between staff and senior management</li> <li>• Encourages open and constructive discussions around work issues</li> <li>• Projects conviction, gaining buy-in by outlining relevant information and selling the benefits</li> <li>• Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances</li> <li>• Presents information clearly, concisely and confidently when speaking and in writing</li> <li>• Collaborates and supports colleagues to achieve organisational goals</li> </ul>
<p><b>Specialist Knowledge, Expertise and Self Development</b></p> <ul style="list-style-type: none"> <li>• Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others</li> <li>• Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work</li> <li>• Focuses on self-development, striving to improve performance</li> </ul>
<p><b>Drive &amp; Commitment to Public Service Values</b></p> <ul style="list-style-type: none"> <li>• Strives to perform at a high level, investing significant energy to achieve agreed objectives</li> <li>• Demonstrates resilience in the face of challenging circumstances and high demands</li> <li>• Is personally trustworthy and can be relied upon</li> <li>• Ensures that customers are at the heart of all services provided</li> <li>• Upholds high standards of honesty, ethics and integrity</li> </ul>

## **Eligibility to compete and certain restrictions on eligibility**

### **Citizenship Requirements**

Eligible candidates must be:

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

**To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.**

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

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 01 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 01 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 a permanent 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. The appointee will also be subject to the Civil Service Code of Standards and Behaviour.

### **Pay**

#### **Personal Pension Contribution (PPC) Pay Rate:**

The salary scale for the position (rates effective from 1 February 2022) is as follows:

€50,848    €52,334    €53,817    €55,300    €56,788    €58,271    €59,756    €61,899(LSI1)  
€64,038(LSI2)

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

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

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

### **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.**

Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the appointee's choice. Payment cannot be made until a bank account number, bank sort code, IBAN (International Bank Account Number) and BIC (Bank Identifier Code) has been supplied to the Human Resources Division of the employing department. Statutory deductions from salary will be made as appropriate by the Department.

The appointee will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

### **Tenure and Probation**

The appointment is to a permanent position in the Civil Service where the appointee will be required to serve a 12-month probationary period. During the period of the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner,
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the point of view of health with particular regard to sick leave.

Prior to completion of the probationary contract, a decision will be made as to whether or not you will be retained pursuant to Section 5A (2) of the Civil Service Regulation Acts 1956-2005. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above.

The details of the probationary process will be explained to you by the Department and you will be given a copy of guidelines on probation issued by the Department of Public Expenditure and Reform.

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

In certain circumstances your contract may be extended, and your probation period suspended. This extension must be agreed by both parties.

- The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carer's Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may in these circumstances make application to the employer for an extension to the contract period.

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

### **Outside Employment**

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or comprises his/her integrity.

### **Hours of attendance**

Hours of attendance will be as fixed from time to time but will amount to on average not less than 41 hours and 15 minutes gross or 35 hours net per week. No additional payment will be made for extra attendance (over and above 41.25 hours per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

### **Annual Leave**

The annual leave allowance for the position is 29 days rising to 30 days after 5 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.

### **Duties**

You will be required to perform any duties appropriate to your grade which may be assigned to you. You may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **Location**

This post will be located in one of the Property Registration Authority offices in Dublin, Roscommon or Waterford. When absent from home and base office on duty, appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

### **Unfair Dismissals Acts 1977-2005**

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of the employment by reason only of the expiry of the fixed term contract without it being renewed.

### **The Organisation of Working Time Act**

The terms of the organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.

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

### **Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity**

The appointment will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 2014. Successful candidates will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

### **Civil Service Code of Standards and Behaviour**

The officer will be subject to the Civil Service Code of Standards and Behaviour.

### **Ethics in Public Office Acts**

The Ethics in Public Office Acts 1995 to 2001 will apply, where appropriate, to this employment.

### **Prior approval of publications**

An officer will agree not to publish material related to his or her official duties without prior approval by the head of the Department/Office or by another appropriate authorised officer.

### **Political Activity**

During the term of employment the officer will be subject to the rules governing public servants and politics.

### **Personnel Code**

Further details and circulars regarding these terms and conditions can be found on the following web site <https://www.gov.ie/en/circulars>

### **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 the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

### **Pension Abatement**

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**  
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60<sup>th</sup> birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- **III-Health-Retirement**  
Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

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

### Appointment post ill-health retirement from Civil Service

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

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

### Appointment post ill-health retirement from Public Service

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

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

### **Pension Accrual**

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

### **Additional Superannuation Contribution**

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

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

All circulars are available on the website [www.circulars.gov.ie](http://www.circulars.gov.ie) or from the Personnel Section.

### **Please Note**

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

### **IMPORTANT NOTICE**

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

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

## COMPETITION PROCESS

### How to Apply

Applications should be made **online** through [www.publicjobs.ie](http://www.publicjobs.ie) Please note that all sections of the application form must be fully completed or your application may receive no further consideration.

Before applying candidates should log-on to [www.publicjobs.ie](http://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'. 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 e-mail has been blocked.

Only applications fully submitted online will be accepted into the campaign.

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

### Closing date

Your application must be submitted on the Public jobs website not later than **3pm, Thursday 29<sup>th</sup> September 2022.**

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email: [emma.price@publicjobs.ie](mailto:emma.price@publicjobs.ie)

**Interviews for these posts are likely to commence in November/December.**

You are advised to check your message board on a regular basis as email notifications of updates/ tests/ Interviews etc issued to your Message board may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Public Appointments Service (PAS).

The PAS accept no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by the PAS and should make sure that the contact details specified on the application form are correct.

### Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- Pre-recorded video Interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- remote interview
- work sample/role play/media exercise and/or 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 short-listing 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.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

### **Security Clearance**

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However, should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

**It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.**

### **Eligibility Requirements**

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements 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. 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.

### **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 campaign, or invitation to attend an interview, is not to be taken as implying that the Public Appointments Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

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 if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

Once a candidate has accepted an offer of appointment their name 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.**

### **Candidates with Disabilities**

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

These reports must be forwarded to the Assessment Services unit, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **29<sup>th</sup> September 2022**. **You should email a scanned copy** of the report to [asu@publicjobs.ie](mailto:asu@publicjobs.ie)

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

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

### **Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service**

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a **Review of a decision** made during the process
- or**
2. **Make a Complaint** that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), 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 for Public Service Appointments (CPSA) **at its sole discretion**.

There is no obligation on PAS to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, PAS will intervene in cases where it finds an error is likely to have occurred.

### **Requesting a Review under Section 7**

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). PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

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 Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of the PAS who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, he/she may adopt the formal procedures set out below.

A request for Formal Review must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. 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 candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to [ceomailbox@publicjobs.ie](mailto:ceomailbox@publicjobs.ie), or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process
- The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

### **Making a Complaint under Section 8**

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 to make a complaint under **Section 8** to PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either PAS or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, PAS and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct PAS to reverse a decision taken in the course of an appointment process.** Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

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.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within 5 working days of notification of the decision, and will normally take place between the candidate and a representative of the PAS who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, he/she may adopt the formal procedures set out below.

A Formal Complaint must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. 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 candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to [ceomailbox@publicjobs.ie](mailto:ceomailbox@publicjobs.ie), or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process
- The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

**For further information on the above Review and Complaint procedures please see the *Code of Practice for 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)**

### **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. 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 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

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

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

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

### **Use of Recording Equipment**

PAS does not allow the unsanctioned use of any type of recording equipment. 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.

### **Contravention Code of Practice**

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

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

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

### **Specific candidate criteria**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;
- and if successful, they will not be appointed to the post unless they:

Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed

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

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

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the Public Appointments Service 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.

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

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

### **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 Public Appointments Service are set out on the Data Protection page of [www.publicjobs.ie](http://www.publicjobs.ie)