Open campaign for appointment to the position of

Recruit Prison Officer
in the
Irish Prison Service

2016

Closing date for applications: 3pm Thursday 28th July 2016

Campaign ID: 1682504

The Public Appointments Service and the Irish Prison Service will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil and Public Service prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa-online.ie

The Public Appointments Service and the Irish Prison Service are committed to a policy of equal opportunity

Contact Details: Recruit Prison Officer Recruitment Unit
Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 D01 C7W6
LoCall Number: 1890 449 999 ---- Telephone: (01) 8587474 – 8587567– 8587641
www.publicjobs.ie

email: prisonofficer2016@publicjobs.ie
This booklet contains the following information:

Section
1: Introduction
2: About the Recruit Prison Officer job
3: Essential Requirements
4: The Selection Process
5: Medical and Physical Assessments
6: Recruit Prison Officer Training
7: Conditions of Service
8: Pay and Allowances
9: General Information
10: Codes of Practice

Appendix 1 Information regarding Prison Estate
Appendix 2 Recruit Prison Officer Competencies
Appendix 3 Self Assessment Questionnaire
1. INTRODUCTION

Applications are invited from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for Recruit Prison Officer in the Dublin area may be filled.

The Irish Prison Service

The Irish Prison Service is responsible for the provision of safe, secure and humane custody for those people committed to prison by the Courts. Political responsibility for the Prison System in Ireland is vested in the Minister for Justice and Equality. The Irish Prison Service operates as an executive agency within the Department of Justice and Equality. It is headed by a Director General supported by a number of Directors. The Service is a key component in our country’s criminal justice system ensuring safer community life and employs approximately 3,200 personnel.

Our Mission
Providing safe and secure custody, dignity of care and rehabilitation to prisoners for safer communities.

Our Vision
A safer community through excellence in a prison service built on respect for human dignity.

Our Values
TEAM WORK – We achieve more by working together than we can as individuals working alone

INTEGRITY – We must always have the courage to do the right thing, the decent thing, even when no one else is watching

POTENTIAL – Everyone has the potential to be a better person and we actively seek to provide staff and those in custody with opportunities to realise and achieve this

SAFETY – We actively contribute to maintaining an environment in which staff and those in our custody feel emotionally and physically safe and ultimately, contribute to a safer community

SUPPORT – We actively seek to provide supports to staff and support rehabilitation of those in custody

These values foster and support the courage to make a difference in all that we do and to ensure that the Irish Prison Service is:

• An open, inclusive, diverse and proud organisation which focuses on teamwork and collaboration and encourages supportive and positive relationships.

• An ethical and accountable organisation where the highest standards are expected, promoted and adhered to and which is open to external scrutiny and adheres to human rights.

• A competent organisation where staff are equipped with the necessary skills and competencies to reach their potential, behave appropriately and have a clear understanding of their role in the organisation.

• A supportive organisation which promotes the safety and the physical and mental health of all staff, where staff are valued and recognised and there is a focus on “those that do” rather than “those that don’t”.

• A rehabilitative organisation which supports positive change, improved resettlement and reintegration opportunities for prisoners through targeted action and interagency collaboration and support.

• A more aware organisation where the rights and needs of the citizen, especially victims, are always supported, recognised and listened to.

**The Prison Environment**
A prison is not a usual environment for any human being. It is a complex and dynamic environment which has the potential to be stressful for both prisoners and for staff. The normalisation of the prison environment is largely dependent on effective management and on the development of appropriate relationships by our prison staff with our prisoners. Prisons operate 24 hours a day, seven days a week, 365 days a year. A list of all Prison Estates can be found in Appendix 1.

**Our Prisoners**
While each prisoner’s personal life story is unique, many of our prisoners have mental illnesses, behavioural issues, addictions, have been subjected to sexual, domestic and social abuse, and/or have neglected their own physical health. Some prisoners have committed serious crimes. Some come from disadvantaged and minority groups in society and some have had little or no opportunity or encouragement to participate in education or training programmes.

**Our Staff**
In Ireland, recent years have required prison officers to undertake increasingly complex and diverse tasks, balancing their traditional security focussed role with a renewed emphasis on facilitating rehabilitative interventions that address offending behaviour. Prison Officers are the frontline staff who interact most with prisoners on a daily basis and as a result, have the potential to positively influence prisoners to engage in training, education, psychology and community in-reach services within the prison system. Knowledge of the legal framework which governs the management of prisoners and skills such as searching and restraint techniques are important competencies for prison staff, however, the most important aspects of operating as an effective prison officer is the capacity to relate to and engage with prisoners, act with professionalism, tolerance and humanity and the ability to role model positive social behaviour. Such traits stem from life experience and personal values.
2. ABOUT THE RECRUIT PRISON OFFICER JOB

The Recruit Prison Officer (RPO) is the entry level to the Service and it is proposed to set up a panel from which vacancies arising in the Irish Prison Service may be filled.

Vacancies will be filled at Recruit Prison Officer level initially. Following the successful completion of 3 years’ service including probation and a Higher Certificate in Custodial Care, the Recruit Prison Officer will be appointed as an Established Prison Officer.

Prisons operate 24 hours a day, seven days a week. As a result, Prison Officers will be required to work a basic 2,035 hours per year based on an average roster of 39 hours a week, and will be required to work shifts including night duties, every second weekend, some public holidays and over festive seasons. Recruit Prison Officers will also be required to work Additional Hours (AH) over and above basic rostered hours up to 360 hours per annum.

Working as a Recruit Prison Officer can be complex and difficult, but it can be varied, challenging and highly rewarding. We are looking for individuals who have the capacity to relate to and engage with prisoners, act with professionalism, tolerance and humanity and the ability to role model positive social behaviour. They must also have the ability to think on their feet in dealing with situations which require security and control.

Information in relation to the competencies required of a Recruit Prison Officer is set out at Appendix 2. These include:

- Directing Others
- Supporting Others
- Conscientiousness
- Resilience
- Adaptability
- Information Handling and Communication
3. **ESSENTIAL REQUIREMENTS**

In order to be eligible for selection as a Recruit Prison Officer, an applicant must:

**A. On or before 29th July 2016:**

(a) **Age**
   
   Be at least 18 years of age i.e. must have been born on or before 28th July 1998;

(b) **Educational Qualifications**
   
   Applicants must have achieved:
   
   (i) in the Established Leaving Certificate a minimum of grade D3 at Ordinary level, or C3 at Foundation Level, in at least 5 subjects*; or
   
   (ii) a Merit in the Leaving Certificate Applied programme; or
   
   (iii) a minimum of a Level 5 Major award on the National Framework of Qualifications (NFQ); or
   
   (iv) a recognised relevant qualification (minimum Level 5 on the NFQ), which in the opinion of the Public Appointments Service is acceptable in terms of standard, level and volume of learning.

   *A Pass or above in the Links Modules subject may be counted as one subject.

   A combination of two or more examinations or assessments may be permitted in determining eligibility.

**Recognition of other qualifications**

The Public Appointments Service/ Irish Prison Service may verify the validity of qualifications with Quality and Qualifications Ireland (QQI). Applicants should not contact QQI directly. Candidates may however refer to [www.naric.ie](http://www.naric.ie) which offers advice on the academic recognition of foreign qualifications in Ireland.

(c) **Citizenship**

   (i) be a national of a European Union Member State; or

   (ii) a national of a European Economic Area State or the Swiss Confederation; or

   (iii) be entitled under section 3, 18 or 24 of the Refugee Act, 1996; to the rights and privileges specified in section 3 of that Act, or

   (iv) have had a period of one year’s continuous residence in the State immediately before the 29th July, 2016 and, during the eight years immediately preceding that period, have had a total residence in the State amounting to four years. Periods of illegal residence or residence as an asylum seeker in the State do not count for this qualifying five year period.

**Determining eligibility requirements**

You should note that candidates’ qualifications/eligibility may not be confirmed until the latter stages of the selection process, therefore, those candidates who do not possess the essential requirements on the closing date for the competition and who proceed with their application are putting themselves to unnecessary expense and will not be offered a position from this campaign. Candidates who are unable to show that they hold the required qualifications may be withdrawn from the campaign at any stage. An invitation to test, interview or any element of the selection process is not acceptance of eligibility by the Public Appointments Service and/or the Irish Prison Service.
B. Other eligibility criteria

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.

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 VR 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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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 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.
THE APPLICATION AND SELECTION PROCESS

Practical Matters

The initial stages of the selection process will be conducted by the Public Appointments Service. The names of those who qualify through those stages, and whose placing is reached will be forwarded to the Irish Prison Service for further processing and consideration e.g. medical, physical competence, security vetting, etc.

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

Username / Password issues

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

How to contact Public Appointment Service?

*If you continue to have ‘User Name’ or ‘Password’ difficulties please email Public Appointment Service at prisonofficer2016@publicjobs.ie outlining your issue and giving your name and contact details including a telephone number where you can be reached.*

Candidates should note that support will only be available during office hours

- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. Public Appointments Service will only communicate application information with the candidate and not with any third party.
- **User Name and Password**
  It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied (see also paragraph below ‘Publicjobs Messageboard’).
- **Publicjobs Messageboard**
  Interaction with candidates during the selection process will primarily be conducted online. Public Appointments Service 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.

- The onus is on each applicant to make themselves available on the date(s) specified by the Public Appointments Service if they are invited to tests and/or interviews, and ensure that they are in receipt of all communication from the Public Appointments Service.

- The Public Appointments Service accepts no responsibility for communication not accessed or received by an applicant.

How to Apply

- To apply candidates should access www.publicjobs.ie
- You will find the job posting for Recruit Prison Officer 2016 under the Featured Jobs Section on the home page.
- Click on the job title and you will be presented with further information about the position. After you have read this Information Booklet you can click on ‘Apply for Position’ At this point you will be asked to login to your existing profile or register as a new user to proceed with your application submission. Please ensure that you complete it in full and submit.

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

Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service or the Irish Prison Service is satisfied that such a person fulfils the essential requirements.

Only one application per person is permitted.

Closing Date

| The closing date for receipt of applications is | 3pm on Thursday 28th July, 2016 |

It is suggested that you apply well in advance of the closing date in case you experience any difficulties.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email prisonofficer2016@publicjobs.ie. Candidates should note that support will be available during office hours only until the closing date.
4. **Selection Process**

The selection process for the Recruit Prison Officer will comprise a number of stages. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Presentation exercise;
- Work sample exercise;
- Group exercise;
- Language tests (oral and/or written);
- Interview(s);
- Physical Competence test
- Medical Examination
- Reference checks
- Any other tests/exercises deemed appropriate

**N.B.** Please note that observations from the Gardaí will be sought on all candidates prior to being accepted or offered a position by the Irish Prison Service.

Prior to recommending any candidate for appointment, all such enquiries as are deemed necessary to determine the suitability and eligibility of that candidate, will be carried out.

Applicants must successfully complete and be placed highest, in order to be considered for advancement to the next stage of the selection process. The number to be called forward will be determined from time to time depending on the requirements of the Irish Prison Service.

More detailed information will be made available to the relevant candidates if they are invited to progress through the various elements of the process.

**Job Preview Self Assessment Questionnaire**

A realistic job preview questionnaire is included in this booklet (see Appendix 3) which you should consider before making an application. This is not a part of the selection process but rather is for your own use to assist you in deciding if a career in the Irish Prison Service is right for you.
Overview of the Recruit Prison Officer selection process

The chart below outlines the selection process that candidates can expect to participate in, should they apply.

Application Form available on www.publicjobs.ie

Closing Date: 3pm on Thursday 28th July 2016

Stage 1
On-line Assessments

Stage 2
Assessment Centre (supervised)

Stage 3
Interview & other assessments

Stage 4
Vetting; Medical Examination; Physical Competence test; etc.

Note:
1. Stages 1, 2 and 3 of the selection process will be conducted by the Public Appointments Service. Candidates who qualify at Stage 3 and whose place on the order of merit is reached will go forward to Stage 4 for consideration by the Irish Prison Service.

2. Candidates who progress through the competition will be required to attend a briefing/orientation event and/or attend for a prison visit during the selection process. Arrangements will be notified to the relevant candidates as required.
Guidelines on Test and Process

Detailed information on each selection stage will be made available at the appropriate time to candidates being invited to that particular stage of the process. Past papers are not available however, practice test material will be available in advance of Stage 1.

The Public Appointments Service nor the Irish Prison Service has any function or involvement in the provision of, and does not endorse, any preparation courses relating to the selection process.

Online Assessments & Tests

To facilitate candidates’ availability and circumstances, initial stages of the selection process will be conducted online, with later stages requiring attendance at a test/interview venue. Initial online assessments will be unsupervised and candidates may take them in a venue of their choice, wherever they have access to a computer and a reliable internet connection. It is advised to take the questionnaire and tests on a PC or Laptop. Candidates should not attempt to take the test on smart phone, mobile or tablet devices.

Please be aware that taking these tests within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking your tests in your home or other environment where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the tests. You should ensure that you can complete the tests in a quiet environment where you can concentrate without being disturbed for the duration of the tests.

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

Please note that while candidates complete these tests online in an unsupervised environment, those who qualify and are placed highest on the order of merit may be invited to the next stage where they will be required to sit tests in a supervised environment. If a candidate’s performance at a supervised test is outside the expected scoring range from their unsupervised test, it will call into question the validity of their unsupervised tests scores and they may be excluded from subsequent stages of the selection process.

Candidates with Disabilities

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

These reports must be forwarded to Dympna Fay, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on Tuesday, 2nd August, 2016.
5. MEDICAL AND PHYSICAL ASSESSMENT

The job of the Recruit Prison Officer entails quite a high level of interpersonal contact in a supervisory capacity with responsibility for the care, safety and security of offenders. A Prison Officer needs to be very vigilant with regard to security and have a good level of physical fitness. The physical demands range from walking, standing, climbing stairs to responding in emergency situations such as riots, fights and fires. Recruit Prison Officers receive training in control and restraint techniques (C&R) and in specialist fire equipment both as part of the initial training and throughout the course of their career. Therefore, Recruit Prison Officers need to be physically fit and have a standard of health such that neither their safety, the safety of their colleagues nor the safety of prisoners should be compromised.

The Irish Prison Service has a derogation under Part 5 of the Disability Act, 2005.

All candidates who have been successful at stage 4 of the selection process must complete an on-line pre-employment health questionnaire and undergo a pre-employment medical examination.

This will be followed by a Physical Fitness Test administered by the Irish Prison Service which aims to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises. The Civil Service Occupational Health Department (CSOHD) will determine whether or not a candidate is medically fit to undertake the Physical Fitness Test, and also whether they are medically fit to be considered for employment as a prison officer.

The following standards must be met by all candidates in order for them to be deemed fit to undertake the physical fitness test and / or to be considered to train as a Prisoner Officer:

- Candidates should have a body mass index (BMI) within the range 19 – 30. Those candidates whose BMI falls outside this range will be further evaluated in the CSOHD, and will be asked to attend for an appointment. This will involve a more detailed assessment of weight and may involve a preliminary fitness test, known as a Chester Step Test.

- Candidates must have a minimum vision standard for distant visual acuity of no less than 6/36 uncorrected in each eye tested separately, and corrected to at least 6/12 in each eye tested separately.

- Blood pressure & lung function must be within acceptable limits.

- Candidates must submit a recent audiogram that is acceptable to the CSOHD. Candidates must be able to communicate clearly, receive and give verbal instruction without impairment.

- Candidates will be requested to submit a confidential Doctor’s reports from their GP or their treating Specialist, at their own expense, if they are currently suffering or have suffered in the past from a serious medical condition. Additionally, the candidate may have to attend an appointment in the CSOHD.
6. **RECRUIT PRISON OFFICER TRAINING**

Training as a Recruit Prison Officer involves the completion of an intensive apprenticeship programme, which is accredited by Waterford IT as the Higher Certificate in Custodial Care, over a 2 year period. Prison Officers must successfully complete this training programme in order to progress to the rank of Prison Officer.

The first year of the programme runs concurrent to the probationary period.

The programme is broken into a number of modules:

- **Module 1** Dynamic Security and Prisoncraft,
- **Module 2** Communications and Conflict management,
- **Module 3** Learning to Learn,
- **Module 4** Custodial Care Policy and Practice,
- **Module 5** Equality and Diversity and Cultural awareness,
- **Module 6** Workplace Reflective Practice,
- **Module 7** Ethical Dimensions to Custodial Care,
- **Module 8** Contemporary Healthcare issues in Ireland,
- **Module 9** Introduction to Social Psychology,
- **Module 10** Human Rights,
- **Module 11** Penology, Criminology and Criminal Justice
- **Module 12** Workplace Reflective Practice

**Phase 1 Training**

Modules 1, 2 and 3 are conducted in the Irish Prison Service College in Portlaoise over an intensive 12 week period. The focus of training over this initial 12 weeks is on providing prison officers with the basic skills (Prisoncraft), communications and conflict management skills and to develop and assess their character and over suitability to operate effectively in a prison.

**Phase 2 Training**

Recruit Prison Officers are posted to an operational Prison in Dublin for Phase 2 of training. Recruit Prison Officers will work on an 8 to 8 roster on fortnightly cycle.

Simultaneously Recruit Prison Officers are required to complete a further two modules of training relating to Human Rights, Ethics, Psychology and Healthcare which are delivered by Waterford IT in a Dublin venue. Recruit Prison Officers will be required to attend all structured lectures and examinations/assessments in Dublin during this Phase as part of their employment contract. However, reading, study, reflective journals and assignments must be completed in the Recruit Prison Officer’s own time. Given the demands of commencing a new role and engaging in academic study, this phase of training is often deemed to be the most challenging for Recruit Prison Officers.

**Phase 3 Training**

During Phase Three, Recruit Prison Officers will be expected to operate autonomously in their roles. Recruit Prison Officers will continue to work shifts, including night duties, every second weekend and some public holidays and over festive seasons. Recruit Prison Officers will also be required to work Additional Hours (to a maximum of 360 per annum).

In addition, Recruit Prison Officers will also be required to complete all remaining modules of training relating to Human Rights, Ethics, Psychology and Healthcare which are delivered by Waterford IT in a Dublin venue.
Assessment
Although Recruit Prison Officer have completed their one year probation, they must complete the remaining modules of the programme to graduate and progress to the rank of Prison Officer. Prison Officers will graduate at a formal ceremony in Waterford IT.

Recruit Prison Officers who fail practical or written assessments will be provided with one repeat opportunity to complete and pass any module.

Recruit Prison Officers who do not pass ALL modules of the programme as outlined above will be deemed to be in breach of the contract of employment and will be dismissed from the Irish Prison Service.

Candidates will be advised to take part in the Hepatitis B vaccination programmes and undergo TB screening / BCG vaccination as necessary. This will be carried out by the CSOHD during the training period and in the first few months of work placement.

7. CONDITIONS OF SERVICE

Duties
The officer will be required to perform any duties appropriate to the position which may be assigned from time to time.

Hours of Attendance
Hours of attendance will be as fixed from time to time but basic attendance will be 2,035 hours per year on an average 39 hour week (on a 12 hour shift pattern).

A Recruit Prison Officer will have a 7 day week liability including night duties, every second weekend and some public holidays and over festive seasons. Recruit Prison Officers will also be required to work Additional Hours (to a maximum of 360 per annum) which will attract additional payment.

Assignment
Following Phase 1 of Training, Recruit Prison Officers will be assigned to vacancies in the major prisons in the Dublin area. Recruit Prison Officers will be liable to be assigned to other areas of the Irish Prison Service from time to time according to the exigencies of the Service.

Recruit Prison Officers may seek to transfer to other locations in the service - see Appendix 1. Transfer list priority is based on seniority. Based on existing transfer waiting lists, Prison Officers may expect to wait a minimum of 5 years before progressing to the top of a transfer list for particular prisons and in some cases more than 10 years. The length of time is dependent on the number of staff seeking a transfer and the number of retirees in a particular location. The Irish Prison Service cannot predict the duration of the wait for any location, given the factors involved

Annual Leave
The annual leave allowance is 160 hours (20 days) per year. The arrangements which currently apply in the Prison Service in respect of “unearned rest days” and “free days” in lieu of public holidays will also apply. To ensure that sufficient staffing is available annual leave is granted in a structured and planned manner.
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.

Outside employment
Employees recruited to the Irish Prison Service shall not engage in any gainful occupation which would impair the performance of their duties as a Recruit Prison Officer or in any occupation which might conflict with the interests of the Irish Prison Service or which might be inconsistent with the discharge of their duties as a Recruit Prison Officer.

Superannuation and Retirement
The position is pensionable. The career progression for a RPO is to the grade of Prison Officer. The Prison Officer grade is a “fast accrual” grade.

Uniform
The Irish Prison Service is a uniformed organisation. Staff are obliged to comply with standards relating to dress, appearance and deportment, which are a critical element of pro-social modelling.

Social Media and Mobile Phones
Prisons are secure environments and as Prison Officers are legally prevented from bringing certain personal possessions into their workplace on a daily basis including mobile phones and other electronic forms of communications.

8. PAY AND ALLOWANCES

Salary
As of 1 January 2016 the following salary scale applies to Recruit Prison Officers:

<table>
<thead>
<tr>
<th>PPC</th>
<th>€22,677.00</th>
<th>€24,086.00</th>
<th>€26,886.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORMAL MAX</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A different pay scale may apply if the individual has previously worked in the Public Service.

Entry will be at the minimum point of the scale.

Work on Saturday, Sunday, public holidays and nights attract premium payments. Recruit Prison Officers will also receive other allowances e.g. Operational Allowance (8% of annual salary). The allocation of up to 360 additional hours will attract further premium payments.

The Additional Hours System provides for extra attendance by staff. It involves the allocation of up to 360 hours maximum per person per annum. (Under this system a lower number of hours may be allocated, i.e. 240 hours, 112 hours, or nil hours.)

The rate of remuneration may be adjusted from time to time in line with Government policy.

Superannuation and Retirement Successful candidates 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, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to
appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

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

**Pensionable Age**
The Scheme’s minimum pension age is 66 years, rising in line with increases in the State Pension (Contributory) qualifying age to 67 years in 2021 and 68 years in 2028.
For Prison Officers who are members of the Single Scheme, the minimum pension age is 55 years.

**Retirement Age**
Scheme members must retire at the age of 70.
However earlier compulsory retirement ages may apply to certain occupations, and in the case of Prison Officers, retirement on reaching age 60 years is compulsory.
As mentioned above, the career progression of a RPO is to the grade of Prison Officer. The Prison Officer grade has a maximum retirement age of 60 and may retire from age 55 with immediate payment of pension.

**Pension Abatement**
- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 provides for abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**

- If the appointee was previously employed in the Civil 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) which, as indicated above, 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, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme **will immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based
on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

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

- **Prior Public Servants**
  While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-Single Scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for Established civil servants.

**Pension-Accrual**
Appointees who were previously employed in the Civil Service or in the Public Service should note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 imposes a 40-year limit on the total service which can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (non-Single Scheme). This may have implications for any appointee who has acquired pension rights in a previous Public Service employment.

**Pension-related Deduction**
This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009 (as amended).

**IMPORTANT NOTE**
Different conditions of service may apply if, immediately prior to appointment, the officer appointed is

(a) already a serving civil servant who is paying the Class B rate of PRSI, or  
(b) serving in an non-established capacity in the civil service and has had continuous service in that capacity since 5 April, 1995, or  
(c) serving elsewhere in the public sector in a position in respect of which s/he is paying the Class B, C or D rate of PRSI contribution

For further information in relation to the Single Public Service Pension Scheme for Public Servants or the Pension Scheme for Established Civil Servants please see the following website: [http://www.per.gov.ie/pensions](http://www.per.gov.ie/pensions).

**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(s).
9. GENERAL INFORMATION

- The Public Appointments Service and Irish Prison 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 or the Irish Prison Service is satisfied that such a person fulfils the requirements.
- Prior to recommending any candidate for appointment to this position the Public Appointments Service and the Irish Prison 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 the Public Appointments Service may at its discretion, select and recommend another person for appointment on the results of this selection process.
- Placement on any panel from this competition is no guarantee that a position will be offered.

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

Deeming of candidature to be withdrawn
Candidates who do not complete and submit the Online Tests/Questionnaire before the specified date; or do not attend/undertake any subsequent stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Appointments from panels
It is envisaged that a panel(s) of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel is not a guarantee of appointment to a position. Please note that once a candidate has been assigned they will no longer remain on the panel.

Declining an offer of appointment
Should the person decline an assignment, or having accepted it, relinquish it, the Public Appointments Service and the Irish Prison Service may at its discretion, select and recommend another person for appointment on the results of this selection process.

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

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.
10. CODES OF PRACTICE

**Candidates' Rights – Review Procedures in relation to the Selection Process**

Requests for review of the elements of the selection process conducted will be considered in accordance with the provisions of the Code of Practice for appointment to positions in the Civil Service and Public Service published by the CPSA. A candidate can seek a review by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a “decision arbitrator”.

In advance or as an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis where concerns may be resolved by the provision of feedback. This may be done by contacting the person who communicated the decision or result. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review. The Codes of Practice are available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie).

- Where a candidate is unhappy with an action or decision in relation to an application, s/he can seek a review under **Section 7** of the code of practice.
- The candidate must address his/her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the Chief Executive in the first instance. A complaint or request for review must be made within 10 working days of the notification of the initial decision or within 5 working days of the outcome of the informal review stage, if availed of.
- However, where the decision being conveyed relates to an interim stage of a selection process, a request for review must be received within 4 working days of the date of receipt of the decision or within 2 working days of receipt of a decision under the informal process; candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them.
- In communicating the outcome to the candidate, which will be done by means of written report, the initial reviewer should indicate that he/she may seek further review by referring the matter to the Decision Arbitrator and that a request to do so must be made with 7 working days of receipt of the outcome of the initial review.

Where a candidate believes that an aspect of the process breached the CPSA’s code of practice, s/he can have it investigated under **Section 8** of the code.

**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

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, 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; &
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.
Data Protection Acts 1988 & 2003

When your application is received, the Public Appointments Service creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and, should you be successful certain information you provide will be forwarded to the Irish Prison Service. 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. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to:
(In the case of the Public Appointments Service) The Data Protection Co-Ordinator, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1
(In the case of the Irish Prison Service) The Data Protection Co-Ordinator IDA Buisiness Park Ballinalee Road, Longford.

ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the “Public Appointments Service” or the “Irish Prison Service. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Elements of the selection process may be undertaken by other parties. In such circumstances it will be necessary for your information to be shared between Public Appointments Service and these parties in order for your application to be processed.
Appendix 1

The Prison Estate comprises:

**Mountjoy Campus**

**Mountjoy Prison:** A closed, medium security prison for males aged years and over. It is the main committal prison for Dublin county and the largest penal institution in the State.

**Dochas Centre:** A closed medium security prison for females aged 18 years and over. It is the committal prison for females committed on remand or sentenced from all Courts outside the Munster area.

**Training Unit:** A semi-open, low security institution for males aged 18 years and over. It operates a drug free environment with a strong emphasis on work and training.

**West Dublin Campus**

**Wheatfield Place of Detention** A closed medium security prison for males aged 17 years and over. It is the committal prison for counties Louth, Meath, Monaghan, Wexford and Wicklow.

**Cloverhill:** A closed, medium security remand prison for males aged 17 years and over. It primarily caters for remand prisoners and is the committal prison for persons sent to custody on remand in the Leinster area.

**Portlaoise Campus**

**Portlaoise Prison:** A closed, high security prison for males aged 17 years and over. It is the committal prison for those sent to custody from the Special Criminal Court and prisoners accommodated here include those linked with subversive crime.

**Midlands Prison:** A closed, medium security prison for males aged 17 years and over. It is the committal prison for counties Carlow, Kildare, Kilkenny, Laois, Offaly and Westmeath.

**Shelton Abbey:** An open, low security prison for males aged 19 years and over who are regarded as requiring lower levels of security and are either serving short or nearing the end of long sentences.

**Cork:** A closed, medium security prison for males aged 17 years and over. It is the committal prison for counties Cork, Kerry and Waterford.
**Limerick Prison:** A closed medium security prison for males and females aged 17 years and over. It is the committal prison for males for counties Clare, Limerick and Tipperary and for females for all six Munster counties.

**Loughan House:** An open, low security centre for males aged 18 years and over who are regarded as requiring lower levels of security and are either serving short or nearing the end of long sentences.

**Castlerea:** A closed medium security prison for males aged 17 years and over. It is the committal prison for remand and sentenced prisoners in Connaught and also takes committals from counties Cavan, Donegal and Longford.

**Arbour Hill:** A closed medium security prison for males aged 17 years and over. Its prisoner profile is largely made up of long term sentenced prisoners and sex offenders

**Stack House:** The Irish Prison Service Training College

**Prison Service Headquarters:** The main administrative centre for the Irish Prison Service located in Longford.
## Appendix 2

### Recruit Prison Officer Competencies

#### Effective Performance Indicators

| Directing Others | Prison Officers are required to provide a safe and secure environment and this involves taking a firm, authoritative lead, dealing with conflict and standing your ground to ensure these needs are met.  
| Is prepared to make rapid, objective decisions and give firm direction to maintain safety and security, even when such decisions and action may be unpopular. Remains independent and stands their ground, ensuring that all relationships remain professional. |
| Supporting Others | A Prison Officer needs to have a positive working relationship with, and sensitivity to the needs of, the prisoners they are responsible for and the colleagues they work with.  
| Is sensitive to others, responds to their needs, is non-judgmental and treats people with dignity, fairness and respect. Actively engages with others, building rapport by conversing and listening. Works co-operatively with others, encouraging and motivating them to achieve and develop. |
| Conscientiousness | Prison Officers need to be conscientious to ensure that safety and security measures are accurately completed and to meet their commitments to colleagues and prisoners alike.  
| Meets their working obligations in a thorough, willing and responsible manner, achieving a high quality of work to the timescales set. Follows the rules and procedures, even when unsupervised, and sets high standards for themselves in the way they do their job and present themselves. |
| Resilience | Prison Officers have to work in a potentially stressful environment, encountering conflict and distress and they need to be able to manage their own stress and emotions to protect themselves and act professionally.  
| Manages stress and controls their emotions to ensure they act appropriately in routine as well as in challenging situations. Has sufficient self-assurance and clarity about their own and the Service’s values to resist pressures to act unprofessionally. |
| Adaptability | Prison Officers work in rapidly changing environments where they may be required to adjust their plans at short notice, whilst constantly seeking to develop themselves.  
| Seeks to develop and continually improve performance, learning from others and from their mistakes. Prepared to work flexibly in a rapidly changing environment. |
| Information Handling and Communication | Prison Officers need to read, understand and record a range of information using Information Technology, written and oral communication. Situational Awareness requires them to constantly interpret their environment and the people around them and they will require numerical skills to manage e.g. resources and prisoners’ money.  
| Uses and records information effectively, writes clearly and has good basic numerical skills. Is observant and sensitive to their environment, solves problems and uses the rules effectively. Communicates clearly and ensures information is used and passed on appropriately. |
Appendix 3

Self Assessment Questionnaire

This short questionnaire encourages you to review how your interests, skills and experiences match the challenging requirements of the Recruit Prison Officer.

Please work through the statements below, and decide on the answer that best reflects your level of agreement with each statement in the context of where you are in your current career, and decide whether you:

(a) Strongly Agree
(b) Agree
(c) Disagree
(d) Strongly Disagree with each statement below.

Use your current and past experiences and your expectations for the future to help you decide on your response. You may feel that some of the statements are not relevant to you or you may find it difficult to choose an appropriate answer, however try to choose the most relevant option presented. While this questionnaire will not form any part of the selection process you are advised to answer all statements in advance of proceeding with your application.

<table>
<thead>
<tr>
<th>Could you:</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have the sensitivity to deal with people when they are distressed,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>confused or being obstructive?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you take the responsibility for representing the Irish Prison Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>when you are at work and when you are not?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have the belief that people have the capacity to change?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you think you are someone who “does the right thing” even when working</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>alone/not being supervised?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you able to meet the demands of working in a disciplined uniformed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>service?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you take orders from other people?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you accept the need to keep to rules that tell you what you can and</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cannot wear and the standard of appearance you must maintain e.g. how you</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>should wear your hair?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you get on with people from different backgrounds and cultures?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have the emotional strength and resilience to deal with a Death in</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custody or other instances where there may be severe injuries or loss of</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>life?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you work as part of a close knit team?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you work under pressure without letting the rest of your team down?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you committed to maintaining and developing your skills?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you prepared to study on top of your normal working day?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you committed to maintaining your health and physical fitness?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is regular exercise a part of your everyday life?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you prepared to work day and night shifts, evenings, weekends, public holidays?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you someone who can always be relied on to be punctual?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you someone that others see as dependable?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you prepared to work even if you don’t know when a job might finish?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you someone who can cope with routine, knowing that you may have to do the same things at the same time on most days with the frustration of sudden interruptions to your routine?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: having completed the above, if you are still confident that a career as a Recruit Prison Officer is for you, proceed to make an application on-line.