



An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

CANDIDATE INFORMATION BOOKLET

The Public Appointments Service, on behalf of the Top Level Appointments Committee (TLAC), intends to hold a competition for the purpose of recommending a person for appointment to the position of

**Assistant Secretary, Defence Capability (People)
Department of Defence**

**Closing Date: 3pm Thursday 3rd of March 2022
TLAC number: 737**

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

The Public Appointments Service will run this campaign in compliance with the codes of practice, published by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie

**Contact: Emer Grenville, Senior Executive Recruitment
Public Appointments Service, Chapter House
26 – 30 Abbey Street Upper, Dublin 1**

**Email: emer.grenville@publicjobs.ie
URL: www.publicjobs.ie**

**Assistant Secretary, Defence Capability (People)
Department of Defence**

TLA/C/737

Job Title: Assistant Secretary, Defence Capability (People)

Office: Department of Defence

Location of Employment: Newbridge, Co. Kildare

About the Department of Defence

The Department of Defence is a key Department of State with a long and proud history. The Department is responsible for the military defence of the State, contributing to national and international peace and security and fulfilling other roles assigned by Government. This encompasses national, EU and international Defence policy issues. The Department also aims to ensure that the Defence Forces have the capacity to deliver on all of the tasks assigned by Government. The Department of Defence is also responsible for Civil Defence and has certain responsibilities relating to Emergency Planning.

It comprises both civil and military elements, headed by the Secretary General, the principal policy adviser to the Minister and Accounting Officer for Vote 35, Army Pensions, and Vote 36 Defence. Defence Forces Headquarters also forms part of the Department under the Defence Act 1954, with the Chief of Staff designated as the Minister's military adviser.

The High Level Goal of the Defence Organisation as set out in the Statement of Strategy 2021-2023 is "To provide for the military defence of the State, contribute to national and international peace and security and fulfil all other roles assigned by Government."

The civil element of the Department is responsible for formulating Defence policy, the oversight and management of the Defence Votes, the drive for efficiency and the process of change, representing Ireland at EU and international engagements in Defence, defending against litigation and providing a range of services critical to the outputs of the Defence Forces. The civil element also provides liaison between the Defence Forces and other Government

Departments, public authorities, the EU and public representatives. The mandate of the Department reflects the global concept of civil democratic control of armed forces.

Defence Forces Headquarters (DFHQ) is the military element of the Department of Defence and is headed by the Chief of Staff of the Defence Forces, who is the Minister's military adviser. Both the civil and military elements are collocated in the Department's headquarters in Newbridge, Co Kildare. The civil element of the Department and the Defence Forces are collectively referred to as the Defence Organisation. Organisational success is achieved through close civil-military engagement and collaboration across the civil and military domains and a 'whole of Government' perspective.

The Department has 389 civil service staff located in Newbridge, Galway, Roscrea, Cork and Dublin, with the Head Office based in Newbridge, Co. Kildare. The Department also employs 452 civilian employees work to support Defence Forces' capability in military establishments around the country. The overall budget for the Defence Organisation for 2022 is €1.1 bn

Reporting to the Secretary General, this existing role at Assistant Secretary level is headquartered in Newbridge but with necessary regular attendance in Dublin and elsewhere. As a key position in the organisation, it is part of a small, tightly knit management team covering a diverse range of responsibilities as set out in the White Paper on Defence 2015 and update 2019 (copy available [here](#) and update [here](#) and implementation programme. It is the responsibility of the Department to keep the evolving security and defence environment under constant review, and under the guidance of the Minister for Defence, to facilitate innovative, flexible and timely responses as required.

Further information on the Department is available at <http://www.defence.ie>.

Roles and Responsibilities of the Post

The primary purpose of this role is to focus on the people element of defence capability within the overall context of developing, planning, delivering and maintaining capability. The aim is to have in place a military and civilian workforce that best delivers Defence outputs in accordance with assigned roles and responsibilities. Success is achieved through civil and military collaboration across all of the aspects of capability. This involves having the key role working with DF management in the formulation of policy for 'People' element of Defence capability.

Sustaining and developing defence capability requires a broad range of actions across the Department and the Defence Forces. Defence capability and defence operational outputs are delivered through a synthesis of a broad range of factors. These include human resources' policies; equipment platforms; infrastructure and legal and financial provisions. To deliver on the roles assigned to the Defence Forces by Government, all of these elements of capability must be addressed in a coordinated and prioritised manner, and in conjunction with a range of other stakeholders, with which the Department works closely. Well-trained, motivated,

experienced and capable personnel with a wide range of skills are a key ingredient of defence capability.

The Assistant Secretary of Defence Capability (People) is responsible, in collaboration with DF management, for facilitating the human resources of the Defence Forces and the civilian employees working in military installations in alignment with overall public service HR and public pay provisions. The pay budget for the Defence Forces is over €499m and this role is central in managing the contributory drivers of expenditure arising from HR policy, particularly pay and conditions. Leading a team of about 60 people, the successful candidate will work in very close collaboration with the Defence Forces, including as a member of the civil-military Strategic Management Committee. As the remit of the Department covers a wide range of issues related to security and emergency response both at home and overseas, issues requiring immediate attention can arise at any time.

The Defence Capability (People) Division currently covers the following key areas:

- Defence Forces Human Resources Policy
- Industrial Relations for the Sector
- Civilian Employees Human Resources
- Reserve Defence Forces
- Litigation
- White Paper Projects

Please note: The Defence sector is currently subject to a number of review processes. The Department of Defence is currently undergoing an Organisational Capability Review which is due to complete shortly and a Strategic Review. In addition, the Commission on the Defence Forces has recently completed and published its report. These processes may mean a reassignment of responsibilities among the Management Board once completed, and additional functions being assigned to the successful candidate.

Defence Forces Human Resources policy

Human Resources policy and management is an area of continuous development. In addition to core military capabilities and the unique requirements of the Army, Air Corps, Naval Service and Reserves, the Defence Forces need a broad range of professional and technical skills (engineering, medical, ICT, legal, maritime, aviation, mechanical, management, etc.). The Division has policy oversight of the numbers, sourcing, recruitment, retention and training policies of this diverse workforce. The Division is also responsible for policy on the application of employment law to the military workplace. This includes Industrial Relations law as well as issues such as the application of the Organisation of Working Time Act. The Division also oversees policy on particular challenges of a military workplace, including interpersonal relations within a clearly defined command and control structure. The Division provides the interface to the Ombudsman for the Defence Forces and oversees policy in respect of veterans, medical services for the Defence Forces, and external services such as the DF

Employment Support Scheme. The Division also plays a key role in the development of policies and measures to support a positive, equal, and inclusive working environment within the Defence Forces.

Industrial relations

The Department engages with the Representative Associations on a range of matters. In particular, the Department oversees the administration of the Defence Sector Conciliation and Arbitration scheme that provides a formal mechanism for the Department, in collaboration with DF management, to engage with the Representative Associations on matters which come within the scope of the Scheme. These engagements take place within the framework of Government public pay policy in conjunction with the Department of Public Expenditure & Reform. The Department also coordinates the Defence sector reform programme and Defence input to the public pay policy and negotiations and to the Public Pay Commission. This requires the maintenance of productive working relations with key stakeholders across Government and with the Defence Forces Representative Associations.

Civilian Employees

The Department of Defence workforce includes over 452 civilian employees who work in military installations supporting the Defence Forces. Achieving the appropriate blend of civilian and military skills in the right locations is a key component of overall Defence Forces capability. The HR policy approach appropriate to the civilian workforce requires a different approach to that of the Defence Forces.

Reserve Defence Force

The Reserve Defence Force (RDF) forms part of the Defence Forces. The Reserve Defence Force (RDF) has played an important role in contributing to Ireland's defence capability, and in particular, to the spirit of voluntary service which has been the hallmark of the Reserve. As a volunteer cadre rather than employees, the RDF requires a particular Human Resources approach.

Litigation

The Department of Defence works with the State Claims Agency in relation to the defence of personal injury claims made against the Minister as well as with the Chief State Solicitor's Office in relation to litigation arising from administrative decisions which are being challenged by way of judicial review or other legal proceedings.

White Paper Projects

The White Paper on Defence contains a wide number of "people" action, many of which have been completed or are being progressed.. The "people" actions are being delivered through a collaborative civil military project management framework. The successful candidate will ensure delivery of these actions through this collaborative approach to bring projects to successful closure with outcomes and action plans within the agreed project timelines.

Broader responsibilities will include:

- Providing advice to the Secretary General, Minister and the Government on all relevant matters;
- Contributing to the strategic leadership of the Department and to the formulation and implementation of Departmental strategies and policies generally as a member of the Department's Management Board and the civil-military Strategic Management Committee;
- Representing the Department on Inter-Departmental Committees and in other fora as required;
- In conjunction with the Department's senior management team, s/he will play a key role in leading the delivery of objectives of the Civil Service Renewal Plan as they relate to the Department.

Person Specification:

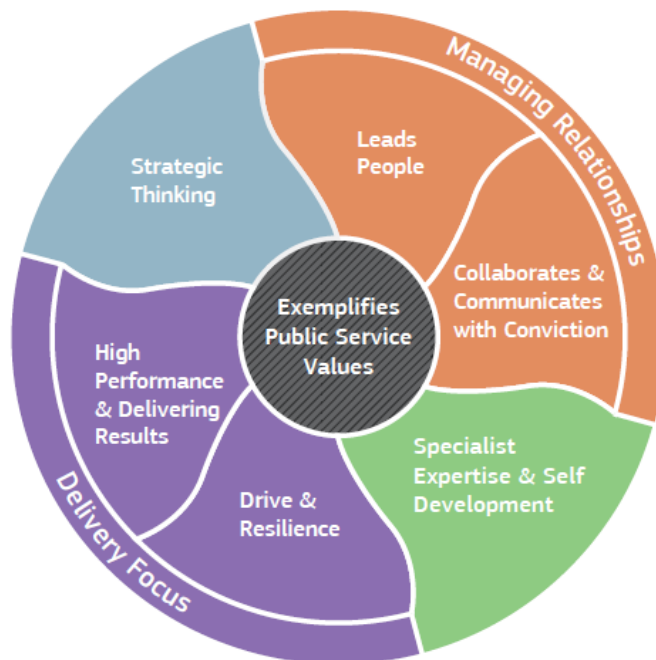
The person appointed will have:

- A record of achievement in their career to date demonstrating excellent senior management and leadership experience and a record of effective delivery;
- the skills, capacity and track record at a senior level in programme management, oversight and stakeholder engagement to lead the Department's *Defence Capability (People)* functions;
- a proven high level of public policy analysis, formulation and development skills and a demonstrated ability to lead the transition from policy to active delivery of change;
- an interest in defence issues, along with an understanding and knowledge, or capacity to develop quickly, of the military organisation and associated matters;
- an understanding of the breadth of the Department's diverse range of responsibilities and business activities and key interfaces between these and the wider economic and social context or the capacity to rapidly develop same;
- ; Proven experience of collaborative cross-functional working at a strategic level and the ability to network across Government including a capacity to operate within and relate effectively to the political process and environment or the capacity to rapidly develop same;
- the capacity to manage and deliver effectively, working with a diverse and multi-disciplinary team;
- political awareness and sound judgment in dealing with both policy and operational issues;
- excellent interpersonal and communications skills with an ability to build and sustain effective relationships internally and externally at a senior level with multiple complex stakeholder groups including key state agencies, representative bodies and commercial organisations;
- demonstrable organisational skills at senior level, with the commitment, drive, energy, enthusiasm and resilience to deliver;
- the capacity to contribute to all aspects of the work of the Department of Defence as a member of the Management Board and civil-military Strategic Management Committee.

Key Competencies for effective performance at Assistant Secretary Level:

The attention of candidates is drawn to the key competencies that have been developed for use by the Top Level Appointments Committee (TLAC) for Assistant Secretary Posts.

The competency model reflects the changing and more complex environment in which those at Assistant Secretary level operate, with fewer resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme.



“Public Service Values” underpin four key competency areas, two of which have sub-elements.

Each of the key competencies in the new model is supported by a list of key performance indicators set out in the ‘Information Note’ available in the Advice Centre on publicjobs.ie **[Assistant Secretary Competencies](#)**.

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

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement (ISER):

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

Department of Health and Children Circular (7/2010):

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

Maximum Recruitment Age:

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

THE SELECTION PROCESS

How to Apply

Applications must be made by submitting an on-line application and attaching a single document with the following elements included:

- **A comprehensive CV, including an organisation chart** (See **Senior Executive CV Guidance** note [here](#))
- **The 'Key Achievements Form'** (Available [here](#))
- **A short cover letter/ personal statement** (*i.e. no more than 2 pages*) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

Closing Date: 3pm on Thursday 3rd March 2022.

Selection Process:

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s);
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview which may include a presentation will be conducted by the Top Level Appointments Committee (TLAC).

Please note interviews may take place virtually by Zoom.

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email Rachel.woods@publicjobs.ie. You can expect to receive emails from us at the relevant stages notifying you to check your secure publicjobs.ie message board for campaign updates. We endeavor to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the Public Appointments Service and/or TLAC.

It is important to be aware that candidates must let the PAS know of any extenuating circumstances prior to or during the particular stage of the selection process. Any documentary evidence must be supplied within 5 working days. Please note that submission of such document(s) is not a guarantee that the circumstances outlined will alter the decision/outcome. A candidate who undertakes any part of the selection process and who subsequently claims extenuating circumstances should note that this will not be considered. Examples of possible extenuating circumstances include hospitalisation or bereavement.

The onus is on candidates to ensure that they perform to the best of their ability. Therefore, issues such as tiredness, nerves, travel to tests/interviews or expected results/performance not achieved, are not considered extenuating circumstances.

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 **Thursday 3rd March 2022**. You should email a scanned copy of the report to asu@publicjobs.ie

If you have previously applied for a competition with PAS and submitted a report, please email 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 For further information on the accessibility of our service please see our [Accessibility page](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Public Appointments Service provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you, at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the

preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

If you feel you would benefit from a confidential discussion about any aspect of this significant opportunity, please contact Emer Grenville by email emer.grenville@publicjobs.ie

Principal Conditions of Service

General

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

Salary

The salary for the position effective from 1st February 2022 is as follows:

Personal Pension Contribution (PPC)

€145,283 - €151,885 - €159,042 - €166,194

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.

Important Note

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

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

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) 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 detail of the probationary process will be explained to you by the Department of Transport and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term 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. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the 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 an 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.

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.

Location

The position is based in Dublin. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Senior Public Service

Appointees at Assistant Secretary level and above will become a member of the Senior Public Service (SPS). As a member of the SPS, you will have access to tailored learning and development initiatives, Executive Coaching, networking events, in addition to opportunities to apply for Assistant Secretary level mobility and the Executive Leadership programme.

Functions, Powers and Duties

The appointee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of Assistant Secretary.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

In addition to the usual public holidays the annual leave for this position is 30 working days.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service in accordance with the provisions of the sick leave circulars.

Officers 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 direct to the **Department of Defence**. 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.

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

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 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).

- **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 III-health retirement from Civil Service

If successful in their application through the competition, the applicant should to 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

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

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer 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 appointee will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts:

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

Political Activity:

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

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.

Other important information

The Public Appointments Service and TLAC will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Public Appointments Service is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

The Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation by TLAC. 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, TLAC may at its discretion, select and recommend another person for appointment on the results of this selection process.

The importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

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

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the PAS require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to PAS, including all forms issued by PAS for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

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

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

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 discussion, 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, 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 discussion, 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, 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

Requests for Feedback

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

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the

review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

Candidates' Obligations:

Candidates 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
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

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

Contravention Code of Practice

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

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

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

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned. To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to

identify the relevant record(s). Information in relation to a candidate's personal data held by the PAS are set out on the Data Protection page of www.publicjobs.ie.

Candidates should note that canvassing will disqualify.