



**Tithe an
Oireachtais**
Houses of the
Oireachtas

Candidate Information Booklet

Open competition for appointment to the position of

Captain of the Guard

in the Houses of the Oireachtas Service

Closing Date: 17 December 2025

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The Houses of the Oireachtas Service is committed to a policy of equal opportunity.

The Houses of the Oireachtas Service will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

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

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Background Information

Title: Captain of the Guard in the Houses of the Oireachtas Service

Office: Superintendent's Section, Houses of the Oireachtas Service, Dublin 2

Salary range: From €81,475 to €101,535

Starting annual leave: 30 Days

Hours of attendance: 35 net hours per week

Contract type: Permanent (subject to 12-month probation period). Please [CLICK HERE](#) to view the Principal Conditions of Service applicable to the role, including full details of pay scale and incremental points.

Competition closing date: Your application must be returned to recruitment@oireachtas.ie not later than 3pm on Wednesday, 17 December 2025.

About the Houses of the Oireachtas Commission and the Houses of the Oireachtas Service

The Houses of the Oireachtas is the home of the national parliament of Ireland. The Houses of the Oireachtas Commission (the 'Commission') is the statutory corporate body responsible for the running of the Houses of the Oireachtas (Dáil Éireann and Seanad Éireann) and Oireachtas Committees, and the administration and management of the Houses of the Oireachtas Service (the 'Service').

Comprising over 700 staff members, the Service is the independent civil service agency which supports the running of both Houses and provides advice, facilities and administrative services on behalf of the Commission as the governing authority.

The Service is headed by the Secretary General/Clerk of the Dáil. In addition to a Deputy Secretary, there are five divisions, each headed by an Assistant Secretary:

- Parliamentary Services
- Corporate and Members' Services
- Parliamentary Information and Research Services
- Office of Parliamentary Legal Advisors
- Parliamentary Digital Services and Transformation

The Service is guided by the vision of 'A Democratic Parliament Working Effectively for the

People'. The Service's mission is to support our parliamentary democracy by providing excellence in its parliamentary services. The values of the Service are built around excellence, people-focus, inclusivity, innovation, impartiality and accountability.

The key strategic outcomes and goals of the Service are:

- An Effective and Excellence Driven Parliament
- A Workplace of Choice and a People-Focused Parliament
- A Secure and Sustainable Parliament
- A Transparent, Accessible and Internationally Engaged Parliament
- An Innovative and Digital-First Parliament
- A Bilingually Enabled Parliament

Benefits of working for the Houses of the Oireachtas Service

Continuous Professional Development

The Service encourages continuous learning for all staff. A dedicated Training and Development Unit provides access to in-person and online training courses. Financial support for courses up to PhD level is offered through an Advance/Refund of Fees Scheme. Additional professional development opportunities include mentoring and coaching, leadership and management development programmes.

Staff Facilities

Onsite staff facilities include a full-service restaurant, self-service restaurant, a coffee dock, a creche and a fitness room. The Oireachtas Library provides access to news media, academic books, journals, research databases and membership of professional networks.

Culture and Employee Experience

The Service is home to a dedicated Health and Wellbeing team, which organises special events focused on mental and physical health. A 'Green Team' of employees from across the organisation works to enhance our sustainability and environmental practices. Staff are also encouraged to engage with each other through the events of our internal staff networks, a social club, a choir, and annual volunteering opportunities.

Equality, Diversity and Inclusion (EDI)

The Service recognises the diversity of our workforce as a positive benefit to all and is

committed to promoting a culture of inclusion. As the national parliament, we strive to be leaders in creating a truly accessible, inclusive working environment where everyone is treated fairly, and where all our staff members are supported to be their authentic selves and reach their true potential.

Working Environment

The Service offers a number of schemes for staff, including Cycle to Work, annual Travel Pass, eyesight tests and flu vaccinations. The Service also operates a blended working policy and welcomes applications from candidates from all areas. Staff may apply to avail of this scheme, which is subject to business needs.

Bilingually Enabled Parliament

We are committed to growing our capacity to work through the first official language of the State, the Irish language. As part of the move towards a bilingually enabled Parliament, support and training is provided for anyone who wishes to improve their Irish or learn as a beginner. There is a lending library of books for all levels along with regular coffee mornings and guest lectures.

The Superintendent's Section

The primary function of the Superintendent's Section is to maintain security and decorum in the Parliamentary Chamber and across the Leinster House complex and its environs, ensuring that a secure and safe work environment is provided for Members, their staff and the staff of the Service. The unit must also ensure that the Houses of the Oireachtas is a secure, safe and welcoming place for visitors, reflecting our vision as a "democratic Parliament working effectively for the people".

The staff of the Superintendent's Section include two teams: the Ushers and the Services Officers.

The Ushers Team

The Ushers team currently comprise a management team (Head Usher, Deputy Head Ushers, 8 Team leaders) alongside 53 Ushers. Based in Leinster House, Ushers play a vital role in maintaining a safe and secure environment across multiple entry points within the Leinster House complex; and maintain regular contact with Members of both Houses, as well as staff across the Houses of the Oireachtas. Ushers are generally the first point of contact for visitors to the Houses and are responsible for conducting guided tours of Leinster House, sharing its rich history and explaining its operation to guests.

Services Officers Team

The Services Officer team is composed of a management group (Head Services Officer and Deputy Head Services Officers) alongside 22 Services Officers. Services Officers are an integral part of the security team across our satellite buildings. In addition to their security responsibilities, Services Officers provide a broad range of support services, including welcoming visitors, managing postal distribution, and handling deliveries.

Role and Responsibilities

The Captain of the Guard is accountable to the Superintendent (Principal Officer level), and to the Assistant Secretary for Corporate & Members' Services, as well as to the Clerk of the Dáil/Secretary General, in relation to the execution of their duties. The Captain of the Guard also reports directly to the Commission when required.

The Captain of the Guard is an Officer of the Houses of the Oireachtas and deputises for the Superintendent as required. Their primary responsibility is to maintain security and decorum across the Leinster House campus.

Though not an exhaustive list, the role will include the following responsibilities:

- Responsibility for overseeing the Parliamentary Ushers, whose primary role is to deliver the security function for the Houses of the Oireachtas. The Captain of the Guard will also manage the duties carried out by the Services Officers.
- Day-to-day delivery of best-practice security services to Members, staff, and visitors to the Houses of the Oireachtas, contributing to the operation of a modern parliamentary service.
- Works closely with the Facilities Management Unit and other key stakeholders to safeguard the health and safety of Members, staff and visitors.
- Lead and motivate the staff of the Superintendent's Section to deliver the highest standards in the performance of their duties, reflecting the values of the Service.
- Ensure that staff of the section receive the necessary training to carry out all aspects of their roles effectively.
- As a senior manager in the Superintendent's Section, the Captain of the Guard is accountable for the governance of all matters assigned to them and they must ensure that all functions are undertaken effectively with due regard to quality, efficiency and value for money in achieving its objectives.

The Captain of the Guard will work closely with all units, particularly the Facilities Management Unit, on the provision of all services in the Leinster House Complex, the

Communications and Broadcasting Unit on the management of visits and tours in the Houses of the Oireachtas, and the Inter-Parliamentary Unit on protocol matters. Externally, the appointee will develop relationships with all our public service partners, such as the Office of Public Works, An Garda Síochána and the Defence Forces.

The Captain of the Guard will have the following specific responsibilities:

Security

- In conjunction with the Superintendent, further develop and strengthen a safe and secure environment for Members, staff, and visitors.
- Manage the discharge of functions in relation to maintaining the dignity and decorum of the Oireachtas by ensuring order in the Chambers and across the Leinster House Campus.
- Oversee the systems and processes controlling access to the Leinster House Campus.
- Represent the Service on the Interdepartmental Group on National Security, necessitating liaison with An Garda Síochána, the Defence Forces, the Departments of the Taoiseach, Foreign Affairs and Trade, Defence and Justice, Home Affairs and Migration as required.
- Liaise and coordinate security matters with other institutions adjacent to the Leinster House perimeter, for example the Department of the Taoiseach, Attorney General's Office, Department of Finance, Department of Agriculture, National Library of Ireland, National Museum of Ireland and the National Gallery of Ireland, as required.

Lead and Manage the Parliamentary Ushers and Services Officers

- Lead and oversee the management of the Parliamentary Ushers and Services Officers to ensure that responsibility is delegated appropriately, empowering staff to make effective decisions and develop and implement the necessary reforms to achieve the highest standards of outputs and performance.
- Ensure that all policies and practices are aligned with the requirement for a secure, safe and welcoming workplace for Members and their staff, Service staff and visitors to the Houses of the Oireachtas.
- Work collaboratively with internal and external stakeholders regarding the delivery of relevant services.
- Management of relevant areas, including the post room facilities.

- Manage the performance of staff and ensure that all relevant statutory requirements are met including health and safety, FOI, data protection and any other regulatory functions and reporting requirements.
- Management and administration of the Performance Management and Development System (PMDS) for all staff in accordance with the relevant timelines.
- Management of the implementation of the training programme for the section staff to ensure that they have the appropriate knowledge and skills to implement and discharge the functions of their roles, including maintaining a high level of vigilance necessary to make the Leinster House complex a safe place to work for Members and Staff.

Chamber Attendance and Parliamentary Conduct

- Manage and implement agreed protocols for:
 - conduct and general behaviour in and around the Houses of the Oireachtas;
 - addressing disorderly behaviour in the Houses of the Oireachtas and their committees (Members, visitors, media).
- Daily chamber attendance during major items of parliamentary business and during parliamentary votes.
- Work in collaboration with the Inter-Parliamentary Unit and the Communications Unit on:
 - Ceremonial aspects of special parliamentary sittings, for example, addresses by Heads of State/Government, elections of Ceann Comhairle/Cathaoirleach/Taoiseach, Budget Day;
 - State visits, distinguished visitors, VIPs, deputations, delegations.

Tours and Visitors

- Work to provide for the reception of visitors in line with agreed requirements of diplomacy and protocol for the Houses of the Oireachtas.
- Responsibility for the provision and management of guided tours,
- Responsibility for ensuring media activities on campus are in accordance with agreed protocols.
- Ensure the booking of public rooms within the campus, and the activities therein, are in accordance with agreed protocols.

Governance

- Management of resources and expenditure on allocated subheads within the section including the provision of section estimates and management and control of budgets.
- Manage the procurement processes in the Superintendent's Section as required, including development and presentation of procurement specifications to maintain ongoing best practice procurement, and contract management to ensure quality product sourcing within the section is implemented and maintained.
- Report as required to the Management Board and Commission in relation to matters under the remit of the Superintendent's Section.
- Responsible to the Superintendent for the management of corporate governance arrangements in the section.

Participate in the Management Team

- The person appointed will be a key member of the senior management team of the Service. The appointee will be expected to contribute actively to the ongoing and strategic leadership and management of the Service, particularly the enhancement of its systems and practices to support the delivery and development of services into the future.

This list is not exhaustive but serves to reflect the type of duties included in the role. Other duties and responsibilities appropriate to the role may be assigned by the Service as required.

This role is subject to change in line with the business requirements or political reforms of the Service, as is the case with any other civil service position in the organisation.

Panel

A panel may be formed from this competition from which future permanent, part-time and temporary positions, should they arise, may be filled by candidates who successfully meet the requirements of the role.

Entry Requirements

Essential Competencies

Candidates must possess and be able to demonstrate the six key competencies identified for effective performance at the role's level:

Captain of the Guard (Assistant Principal Officer Level)	
Leadership	
	• Actively contributes to the development of the strategies and policies of the Department/ Organisation • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise • Leads and maximises the contribution of the team as a whole • Considers the effectiveness of outcomes in terms wider than own immediate area • Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks • Develops capability of others through feedback, coaching & creating opportunities for skills development • Identifies and takes opportunities to exploit new and innovative service delivery channels
Judgement, Analysis & Decision Making	
	• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue • Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) • Integrates diverse strands of information, identifying inter-relationships and linkages • Uses judgement to make clear, timely and well-grounded decisions on important issues • Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders • Takes a firm position on issues s/he considers important

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments and Sectors
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

Drive and Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the role's objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation
- Has a breadth and depth of knowledge of the Service and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

Essential Requirements

The ideal candidate must demonstrate that they have:

1. A proven track record of leading teams and managing operations in the security domain; with the ability to demonstrate the knowledge, capacity and experience to discharge the security responsibilities of the role.
2. A proven track record of excellent leadership skills.
3. Demonstrated experience and ability to build strong teams and the capacity to work in an effective and co-operative manner within the Service.
4. Evidence of achievement and experience in their career to date including leading large teams to deliver services and high performance in business-critical areas in a comparable organisation.
5. Excellent organisational and change management skills.
6. Excellent communication skills with the ability to tailor messages to different audiences and the interpersonal skills to network effectively, achieve buy-in, and positively influence others.
7. Resilience, self-reliance and a proven capacity for sound judgement in pressurised situations, setting and maintaining high standards, and delivering results to tight deadlines.
8. Proven experience at the appropriate level to demonstrate the ability to work effectively and with integrity in a political environment with Oireachtas Officeholders and Members of the Houses and other key stakeholders.

9. Have the capacity and relevant applicable experience to deal with all aspects of the work of the Service at senior management level in this role.

Desirable Requirements

- Fluency in the Irish language or an active interest in developing such fluency.

Eligibility to Compete and Certain Restrictions on Eligibility

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

Any candidate for, or person holding, the office must be of good character. Security clearance will be sought for individuals under consideration for appointment. Further details on this process are provided in the [Security Clearance section on page 26](#).

Citizenship Requirement

Eligible candidates must be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union (EU), 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 has a stamp 4 permission* or stamp 5 permission;

*Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure, National Development Plan Delivery and Reform (DPENDR) letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the DPENDR 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.

Career Breaks

Subject to satisfying the eligibility requirements, the competition is open to staff who are on a career break, provided their career break conforms to the provisions of the Department of Finance Circular (4/13), or on secondment arrangements. Staff who are on career break under the Incentivised Career Break Scheme 2009 are not eligible to apply.

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 scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Employer of Choice

As an employer of choice, the civil service has many flexible and family friendly policies, for example work-sharing, shorter working year, remote working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Principal Conditions of Service

General

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

Salary

The Assistant Principal salary scale for the position is as follow (rates effective from 1 August 2025):

€81,475 €84,475 €87,518 €90,569 €93,617 €95,375 (NMAX)

€98,449 (LSI1) €101,535 (LSI2)

Personal Pension Contribution (PPC)

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

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

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

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government Policy. Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy.

Statutory deductions from salary will be made as appropriate by the Service.

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/Formers 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.

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) of the Civil Service Regulation Act 1956 as amended. 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 Service and you will be given a copy of the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation'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 the following circumstances, your contract may be extended and your probation period suspended.

- 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 Carer's Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation, and

- Any other statutory provision providing that probation shall –
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employee's return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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 1977-2015

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Organisation of Working Time Act 1997

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

Headquarters

Headquarters will be such as may be designated from time to time by the Service. When required to travel on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations. The Houses of the Oireachtas Service and its environs are currently based around Kildare Street, Dublin 2.

Hours of Attendance

Hours of attendance will be as fixed from time to time under section 23 of the Staff of the Houses of the Oireachtas Act, 1959. At present they amount to 41 hours and 15 minutes gross (35 net hours) per week. Flexibility is required with regard to late-night working and extra attendance, which is required arising from the exigencies of the Service. There is a compensatory leave scheme in operation for extra attendance. No additional payment will be made for extra attendance (over and above 41.25 hours gross) as the rate of

remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

The annual leave for this position is 30 working days. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

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. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department Social Protection to pay any benefits due under the Social Welfare Acts directly to the Service. 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.

Outside Employment

The position is whole time and the officer may not engage in private practice or be connected with any outside business which would interfere, or be incongruent, with the performance of official duties.

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 <https://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 at 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 or 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 Service 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 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).

Ill-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 Chief Medical Officer's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for ill-health retirement.

Appointment post ill-health retirement from civil service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, **there can be no reversion to the civil service ill-health retirement 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 the Service.

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.

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 2012 Act. 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. The pay and pension entitlement of such an appointee will be established in the context of their public service employment history.

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.

Official Secrecy and Integrity

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

Civil Service Code of Standards and Behaviour

The 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.

Prior approval of publications

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

Political Activity

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

All circulars are available on the website www.gov.ie or from the Personnel Section.

Important Notice

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

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

Competition Process

How to Apply

Candidates are required to email their completed [application form](#) as an attachment to recruitment@oireachtas.ie with the subject line of **Captain of the Guard Competition 2025**.

Forms must be typed. Handwritten forms will not be accepted.

Candidates must complete all sections of the application form in full, including the declaration.

Candidates should note that the information they supply in the application form will play a central part of any eligibility sifting and shortlisting processes that follow. The decision to include you on the list of candidates going forward to the next stage of the recruitment process may be determined based on the information you supply at the application stage.

Anything you write in your application form may be discussed in more depth, should you be called to interview. The board may look for additional competency examples of where you demonstrated the skills required for this post, so you should think of a number of examples where you demonstrated each of the skills.

Do not forward any certificates with the form. However, candidates will be asked to provide original certificates and transcripts at the interview stage of the process.

CVs and cover letters will not be accepted.

Closing date

Your application must be submitted not later than **3pm on Wednesday, 17 December 2025**.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email: sarah.casey@oireachtas.ie.

Applications will not be accepted after the closing date.

The Oireachtas Service accepts no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the Oireachtas Service and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection methods may include:

1. shortlisting of candidates on the basis of the information contained in their applications.
2. a competitive preliminary interview.
3. remote interviewing.
4. completion of online questionnaire(s).
5. work sample/role play/media exercise/presentation, and any other tests or exercises that may be deemed appropriate.
6. a final competitive interview.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to 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 Service may decide that a limited number only will be called to interview.

In this respect, the Service provides for the employment of a shortlisting process to select a group for interview 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 criteria based on the requirements of the position. The shortlisting may include both essential and desirable requirements. It is therefore in your own interest to provide a detailed and accurate account of your qualifications, skills and experience on the application form.

Candidates Requiring Reasonable Accommodation

The Service is committed to equality of opportunity for all candidates. If you have a disability or require reasonable accommodation during the selection process, we encourage you to share this with us on your application form so that we can support you. Examples of reasonable accommodation adjustments include the provision of extra time in your interview or assessment or assistive technology.

You are the expert on your specific requirements, and so we will be guided by you. Please

note that in endeavouring to support your requirements we may ask for additional documentation. You can ask for assistance by contacting Sarah Casey at (01) 618 3255 or sarah.casey@oireachtas.ie.

Any reasonable accommodation required will be kept confidential and used solely for the purpose of the selection process.

Confidentiality

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

Security Clearance

Security clearance will be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for all relevant security checks on all Irish and Northern Irish addresses at which they reside(d). Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed by the Service. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information

The Service will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

The Service reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications, for example, from the submitted application form. It is important, therefore, to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential requirements but nevertheless attend for interview, you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position, the Service will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final

determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the expert board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Should similar type vacancies arise elsewhere in the Civil Service, candidates may be drawn from this competition.

Codes of Practice

The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice for Appointment to the Civil and Public Service published by the Commission for Public Service Appointments (CPSA). The Code of Practice reflects the following core principles:

- Probity
- Merit
- Best practice
- Consistency
- Transparency
- Appointments promoting equality, diversity and inclusion

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting www.cpsa.ie.

Candidates' Rights

Procedures where a candidate seeks a review of a decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Service. The Service will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the 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 CPSA recommends that, subject to the agreement of the candidate, where the office holder considers the matter could be resolved, they should first seek to engage on an informal basis before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the office holder who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address their concerns in relation to the process in writing to the Secretary General of the Service, outlining the facts that they believe show an action taken or decision reached was wrong.

- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Secretary General of the Service.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

A candidate may believe there was a breach of the CPSA's Code of Practice by the Service that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the Secretary General of the Service in the first instance, and to the CPSA subsequently on appeal if they remain dissatisfied.

- Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Secretary General of the Service in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if the complainant cannot support their allegations by setting out how the Service has fallen short of the principles of this Code.
- On receipt of a complaint, the Secretary General of the Service may determine to engage with the complainant on an informal basis.

For further information on the above 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, cpsa.ie.

There is no obligation on the Service to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback

Feedback in relation to the selection process is available on request. Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes which 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 should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

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

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

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

Contravention of Code of Practice

Any person who contravenes the above provision 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.

Use of Recording Equipment

The Service 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 they have not been appointed to a post, they will be disqualified as a candidate; and
- where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned.
- be suitable on the grounds of character.
- be suitable in all other relevant respects for appointment to the post concerned.
- and if successful, they will not be appointed to the post unless they:
 - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
 - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

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

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

Quality Customer Service

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

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

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 the Service 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 unit of the Service. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes. To make a request to access your personal data, please submit your request by email to: Dataprotection@oireachtas.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).