



An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

INFORMATION BOOKLET

Open competition for appointment to the position of

**Meteorological Officers
in the
Department of Housing, Planning & Local Government**

Closing date: 3pm on Thursday 13th June 2019

CID: 19115906

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

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

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

**CONTACT: ROBERT BAKER
PROFESSIONAL & TECHNICAL RECRUITMENT
CHAPTER HOUSE
26 – 30 ABBEY STREET UPPER
DUBLIN 1**

Telephone Number: (353) 1 858 7651 or Main Number: (353) 1 858 7400

URL: www.publicjobs.ie

TABLE OF CONTENTS

	Page
Introduction	3
The Roles	3
Entry Requirements	4
Eligibility and Certain Restrictions on Eligibility to Compete	8
Principal Conditions of Service	9
Competition Process	15
Closing Date	15
Selection Methods	15
Review Procedures	17
Candidates Obligations	18
General Data Protection Regulation (GDPR)	20

**Meteorological Officers
in the
Department of Housing, Planning & Local Government**

Introduction

Met Éireann, a division of the Department of Housing, Planning and Local Government, is Ireland's National Meteorological Service and provides a range of services related to the weather to help protect life and property and promote societal and economic wellbeing. Met Éireann's mission is to monitor, analyse and predict Ireland's weather and climate, and to provide a range of high quality meteorological and related information to our customers.

Met Éireann operates in a fast-changing environment, where science and technology are transforming the way meteorological services are delivered. The role of Meteorological Officer within Met Éireann is one with responsibility for technical and administrative support for the activities of the organisation. Meteorological Officers undertake tasks related to the operation, maintenance and development of systems for meteorological observation, meteorological data processing and the development and dissemination of meteorological services.

The Roles

We are recruiting for 3 categories of Meteorological Officers; Instrument Engineers, ICT Technicians and Operations Officers. The essential requirements and key competencies sought for all Meteorological Officers are detailed below, as are the principle duties and desirable qualifications for each category of Meteorological Officer.

Met Éireann operates on a 24/7 basis and has locations across the country. Meteorological Officers may be assigned to locations including Dublin (Glasnevin, Dublin Airport, Baldonnel), Shannon, Cork Airport, Cahersiveen, Co. Kerry and Knock, Co. Mayo.

Some meteorological officer positions involve shift work, including night duties, covering weekends and public holidays and attract an additional allowance.

Initial training will be provided to all recruited Meteorological Officers and Met Éireann is committed to continuing staff development throughout the length of their career with Met Éireann.

Entry Requirements

Essential Qualifications & Requirements for all Meteorological Officers:

Candidates must, meet the following essential requirements, on or before the **13th June, 2019**:

- a) The Leaving Certificate (or equivalent educational qualifications) with at least Grade D in 5 subjects, which must include:
 - (1) Mathematics
 - (2) Irish or English
 - (3) and at least one of the following:
Applied Mathematics, Physics, Chemistry, Physics and Chemistry.

and either

(i) A third-level qualification, to at least Diploma level or equivalent, in the field of Information and Communications Technology (ICT) **or** Electronics **or** Instrumentation.

or

(ii) A Grade C or higher in Higher–Level Leaving Certificate Mathematics, or equivalent

Personal Attributes

Essential:

- Ability to communicate effectively, both orally and in writing
- Ability to work on own initiative as and when appropriate
- Commitment to producing accurate work of a consistently high standard
- Commitment to providing quality customer service

Key Competencies for All Meteorological Officers

In addition to meeting the essential requirements, all applicants will be assessed on their proven ability to meet the key competencies for a Meteorological Officer position as listed below.

- Analysis and Decision Making
- Delivery of Results.
- Interpersonal and communication skills
- People Management
- Specialist knowledge and expertise
- Drive and commitment

Meteorological Officer – Instrumentation Engineer

Instrumentation Engineers work as part of a dynamic team and are responsible for the installation and operation of all meteorological instruments. Their main role is to install, maintain, repair, test and calibrate new and existing instruments and equipment. The work includes field and office base tasks to ensure that all instruments and equipment meet the appropriate standards and user requirements and that the maximum accuracy of data is achieved.

Principal Duties:

- a) The specification, design, assessment, calibration, installation, maintenance and repair of meteorological sensors, instrumentation and data acquisition systems and other types of equipment, in accordance with relevant regulations and standards;
- b) Programming microcomputer-based instruments for data acquisition, processing and transmission;
- c) Testing, modifying and repairing electrical and electronic equipment at component level;
- d) Working out of doors and/or throughout the country, driving official transport and climbing masts;
- e) The installation, care and maintenance of meteorological instruments and data communication facilities.
- f) Liaison with colleagues in other Met Éireann Divisions and in external agencies;
- g) Drafting technical manuals and instructions, and providing training to end-users;
- h) Other duties as may be assigned from time to time by the Head of Division.

Desirable experience:

- a) Experience in the testing, commissioning and support of data acquisition and/or control equipment;
- b) Practical, hands-on electrical experience including ability to read electrical schematics;
- c) Good working knowledge of the application of ICT systems (including communications protocols) in an instrumentation environment;
- d) Experience working in a project management environment;
- e) Good knowledge of meteorological instrumentation as applied to atmospheric observations;
- f) Experience of aviation sector, operating in a controlled regulated environment (i.e. Airfield);
- g) Knowledge and experience of remote sensing observing systems and their applications;
- h) Knowledge of calibration systems and associated quality management systems;
- i) Awareness of instrumentation-related Health & Safety policy including electrical safety;
- j) Ability to apply TCP/IP, RS485, RS232 communications to interfacing equipment.
- k) Full clean driving licence.

Meteorological Officer – ICT Technician

ICT Technicians work within Met Éireann to support, maintain and develop operational systems for meteorological observation, data management and communications. ICT technicians play an important role in taking forward the future direction of innovation and excellence in ICT by providing vital support to working groups within the organisation.

Principal Duties:

- a) Management and maintenance of operational computer systems and applications (e.g. data collection and processing systems), and associated computer hardware operating systems;
- b) Monitoring and maintenance of computer systems and networks, including management of ICT equipment in compliance with quality standards and safety regulations;
- c) Procurement, development, installation and maintenance of ICT hardware and software systems;
- d) Provision of technical expertise and support for the development and roll-out of new ICT applications, including testing and evaluation;
- e) Working in an operational environment to troubleshoot system and network problems and diagnose and solve hardware or software faults;
- f) Development of proprietary software applications in a variety of environments, working individually or as part of a team;
- g) Provision of documentation and reports to industry standards.

Desirable experience:

- a) Experience of software design principles and programming in at least one of the following: C, C++, JAVA, PHP, GIS, Python, SQL, scripting in LINUX and Windows;
- b) Experience of enterprise level Windows/Linux administration and support preferably with certification;
- c) Excellent documentation skills;
- d) Experience of working in a project management environment;
- e) Experience of server hardware level support, managing faults and liaising with manufacturers' support teams;
- f) Experience of managing PC desktop estate and related services;
- g) Experience of relational databases (design principles and administration of same both on Windows and LINUX);
- h) Knowledge of GIS and its applications.

Meteorological Officer – Operations Officer

Operation Officers assist and support forecasters in the prompt and accurate production of weather forecasts. The role of the Operations officer is to ensure that all the required weather and climate data is available on time. As an observing Operations Officer this task involves observing, recording and transmitting hourly observations on time and to the highest possible standards and to extrapolate Climatological data i.e. rainfall, sunshine and solar radiation for climatological analysis. Operation Officers can also be required to transmit high quality forecasts to customers, subgroups and to the general public in a timely fashion and to act as the frontline to customers addressing weather related queries from the public.

Principal Duties:

- a) Carrying out operational tasks covering full 24-hour shifts or within a 9-5 setting, including the performance of meteorological observations and the preparation of climate returns. Coding surface meteorological observations for national and international dissemination. This work may be assigned as part of a team or to work in an individual capacity;
- b) Use of specialised equipment for the measurement of wind-speed and direction, temperature, atmospheric pressure, humidity and ozone levels in the upper atmosphere;
- c) Supervising the 24-hour routine operation of Met Éireann's data reception, processing and distribution systems;
- d) Supporting the production and transmission of forecasts and warnings, and responding to routine queries received from the public;
- e) Ensuring excellent customer service, and assisting with the design and development of new applications;
- f) Identifying and implementing improvements to operational systems, including deployment of new technology;
- g) Providing first-line technical and user support for ICT and Instrumentation systems.

Desirable experience:

- (a) Experience of supporting operational tasks in a team setting either through covering full 24-hour shifts, or within a 9-5 basis;
- (b) Experience of successfully implementing projects relevant to an operational context.

Eligibility to compete and certain restrictions on eligibility

European Economic Area Nationals

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

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 either of these schemes are not eligible to compete in this competition.

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

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

Declaration:

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

Principal Conditions of Service

General

The appointment is to an established post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service. The appointee will also be subject to the Civil Service Code of Standards and Behaviour.

Pay (Personal Pension Contribution PPC scale):

The salary scale for the position (rates effective from 1 October 2018) is as follows:

€29,609, €31,239, €32,460 €34,364, €36,071, €37,720, €39,384, 40,974, €42,600 €44,181, €45,812, €46,981

€48,427 [LSI 1]

€49,960 [LSI 2]

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and **is required** to make a personal pension contribution.

A different rate will apply where the appointee is an existing civil or public servant appointed before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

Important Note

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance and 2 Long Service Increments (LSI) are currently paid after 3 and 6 years satisfactory service at the maximum of the scale. Different terms and conditions may apply if immediately prior to appointment the appointee is a serving Civil or Public Servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a BIC code and IBAN number and bank sort code has been supplied to the Personnel Section of the relevant Department or Office. Statutory deductions from salary will be made as appropriate by the Department/Office.

An officer 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 an established position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date of appointment. 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 the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

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

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the officer by the Department. A copy of Department of Finance guidelines on probation will also be made available to the officer.

Where an officer is an existing civil servant and is not considered as suitable to the position having been assessed against stated criteria, the officer will be notified in writing of the action to be taken prior to the expiry of the probationary contract and any extensions thereof.

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 the contract may be extended and the probation period suspended. The extension must be agreed by both parties.

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

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

Unfair Dismissals Acts 1977-2005

The Unfair Dismissals Acts 1977–2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed

Duties

An officer will be required to perform any duties assigned from time to time as appropriate to the position. These duties include the performance of weather observations, computer operation, maintenance and programming, the installation, care and maintenance of equipment. Officers are required to assimilate and adopt new technological methods as they become available. The position is full time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Headquarters

An officer's headquarters will be such as may be designated from time to time by the Director of Met Éireann. At present Meteorological Officers work in the following locations - Dublin, Cork Airport, Shannon Airport, Knock Airport, Casement Aerodrome (Baldonnel) and Valentia Observatory (Caherciveen). When absent from home and headquarters on duty an officer will be paid appropriate travelling expenses and subsistence allowances.

Hours of Attendance

Hours of attendance are as fixed from time to time. The current requirement is 43.25 hours gross per week. Many meteorological stations are staffed 24 hours a day and consequently Meteorological Officers may be required to perform rostered duties on rotation over 24 hours a day, 7 days a week. Shift pay at the rate of 27% of basic salary is payable to officers on 24 hour rostered duties. Special arrangements also apply for attendance on public holidays and for extra attendances.

Annual Leave

On recruitment, annual leave will be 21 working days a year, rising to 22 days a year after five years' service and to 23 days a year after ten years' service. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

The Organisation of Working Time Act

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

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the National Council for Special Education. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

Secrecy, confidentiality and standards of behaviours

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 third parties any confidential information, especially information with commercial potential, either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

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

Ethics in Public Office Act 1995 to 2001

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

Prior approval of publications

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairman of the Commissioners of Public Works.

Political activity

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

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following web site www.circulars.gov.ie

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 <http://www.per.gov.ie/pensions>

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 66 (rising to 67 and 68) in line with changes in State Pension age.
- 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/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 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 that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

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.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

IMPORTANT NOTICE

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

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

COMPETITION PROCESS

How to Apply

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

Before applying candidates should log-on to www.publicjobs.ie and if you have not already done so you must register as a **'New User'** to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

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

Only applications fully submitted online will be accepted into the campaign. **Applications will not be accepted after the closing date.**

Closing date

Your application must be submitted on the Public jobs website not later than 3pm, Thursday, 13th June 2019. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Robert Baker** at (01) 858 7651 or email Robert.baker@publicjobs.ie

The interviews for this post are likely to be held in July/August 2019.

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

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

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

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

Selection Methods

The selection may include:

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

Shortlisting

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

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

Confidentiality

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

Security Clearance

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

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

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

Other important information

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

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

Prior to recommending any candidate for appointment to this position the Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

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

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

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

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

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

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

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

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.

On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

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

Requests for Feedback

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

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

Candidates' Obligations

Candidates 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.

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

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.

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

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 Public Appointments Service, or who do not, when requested, furnish such evidence as the Public Appointments Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

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

Quality Customer Service

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

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

General Data Protection Regulation (GDPR)

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

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of www.publicjobs.ie.