

**CANDIDATES INFORMATION BOOKLET**

PLEASE READ CAREFULLY

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| Competition for appointment to the position of**Principal Meteorological Officer in Met Éireann****Met Éireann****Department of Housing, Local Government and Heritage****Closing Date: Wednesday 29th June 2022** |

**TABLE OF CONTENTS**

 Page

Background 3

Principle Duties of the role 3

Information on each **Principal Meteorological Officer** Role 6 - 16

Eligibility to compete 17

Principal Conditions of Service 19

Competition Process 25

Closing Date 25

Selection Methods 25

Review Procedures 26

Candidates Obligations 27

General Data Protection Regulations 28

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| **Principal Meteorological Officer** **Met Éireann****Department of Housing, Local Government and Heritage** |

**Background**

Met Éireann is currently recruiting for **Principal Meteorological Officer** positions for a range of roles across the organisation.

Met Éireann, Ireland’s National Meteorological Service is tasked with the provision of a wide range of services related to the weather to help protect life and property and promote societal and economic wellbeing. It provides services to a broad range of sectors including aviation, ground transport, marine and agriculture. It also plays a key role in the State’s emergency planning and management function through its production and communication of warnings related to weather hazards.

Met Éireann’s vision is to ‘Make Ireland Weather and Climate Prepared’ by helping Irish society to be ready for and responsive to weather and climate risks. Further details are outlined in Met Eireann’s strategic plan 2017-2027 (www.met.ie/about-us/strategy).

Met Éireann has a current staffing level of approximately 200 employees across eight divisions. The majority of staff are based at Met Éireann’s headquarters at Glasnevin, Dublin close to the National Botanic Gardens, and a number of staff, involved in the provision of services to the aviation sector, are based at airport locations across the country.

**Roles:**

There are vacancies for the following roles:

1. Principal Meteorological Officer – ICT Network Manager

2. Principal Meteorological Officer – ICT Security Manager

3. Principal Meteorological Officer - Aviation Services

4. Principal Meteorological Officer – Weather & Climate Services

5. Principal Meteorological Officer – Observations Division

6. Principal Meteorological Officer – Communications

**Principal Duties of the Role**

The Principal Meteorological Officer (PMO) is a key management position within Met Éireann. PMOs reporting to a Division Head, will be required to perform any duties which may be assigned to the officer by the Director, as appropriate to the position.

The specific tasks, objectives and responsibilities of the PMO will depend on the business area to which they are assigned. The specific duties of the individual posts being advertised as part of this competition are outlined on pages 6 to 16

**Location**

Principal Meteorological Officers may be required to work at any Met Éireann location, as required by the Director.

**Working Environment**

Met Éireann’s business environment is a continually evolving framework and requires on-going adaptation of organisational structures and management responsibilities to meet new challenges. All PMOs may be required to take on new tasks or manage different functional areas in response to changing business needs.

PMOs must be able and willing to adapt to new methods and procedures and to implement organisational change and new working practices.

**Training**

It is essential that the successful candidate is committed to ongoing learning so as to keep up to date with developments in relevant systems and areas. Ongoing personal development in areas such as project and people management skills will also be encouraged. Attendance at appropriate training courses will be facilitated.

**Qualifications**

Each candidate must have, on or before the closing date;

A minimum of NFQ Level 7 qualification (i.e. an Ordinary Bachelor’s Degree) and at least 3 years’ experience in one or more of the following:

* Computer Science or Information Systems or equivalent;
* Scientific discipline e.g. Meteorology, Hydrology with an ICT qualification in Computing or similar;
* Applied Physics, Electronic Engineering, Engineering Technology, Instrumentation or equivalent;
* Project Management;
* Public Administration;
* Business Administration;

or

Equivalent relevant expertise obtained through work-related achievements and projects

Note: For candidates relying on equivalent relevant expertise instead of formal qualification, 6 years such experience will be required.

**and**

* satisfy the essential requirements for each individual position applied for as detailed in pages 6 - 16.

**All candidates will also be expected to be able to demonstrate the competencies for the role as Principal Meteorological Officer**

The key competencies identified for effective performance as PMO are listed below:

1. Leadership
2. Judgement, Analysis and Decision Making
3. Management and Delivery of Results
4. Interpersonal and Communication Skills
5. Specialist Knowledge and Expertise

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Please click [here](https://www.publicjobs.ie/publicjobs/publication/document/Assistant_Principal_Officer_Level.pdf) for further details on the Key Competencies

**Panel 1. Principal Meteorological Officer – ICT Network Manager**

Candidate(s) who are placed on the Principal Meteorological Officer – ICT Network panel will be assigned to the Technology Division in Met Éireann, if and when required. PMOs, reporting to the Head of the Division, will work as senior managers, typically leading teams of technical staff and have responsibility for ICT, operational, technological and/or scientific functions.

The ICT Network Manager will have overall responsibility for the management and support of Met Éireann networks infrastructure. The Network manager will manage the procurement of new networks through Government Networks and HEANET and also the capacity management and upgrade of existing networks. The Network Manager will have overall responsibility for the security of Met Éireann networks and work closely with the ICT Security manager in resolving any network security issues.

**PMO – ICT Network Manager duties may include some or all of the following:**

* Managing Met Éireann’s networks, including Network requirements for new projects;
* Responsibility for ensuring adequate support and maintenance of Met Éireann networks. Monitor operations of LAN, WAN, Load Balancing, VPN, Security, and WiFi
* Managing and leading teams including mentoring, coaching and developing staff;
* Managing relationships between telecommunications carriers, managed services, other teams, and user community;
* Monitoring of all aspects of projects and day to day operations as it relates to network services;
* Provide timely project status updates to customers, PMO Teams, and management.
* Lead efforts to solve complex problems within the network infrastructure;
* Participate in an advisory role with other Met Éireann IT and Business based groups as it relates to networking;
* Develop and recommend strategies and process improvements for network operations, growth, WiFi, load balancing, security, and other network enhancements by maximizing the functionality of network services solutions such as routers, switches, wireless, and firewalls;
* Conduct, research, monitor, and recommend solutions as they relates to capacity planning for the enterprise network in conjunction with managed services providers;
* Enforce and monitor compliance with company policies on the use of the network
* Represent Met Éireann on national and international bodies as required;
* Assist with planning for and implementing Business Continuity Management;
* Lead on procurement projects by researching, specifying and running tender competitions;
* Contribute to the development and implementation of Quality Management Systems in Met Éireann;
* Oversight of the day-to-day administration and operational management, including monthly rosters, maintenance of TL, LH and other records and overall implementation of the PMDS process:
* Other duties as may be assigned from time to time by the Head of Division

.**Location(s):** Met Éireann, HQ, Glasnevin, Dublin 9.

*Note:* At a given time, the appointed officer may be instructed to work remotely, in line with government guidelines.

**ESSENTIAL for the job**

1. Experience of commissioning IT systems, developing IT systems, managing SLAs etc;
2. Knowledge of technical applications;
3. Excellent project management skills and strong ability to prioritise;
4. Strategic awareness and experience of change-management initiatives;
5. Ability to innovate and refine operational systems in accordance with changing demands and technologies;
6. Hands-on experience with computer networks, designing networks, network administration and network installation;
7. Applying troubleshooting skills to resolve network issues;
8. Excellent communication skills, in particular, good inter-personal skills and proven ability to structure clear and concise reports and documents;
9. Ability to carry out procurements and projects in line with Civil Service rules and guidelines;
10. Ability to effectively manage and develop staff;
11. Ability to lead teams and manage resources;
12. Ability to analyse data and make informed decisions;
13. Ability to identify and implement appropriate CPD needs and opportunities for staff.

**DESIRABLE for the job**

1. Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience
2. Experience managing medium to large technical projects;
3. Experience managing external support vendors;
4. Experience in resource planning and developing strategic initiatives;
5. Proven knowledge and practical application of network security across firewalls and security knowledge & qualifications would be an advantage.

**Panel 2. Principal Meteorological Officer – ICT Security Manager**

Candidate(s) who are placed on the Principal Meteorological Officer – ICT Security Manager panel will be assigned to the Technology Division in Met Éireann, if and when required. PMOs, reporting to the Head of the Division, will work as senior managers, typically leading teams of technical staff and have responsibility for ICT, operational, technological and/or scientific functions.

This role is responsible for securing Met Éireann operations both internally and externally facing and will be responsible for information security strategy, policy, risk, technology decisions and implementations, as well as serving as the liaison to the different business units.

**PMO – ICT Security Manager duties may include some or all of the following:**

* Responsibility for the design, development and implementation of new work practices, technologies and infrastructure;
* Responsibility for ensuring adequate support and maintenance of the operational systems, including software systems;
* Assisting with policy development and planning with regard to current and future activities;
* Representing Met Éireann on national and international bodies as required;
* Assisting with planning for and implementing Business Continuity Management;
* In partnership with our managed service partner assess the current environment, identify key areas of risk, develop the security strategy programme and deliver on the strategy across Met Éireann. Responsible for all aspects of the Information Security program, including people, process, technology, and oversight/governance;
* Implement & continuously review security policies to ensure they are fit for purpose and adhered to. Monitor both internal and external policy compliance;
* Responsibility for the central management of all security incidents to ensure consistency in the management of, and response to, incidents. For major incidents prepare post incident reports and lessons learnt and present to the Met Éireann Management Committee as appropriate;
* Responsible for Cyber Security Awareness Training within Met Éireann. Evaluate emerging cybersecurity and IT technologies for adoption, as well as provide guidance to internal technology and business teams;
* Management of Met Éireann’s ICT, BCM and DR in partnership with the Met Éireann ICT managers;
* Contribute to the development and implementation of Quality Management Systems in Met Éireann;
* Ensure that monitoring for potential threats, both internal and external, by our managed service partner is carried out effectively. Understand the threat landscape, constantly test the systems for weaknesses through external and internal vulnerability and penetration testing, and work with our managed service partner to remove or mitigate new and emerging threats;
* Managing and leading teams including mentoring, coaching and developing staff;
* Other duties as may be assigned from time to time by the Head of Division.

**Location(s):** Met Éireann, HQ, Glasnevin, Dublin 9. *Note:* At a given time, the appointed officer may be instructed to work remotely, in line with government guidelines.

**ESSENTIAL for the job**

1. Experience of commissioning IT systems, developing IT systems, managing SLAs etc;
2. Strong knowledge of security standards and processes and experience in managing and prevention of security issues with experience of building policies, processes and interventions to eliminate cyber-security risks;
3. Capability to effectively manage Met Éireann’s ICT security requirements through our managed service partner including security compliance and monitoring and management of security incidents;
4. Strategic awareness and experience of change-management initiatives;
5. Excellent communication skills, in particular, good inter-personal skills and proven ability to structure clear and concise reports and documents;
6. Ability to manage budgets, carry out procurements and projects in line with Civil Service rules and guidelines;
7. Firm grasp on IT infrastructure and operations best practices;
8. Strong critical thinking and decision-making skills;
9. Plan and oversee the installation of applications and information security measures:
10. Commitment to continuous improvement, motivated 'can-do' attitude and results-oriented.

**DESIRABLE for the job**

1. Experience managing medium to large technical projects;
2. Experience managing external support vendors;
3. Experience in resource planning and developing strategic initiatives;
4. 10+ year of IT infrastructure/application with 5+ years in IT Security field;
5. Bachelor’s degree, preferably in computer science/engineering or equivalent;
6. Professional certifications in CISSP or CISM or equivalent is preferred.
7. Excellent project management skills and strong ability to prioritize;
8. Ability to lead teams and manage resources;
9. Excellent knowledge of technical management, information analysis and of computer hardware/software systems including Linux, Windows and VMware;
10. Experience of planning and overseeing the installation of applications and information security measures;
11. Expertise in data centre management and data governance.

**Panel 3. Principal Meteorological Officer – Aviation Services Division**

Candidate(s) who are placed on the Principal Meteorological Officer - Aviation Services Division panel will be assigned to posts within the Aviation Services Division, if and when required.

Aviation Services Division (ASD) is responsible for the provision of meteorological services to the aviation industry. The ASD PMO reports to Head, Aviation Services Division (H/AS) and will be responsible for the management of ASD operations and associated activities at a number of airport sites.

**PMO – Aviation Services Division will specifically include:**

* Management and administration of the office(s), including the performance management of staff, management of health and safety processes and accommodation matters;
* Managing and leading teams including mentoring, coaching and developing staff;
* Managing the competence assessment process for aeronautical weather observers;
* Ensuring MET service provision to aviation complies with ICAO standards and recommended practices and EU Regulations;
* Providing an efficient, effective and responsive service to local users and representing ASD in various airport operations groups;
* Supporting local aerodrome projects through the provision or arranging for the provision of appropriate MET service;
* Managing the development and implementation of relevant projects;
* Engagement with the Irish Air Corps, local ATC and airport authorities and other users of aviation MET services to ensure service delivery matches user needs;
* Liaison with other Divisions of Met Éireann providing technology, forecast and ICT support;
* Participation in the work of the Management Group of Aviation Services Division in terms of strategy development and implementation relating to MET provision to aviation;
* Contribute to the development and implementation of all relevant processes and procedures necessary to ensure compliance with ICAO and EU requirements including the ongoing implementation of the QMS;
* Other duties as may be assigned from time to time by Head of Division.

**Location(s):** Location will be dependent on post vacancy at the time of drawdown. *Note:* At a given time, the appointed officer may be instructed to work remotely, in line with government guidelines.

**ESSENTIAL for the job**

1. Knowledge and understanding of aviation meteorology and the regulatory framework underpinning MET service provision to aviation (WMO, ICAO, EU);
2. Experience in successfully contributing to projects or collaborative activities, preferably within an operational, scientific and technical working environment;
3. Ability to work effectively with external stakeholder groups, including international agencies;
4. Excellent communication skills;
5. Ability to effectively lead and manage staff;
6. Ability to identify and implement appropriate CPD needs and opportunities for staff.

**DESIRABLE for the job**

1. Ability to manage budgets and carry out procurements and projects in line with Civil Service rules and guideline;
2. Experience working within the aviation weather observing process;
3. Experience leading /managing interdisciplinary projects and activities.

**Panel 4. Principal Meteorological Officer - Weather & Climate Services**

Candidate(s) who are placed on the Weather and Climate Services Principal Meteorological Officer panel may be assigned to posts throughout Met Éireann, if and when required.

PMOs from this panel will work as senior managers with varied responsibilities such as, managing service provision to external customers and stakeholders, leading and managing teams of technical and scientific officers, implementing efficient decision making and people management skills to effectively lead projects from start to finish. They will be a key player in implementing organisational processes and improvements within Met Éireann. They may be assigned project-based activities while leading teams that are responsible for day-to-day operations.

**Weather and Climate Services PMO duties will vary from division to division and may include some or all of the following:**

* Liaising with users of Met Éireann’s services, understanding their requirements and developing strategies to improve Met Éireann’s services;
* Managing and leading teams including mentoring, coaching and developing staff;
* Coordinating and supervising work programmes within the division;
* Managing projects including initiating, planning and execution. Resource management and project control to ensure that specific goals are achieved within required timeframes and budgets;
* Responsibility for the design, development and implementation of new work practices
* Management of customer service functions including the development and maintenance of good working relationships;
* Responding to requests for scientific and administrative information from external stakeholders;
* Supporting research and scientific collaboration programmes within the division;
* Assisting with development and planning for current and future activities;
* Contribute to the development and implementation of Quality Management Systems in Met Éireann;
* Supporting the Head of Division in developing strategic planning, work planning and budget management;
* Investigating and implementing the use of new technologies and methods to improve efficiencies within the division;
* Building working relationships and working effectively with internal colleagues ,colleagues in the Department of Housing, Local Government and Heritage, and the wider Civil Service;
* Establishing and developing effective relationships with external agencies with which Met Éireann works nationally and internationally;
* Representing Met Éireann on national and international bodies as required;
* Procurement of required products and services;
* Management of external contracts;
* Other duties as may be assigned from time to time by the Head of Division.

**Location(s):** Met Éireann, HQ, Glasnevin, Dublin 9. *Note:* At a given time, the appointed officer may be instructed to work remotely, in line with government guidelines.

**ESSENTIAL for the job**

1. Proven team management experience preferably within an operational, scientific or technical environment.
2. Experience in successfully contributing to projects or collaborative activities, preferably within an operational, scientific and technical working environment;
3. Excellent customer service skills to liaise with customers on their specialised requirements and communicate these needs to developers to ensure that customer needs are met
4. Ability to work effectively with external stakeholder groups;
5. Strategic awareness and experience of change-management initiatives;
6. Excellent communication skills, in particular, good inter-personal skills and proven ability to structure clear and concise reports and documents;
7. Ability to effectively manage and develop staff;
8. Ability to lead teams and manage resources;
9. Ability to analyse data and make informed decisions;
10. Proven track record of delivering results;
11. Ability to identify and implement appropriate CPD needs and opportunities for staff.

**DESIRABLE for the job**

1. Experience in programming or scripting, in particular SQL, and knowledge of a language such as R;
2. Experience of effective liaison with external bodies
3. Excellent knowledge of meteorological observations;
4. Experience of effective liaison with external bodies
5. Excellent communication skills, in particular, good inter-personal skills and ability to structure clear and concise reports and documents;
6. Experience in co-ordinating media events, press releases and managing publications
7. Ability to carry out procurements and projects in line with Civil Service rules and guidelines;
8. Ability to identify new service tools and products for customers;
9. Experience managing medium to large projects.
10. Experience managing external support vendors
11. Experience leading /managing interdisciplinary projects and activities

**Post 5. Principal Meteorological Officer - Observations Division**

Candidate(s) who are placed on the Principal Meteorological Officer – Observations Division panel will be assigned to posts within the Observations Division, if and when required.

Reporting to the Head of Division, the Observations PMO will have responsibility for managing Met Éireann’s meteorological observation infrastructure and contributing to the further strategic development of Met Éireann’s observational infrastructure in line with new requirements, technology and WMO recommendations. The PMO will have responsibility for coordinating and managing the technical design, development and implementation of operational observations systems and scientific programmes.

The successful candidate will be responsible for leading and managing large teams of technical and scientific officers, managing the necessary technical expertise needed to support effective, efficient decision making, and with the required people management skills to effectively lead projects from start to finish. They will be a key player in the project management and implementation of organisational and process improvements within Met Éireann in relation to observations.

**Observations Division PMO duties will include:**

* Project planning, management and implementation of organisational change and new working practices and networks (e.g. weather RADAR network);
* Supporting the Head of Division in developing strategic planning, work planning and budget management;
* Ensuring implementation of WMO observations standards, coding and methodologies such as WIGOS and other national and international standards as appropriate;
* Coordinating and supervising the work programmes of the division and of the observational systems maintenance teams, including the provision of training and ongoing support to these staff and to users of the operational observation systems;
* Mentoring, coaching and developing staff;
* Development and documentation of maintenance practices, standards and procedures for the operational observation systems;
* Managing other business and compliance activities including procurement, risk management, quality management systems (QMS), ensuring full operational continuity of all operational observing systems and projects in accordance with Met Éireann’s BCM practices;
* Management of the ground-based observational network quality assurance and calibration activities;
* Investigating and implementing the use of new technologies and methods to improve the surface observations network, including ground based remote sensing technologies;
* Ensuring the efficiency of metadata and data collection, processing and quality assurance and quality control of all observations, in cooperation with other divisions and external stakeholders;
* Involvement in the implementation of new methods of observational data delivery through web-based applications and GIS;
* Involvement as Observations representative in relevant interdivisional and external projects;
* Other duties as may be assigned from time to time by the Head of Division.

**Location(s):** Met Éireann HQ, Glasnevin, Dublin 9. *Note:* At a given time, the appointed officer may be instructed to work remotely, in line with government guidelines

**ESSENTIAL for the job**

1. Excellent project management skills and strong ability to prioritise;
2. Ability to carry out procurements and projects in line with Civil Service rules and guidelines;
3. Ability to manage and develop staff;
4. Experience of effective liaison with external bodies on technical and scientific issues;
5. Proven team management experience preferably within an operational, scientific or technical environment;
6. Experience in successfully contributing to projects or collaborative activities, preferably within an operational, scientific and technical working environment;
7. Strategic awareness and experience of change-management initiatives;
8. Excellent communication skills, in particular, good inter-personal skills and proven ability to structure clear and concise reports and documents;
9. Ability to analyse data and make informed decisions;
10. Proven track record of delivering results;
11. Ability to identify and implement appropriate CPD needs and opportunities for staff;
12. Knowledge of meteorological observations systems and instrumentation;
13. An excellent understanding of the applications of weather and climate observations and the needs of end-users;
14. Ability to implement WMO and other standards and recommended practices regarding observation networks, methods and processing;
15. Ability to exploit new observing, communication, processing and data delivery technologies.

**DESIRABLE for the job**

1. Experience leading teams engaged in programming or scripting tasks, e.g. C, JAVA, PHP, Python, SQL, R, scripting in Linux, GIS;
2. Experience working with database systems;
3. Experience with the development and support of facilities needed to maintain business continuity of operational systems;
4. Experience of automated meteorological observations systems and their quality assurance and quality control;
5. Ability to interpret technical documentation, including technical drawings and plans;
6. Experience managing budgets and procurement in line with national and international guidelines;
7. Experience or knowledge of remote sensing operational observation systems;
8. Experience of Health and Safety in regard to supporting scientific fieldwork.

**Panel 6. Principal Meteorological Officer - Communications**

Candidate(s) who are placed on the Communications Principal Meteorological Officer panel may be assigned to posts throughout Met Éireann, if and when required.

PMOs from this panel will work as senior managers and report to a Head of Division. The principal responsibility of the communication PMO will be to expand and improve Met Éireann’s communication of information to the public and stakeholders, through the design and implementation of a formalised approach to communicating across all media types and platforms. The role will include the management and upgrade of Met Éireann’s suite of digital and social media services and the development of graphical tools for meteorological communication.

The overall goal of the role is to ensure the most effective communication of modern-day weather and climate information by utilising the full potential of available media and digital services. Because of the focus on end-user services, the role of the Communications PMO will include the management of Met Éireann’s wider customer service and outreach functions.

They will also ensure communications are aligned with Met Éireann’s strategic goals and policies, and compliance with required standards in the areas of data protection, usability and accessibility

**Communications PMO duties may include some or all of the following:**

* Supporting the implementation of Met Éireann’s communications strategy
* Producing a formalised approach for Met Éireann’s external communication with the public and media; Write press releases and manage launches of new Met Éireann services and products etc.
* Monitoring Met Éireann’s website, app and social media presence, setting targets and using analytics to regularly measure, evaluate and optimise all digital communications activity;
* Ensuring the compliance of digital communications with usability and accessibility standards as well as with the obligations of data protection, data licensing and copyright law;
* Leading the development and implementation of Met Éireann’s Outreach Programme;
* Supporting major digital development projects, including podcast, videocast and video-conferencing facilities;
* Managing the implementation of the findings of FÓGRA project;
* Coordinating Met Éireann’s communications and media activities at all times and especially during periods of high-impact weather;
* Contributing to the development and implementation of Quality Management Systems in Met Éireann;
* Managing and leading teams including mentoring, coaching and developing staff;
* Other duties as may be assigned from time to time by the Head of Division.

**Location(s):** Met Éireann HQ, Glasnevin, Dublin 9. *Note:* At a given time, the appointed officer may be instructed to work remotely, in line with government guidelines

**ESSENTIAL requirements for the role**

1. Experience managing and developing media/marketing campaigns;
2. Experience managing and developing digital media platforms and content;
3. Qualifications: Level 6 to 8 in digital marketing and communications;
4. Excellent communication skills and sound editorial judgment;
5. Ability to work effectively with external stakeholder groups;
6. Strategic awareness and experience of change-management initiatives;
7. Ability to effectively manage and develop staff;
8. Proven track record of delivering results.

**DESIRABLE for the job**

1. Experience / qualifications in science/climate communications;
2. Experience/qualifications in videography;
3. Experience writing press releases and working with the media;
4. Experience with educational outreach programmes.

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

**Citizenship Requirements**

Eligible Candidates must:

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

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

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

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

**Incentivised Scheme for Early Retirement (ISER)**

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

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

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

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

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

**Declaration**

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

**Principal Conditions of Service**

**General**

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

**Pay**

The salary for the position of Principal Meteorological Officer (with effect from 1 February 2022) is as follows:

The Personal Pension Contribution (PPC) salary rate for the position of Principal Meteorological Officer:

€70,399, €72,991, €75,620, €78,258, €80,891, €82,409 (NMAX), €85,067 (LSI1), €87,734 (LSI2)

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

A different rate will apply where the appointee is an existing civil or public servant appointed on or before 6 April 1995 and is not required to make a personal pension contribution.

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

**Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

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

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.

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

**Tenure and Probation**

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

The probationary contract will be for a period of one year from the date of appointment. .

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:

1. has performed in a satisfactory manner
2. has been satisfactory in general conduct, and
3. 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/Office. 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 Carers 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.

**Headquarters**

Any Met Éireann location. Location will be dependent on post vacancy at the time of drawdown. *Note:* At a given time, the appointed officer may be instructed to work remotely, in line with government guidelines.

The officer’s headquarters will be such as may be designated from time to time by the Director.

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations and the guidelines of Department of Housing, Local Government & Heritage.

**Unfair Dismissals Act 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.

**Annual Leave**

The annual leave allowance for successful candidates will be 30 working days per annum 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.

**Duties**

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

**Hours of Attendance**

Hours of attendance are as fixed from time to time. The current requirement is 43 hours 15 minutes gross per week. 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.

**Organisation of Working Time Act 1997**

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

**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 as amended from time to time.

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

**Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment.  In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie).

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

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

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

**Pension Abatement**

* If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
* However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition)the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
* **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 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 CMO’s office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

*Appointment post ill-health retirement from Civil Service*

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

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

*Appointment post ill-health retirement from Public Service*

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

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](https://hr.per.gov.ie/wp-content/uploads/2020/06/Ill-Health-Retirement-linked-document.pdf) .

**Pension Accrual**

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

**Additional Superannuation Contribution**

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

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

**Official Secrecy and Integrity**

You will, during the term of your appointment, be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014. You will agree not to disclose to unauthorised third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment. You will also be subject to the Civil Service Code of Standards and Behaviour.

**Civil Service Code of Standards and Behaviour**

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

**Ethics in Public Office Act 1995**

The Ethics in Public Office Act 1995 will apply, where appropriate, to your employment.

**Prior Approval of Publications**

You will agree not to publish material related to your official duties without prior approval by the Secretary General of the Department.

**Political Activity**

During the term of your employment you will be subject to the rules governing Civil Servants and politics.

**IMPORTANT NOTICE**

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

**COMPETITION PROCESS**

The Department of Housing, Local Government and Heritage is recruiting for this position under its Recruitment Licence issued by the Commission for Public Service Appointments (CPSA) and in accordance with the CPSA’s Code of Practice.

**How to Apply**

Applicants should submit a completed application form to recruitment@met.ie.

The Application Form allows applicants to detail their qualifications, skills and experience and provide a personal statement outlining why they should be considered for the post and how they meet the essential requirements and personal attributes of the post.

**Please note:** Only applications submitted on the official application form will be considered. The application form is available on Met Éireann’s website [www.met.ie/about-us/vacancies](http://www.met.ie/about-us/vacancies).

**Closing Date**

The closing date for receipt of applications is 5pm on Wednesday 29th June 2022

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying please email recruitment@met.ie.

**Essential Requirements and Personal Attributes**

Candidates will be required to possess all the essential requirements and personal attributes required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview.

**Health**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Selection Process**

The selection process may include the shortlisting of candidates on the basis of the application form and will include an interview.

**Shortlisting**

A shortlisting process will involve an expert panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position.

**Confidentiality**

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

**Security Clearance**

Police vetting may 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 security checks on all Irish and Northern Irish addresses at which they resided. The applicant will also be required to provide clearance/disclosure from the police force or equivalent authority of any country in which he applicant under consideration for appointment has resided for more than 6 months. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

A panel may be formed from which future vacancies may be filled from this campaign.

**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.**

**Interview**

Candidates who are shortlisted will be called for interview by an expert panel. The interview will focus how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date.

**Note:** Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

**Deeming of candidature to be withdrawn**

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the Department requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

**Candidate Feedback**

Feedback will be provided on written request.

**Review Procedures in relation to the Selection Process**

Requests for a review are dealt with in accordance with the codes of practice published by the published by the Commission for Public Service Appointments. The Codes can be accessed at [www.cpsa-online.ie](http://www.cpsa-online.ie/).

**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.

**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**

The use of any type of recording equipment on its premises is prohibited.  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.

**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 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: Data.Protection@housing.gov.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).