



**An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreachta**  
Department of Housing,  
Local Government and Heritage

CANDIDATE INFORMATION BOOKLET

**Forecaster, Met Éireann  
(Meteorologist and Hydrometeorologist Grades)**

***Met Éireann,  
Department of Housing, Local Government and Heritage***

**Closing Date: Friday 24<sup>th</sup> November 2023**

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## Met Éireann

Met Éireann, Ireland's National Meteorological Service is tasked with the provision of a wide range of services related to weather, climate, and flooding to help protect life and property and promote societal and economic wellbeing. It provides services to a broad range of sectors including air and land transport, marine and agriculture. It also plays a key role in the State's emergency planning and management functions 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 Éireann's strategic plan 2017-2027 ([www.met.ie/about-us/strategy](http://www.met.ie/about-us/strategy))

Met Éireann has a current staffing level in excess of 220 employees across nine 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 are based at airport locations across the country and also at Met Éireann's Valentia Observatory in Cahersiveen, Co. Kerry.

## Forecaster Vacancies

Met Éireann is currently recruiting Forecasters to work within the organisation, at the grade of Meteorologist and Hydrometeorologist. Forecasters in Met Éireann produce and communicate weather, flood and impact-based services and warnings on an operational basis. Forecasters analyse observations and model predictions and develop products and messages for the general public and specific sectors. These are exciting roles and successful candidates will work in a dynamic and engaging work environment, centred around ongoing, rapid advances in science, technology and communications. There are multiple vacancies to be filled in both the Weather Forecasting and Flood Forecasting Divisions.

### ➤ Brief description of the roles

Forecasters work as members of operational teams delivering 24/7 services across day, evening and night duties, through the week and weekends. The work entails detailed and ongoing analysis of current conditions; the use of forecast models and other tools to determine the likely evolution of physical systems over the short and medium term; the translation of that knowledge into forecasts and warnings, and the communication of forecasts and warnings through a wide variety of media. Forecasters can be assigned to general forecasting duties, or to providing specialised forecast and warnings services for aviation or flood forecasting. These positions potentially attract up to 27% shift allowance, three additional days of annual leave, as well as extra payments for public holidays.

Applications are invited for the positions of **Weather Forecaster (Meteorologist)** and **Flood Forecaster (Hydrometeorologist)**. Successful candidates will be assigned to Met Éireann's

Weather Forecasting Division or Flood Forecasting Division, reporting to the Head of Division (Senior Meteorologist).

### ➤ Principal duties of the role

**Weather Forecasters** at Meteorologist grade will be required to carry out some or all of the following duties:

- Production of forecasts and related information for the general public, the media, Defence Forces, Government Departments, public utilities and various sectors of the economy, such as the aviation, transport and energy sectors, agriculture and industry;
- Communication of weather, climate and impact-based services across a range of media including digital, radio and TV. Participation in outreach and public engagement activities;
- Engagement with weather, climate and impact services users and designing and implementing service improvements and developments;
- Briefing Government Agencies, Emergency Responders during times of extreme weather in National Emergency Co-ordination Group meetings;
- Engage with their colleagues in the provision of weather briefings as well as the drafting of weather warnings;
- Analysing and monitoring the evolving meteorological situation as it relates to Ireland and Irish aviation services;
- Interpreting observational and numerical model data to forecast meteorological and hydrological phenomena and parameters;
- Effectively communicating meteorological information, together with associated uncertainties where appropriate, to internal and external users;
- Advising customers on the interpretation of forecast data and the likely impacts on their activities;
- Delivering live radio broadcasts, and possibly television presentations;
- Facilitating media enquiries and interviews;
- Developing forecast products and warnings of high-impact phenomena;
- Ensuring the quality of weather processes, systems and services.

The Weather Forecaster will be required to perform any other duties which may be assigned from time to time, as appropriate to the position.

**Flood Forecasters** at Hydrometeorologist grade will be required to carry out some or all of the following duties:

- Production of water level forecasts and related information to support emergency management decision making;
- Identification of severe weather events and hydrological conditions when the risk of flooding is expected to increase and the production of national flood alerts and flood guidance statements;
- Development of hydrological models and techniques to improve the quality of products and service provided;
- Development and production of flood forecast services;
- Performing hydrological analysis;
- Production of flood forecasts, alerts and advisories;
- Implementing, maintaining and developing Met Éireann's operational flood modelling systems at national, catchment and sub-catchment level and coastal water level models;
- Development and management of the Irish Flood Integrated Communication System;
- Management of hydrological and hydrometric data sets to be used in the Flood Forecast Centre;
- Working as part of a shift team maintaining a 24/7 service including working duties at nights, weekends and public holidays;
- Undertaking research and leading developments on aspects of hydrological modelling;
- Working with national and international organisations such as the Office of Public Works and the European Flood Awareness System (EFAS) to realise the operational benefits of model improvements;
- Liaising with Meteorological forecast colleagues with the aim of increasing their knowledge and awareness of hydrological processes and flood risks;
- Participate in seminars with business partners in the area of operational flood forecasting;
- Represent Met Éireann's Flood Forecast Centre at national and international meetings and conferences etc;
- Development of operational products to support the Flood Forecast Centre;
- Identification and development of observational networks to support flood forecasting;
- Procurement of IT systems and instrumentation to support the Flood Forecast Centre.

The Flood Forecaster will be required to perform any other duties which may be assigned from time to time, as appropriate to the position.

### ➤ Working Environment

Forecasters work in an operational 24/7 environment and are required to work shift duties. This may, depending on role assigned, involve a mix of day and night duties and includes work at weekends and on public holidays. Forecasters have some Blended Working/Work from Home opportunities, subject to the business requirements of their operational functions.

Forecasters work in constantly changing scientific and technical environments and must be able and willing to adapt to new methods and procedures and to the use of new equipment and techniques. Forecasters may be required to work in any part of the State or occasionally attend international meetings or study courses, or work for limited periods with international organisations or with other meteorological/hydrological services. **Forecasters will receive, where applicable, a shift premium up to 27% as well as additional holidays for working on a shift roster.**

### ➤ Location

All recruits in this competition will be based initially at Met Éireann HQ, Glasnevin Hill, Dublin 9. It should be noted that all recruits at this grade may be required to take on new tasks or be assigned to different functional areas, work patterns or locations in response to changing business needs.

### ➤ Training

Where appropriate, new Forecasters may be provided with training designed to bring the officer to the required proficiency level. Training in other disciplines will also be arranged as necessary. Met Éireann is also committed to providing all employees with access to structured Continuous Professional Development.

Depending on level of experience, training may be arranged for new Forecasters with a chosen National Met Service outside Ireland. This training may take place across a number of months, in line with World Meteorological Organization standards.

### ➤ Essential for the role

In addition to the criteria listed below, candidates applying for both positions must be able to demonstrate the key competencies, set out on page 9.

### ***Weather Forecaster (Meteorologist)***

Each candidate must have, on or before the closing date, a minimum of Level 8 on the National Framework of Qualifications in one or more of the following (or a recognised equivalent)

- Physics
- Mathematics
- Mathematical Physics
- Meteorology

- Earth and Environmental Sciences or some sub-discipline thereof, including oceanography, atmospheric science, climatology or hydrology

Candidates must also possess:

- The ability to speak and write fluently in English
- Excellent communications skills
- Proven ability to analyse and problem solve
- Strong decision-making skills
- Excellent interpersonal skills and ability to work as part of a team
- Knowledge of meteorological or Earth sciences and its applications – or demonstrable ability to acquire such knowledge
- Good IT Skills

### ***Flood Forecaster (Hydrometeorologist)***

Each candidate must have, on or before the closing date, a minimum of Level 8 on the National Framework of Qualifications in one or more of the following (or a recognised equivalent)

- Hydrology
- Oceanography
- Meteorology
- Environmental Sciences
- Physics
- Mathematics
- Civil Engineering
- A discipline with Hydrology, Coastal Engineering, Water Resources Engineering, Hydraulic Engineering or Hydrogeology as a major component (e.g. Civil Engineering, Earth and Environmental Sciences, Geography, Geology)

Candidates must also possess:

- The ability to speak and write fluently in English
- Excellent communications skills
- Proven ability to analyse and problem solve
- Strong decision-making skills
- Excellent interpersonal skills and ability to work as part of a team
- Knowledge of hydrometeorology and its applications – or demonstrable ability to acquire such knowledge
- Good IT Skills

➤ Desirable for the role

***Weather Forecaster (Meteorologist)***

It would be highly **desirable, but not essential**, if candidates possess the following:

- Experience as a Weather Forecaster or in the development or delivery of impact-based weather services
- Programming experience in environments such as with python, R and Linux/Unix
- Experience in digital or traditional media communications
- Experience in customer service delivery
- Experience in Meteorology, Climatology, Hydrology, Oceanography or related other Earth Science related discipline

***Flood Forecaster (Hydrometeorologist)***

It would be highly **desirable, but not essential**, if candidates possess the following:

- PhD in the development or application of computational modelling in areas relating to the water environment (e.g. Hydrometeorology, Hydrology, Hydrogeology, Coastal modelling, Hydraulic engineering, Urban drainage, etc.)
- Previous experience of working in a flood forecasting environment
- Previous experience of developing coastal flood forecasting models
- Completed core hydrology, hydrogeology, coastal engineering, water engineering or meteorology training competencies
- Experience of working as part of a shift team maintaining an operational service
- GIS experience e.g. ArcGIS, QGIS, PostGIS
- Ability and experience in programming such as with python and R and Linux/Unix environments
- Experience in high performance computing in a Linux/Unix environment
- Experience of Machine Learning or AI in a flood forecasting environment



Key Competencies for effective performance as a Forecaster.



Please click [here](#) for further details on the Key Competencies that have been identified for effective performance as Forecaster.

## Eligibility to compete and certain restrictions on eligibility

### **Citizenship Requirements**

Eligible Candidates must:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or 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 Meteorologist and Hydrometeorologist (with effect from 1 October 2023) is as follows:

The Personal Pension Contribution (PPC) salary rate for the position of Meteorologists and Hydrometeorologists:

€37,200	€39,868	€40,633	€43,976	€48,251,	€51,527	€54,855	€58,240
€61,619	€64,979	€75,822	€78,615	€81,445	€84,286	€87,122	€88,757
€91,619 (LSI1)	€94,491 (LSI2)						

**Forecasters assigned to a shift role will have a shift allowance of up to 27% applied to their salary, plus an additional 3 days' annual leave per annum.**

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

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

Salary increments are awarded annually following successful competition of the officers ePMDS process (Performance Management & Development System). PMDS is a civil service wide system which supports all employees and managers in managing and improving individual performance.

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

### **Important Note**

**Candidates should note that, in general, entry will be at the minimum of the scale and will not be subject to negotiation. In exceptional circumstances and based on relevant experience and/or academic qualifications a business case may be made for additional recognition.**

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 with current Government Policy.

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.

The appointee 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. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

Normally newly appointed Meteorologists and Hydrometeorologists will be required to engage in up to one year's training in meteorology or climatology which may include attending an external training course abroad. However, appointees who, at the time of their appointment are deemed by Met Éireann to be suitably qualified in meteorology will not be required to undergo this training and will be placed on a one-year probationary contract.

Appointees who are required to attend the external training course will be placed on a two year probationary contract.

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/Office. A copy of Department of Public Expenditure and Reform 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 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.
- Any other statutory provision providing that probation shall
  - (i) stand suspended during an employee's absence from work
  - (ii) be completed by the employee on the employees return from work after such absence.

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

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their

appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

### **Outside Employment**

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or comprises his/her integrity.

### **Headquarters**

All Meteorologists and Hydrometeorologists recruited in this competition will initially be based at Met Éireann HQ, Glasnevin Hill, Dublin 9. 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**

Annual leave will be 25 days, rising to 29 days after 5 years' service and to 30 on reaching point 9 or after a further 3 years. 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.

Officers who are assigned to 24/7 shift duties will receive an additional 3 days' annual leave.

### **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 41 hours and 15 minutes gross or 35 hours **net of lunch breaks** per 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.

### **Official Secrecy and Integrity**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information, 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.

### **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](http://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 [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 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, 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 be aware of the following:

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

#### Appointment post ill-health retirement from Public Service

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

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service

Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### **Additional Superannuation Contribution**

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

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

### **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.

### **IMPORTANT NOTICE**

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

## **RECRUITMENT 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](mailto: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 **Friday 24<sup>th</sup> November 2023**.

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying, please email [recruitment@met.ie](mailto: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](mailto: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 re