



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

CANDIDATE INFORMATION BOOKLET

Met Éireann, Department of Housing, Local Government and Heritage
is recruiting Meteorological Officers (MO) for appointment as:

- INSTRUMENTATION ENGINEERS
 - ICT TECHNICIANS
- OPERATIONS OFFICERS
- CLIMATOLOGICAL OFFICERS

Closing Date: 17th May 2024

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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 and flooding, 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 Éireann's strategic plan 2017-2027 (www.met.ie/about-us/strategy).

Met Éireann employs 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 involved in the provision of services to the aviation sector, are based at airport locations across the country.

The role of a Meteorological Officer

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

The essential requirements and key competencies sought for all Meteorological Officers are detailed below, as are the principal duties for each category of Meteorological Officer. Some Meteorological Officer positions involve shift work, covering 24/7 shifts – for example in the General Forecast Office, Flood Forecast Office, or in the Aviation Offices at some of Ireland's

airports. Staff assigned to shift roles will be in receipt of an additional shift allowance, up to 27% depending on shift pattern.

Working Location

Meteorological Officers work at locations throughout Ireland.

1. **Met Éireann East** region comprises offices in
 - HQ, Glasnevin, Dublin 9
 - Dublin Airport
 - Casement Aerodrome

2. **Met Éireann West** region comprises offices in
 - Ireland West Airport (formerly Knock Airport)
 - Shannon Airport

3. **Met Éireann South** region comprises offices in
 - Cork Airport
 - Valentia Observatory, Cahersiveen, Co. Kerry

This competition seeks to fill vacancies in all Met Éireann regions.

Note: On application, candidates will be asked to indicate their preferred working region(s). Please note that expressing a preference does not guarantee a post in that area. All appointments will be made by the Director and will be dependent on vacancies and business needs.

It is expected that Meteorological Officers will combine remote working with attendance at their assigned Met Éireann location. This will be dependent on the division to which an officer is assigned and the function(s) they are responsible for.

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

meteorology and observations. This introductory training takes place over 5-6 weeks, with 4 weeks' practical training usually taking place at Shannon Airport. Further training opportunities will be made available on an ongoing basis, including through a refund of fees scheme.

Meteorological Officer Recruitment

We are currently recruiting 4 categories of Meteorological Officers:

1. Instrumentation Engineers (page 6-7)
2. ICT Technicians (page 8-10)
3. Operations Officers (page 10-12)
4. Climatological Officers (page 13-14)

1. Instrumentation Engineer

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

Principal duties:

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

Essential criteria:

Candidates must, on or before the closing date for applications;

1. Have completed the Leaving Certificate (or equivalent educational qualifications) with at least Grade O6 (formally ordinary level Grade D) in 5 subjects, which must include:

- Mathematics
- Irish or English
- and at least one of the following: Applied Mathematics, Physics, Chemistry, Physics and Chemistry or equivalent STEM subject.

2. Have experience applicable to the role. Relevant experience can come from your current role, your education (including relevant experience gained on work placement) or other work experience you may have.

Examples of **relevant experience** provided in your application, might include, but is not limited to:

- relevant experience in the testing, commissioning, and support of data acquisition and/or control equipment.
- practical, hands-on electrical experience including ability to read electrical schematics and awareness of instrumentation-related Health and Safety.
- good working knowledge of the application of ICT systems (including communications protocols TCP/IP,RS485,RS232) in an instrumentation environment.
- experience working in a project management environment etc. knowledge of meteorological instrumentation and remote sensing observing systems as applied to atmospheric observation.
- experience of the aviation sector, operating in a controlled regulated environment (i.e. Airfield).
- knowledge of calibration systems and associated quality management systems.

3. Candidates must be proficient in the English language. This can be demonstrated in one of the following ways:

- Having English as a subject in second level education
- Having English as a subject in third level education
- Demonstrating English Language proficiency at CEFR level B2. This CEFR level is in line with level 4 in the ICAO language proficiency rating scale.

Desirable criteria:

A third-level qualification, at minimum NFQ Level 7, in the field of Information and Communications Technology (ICT) **or** Electronics **or** Instrumentation

or

A Grade H5 (formally Higher-level Grade C) in Leaving Certificate Mathematics, or equivalent.

2. ICT Technician

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

Principal duties:

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

Essential criteria:

Candidates must, on or before the closing date for applications;

1. Have completed the Leaving Certificate (or equivalent educational qualifications) with at least Grade O6 (formally ordinary level Grade D) in 5 subjects, which must include:

- Mathematics
- Irish or English
- and at least one of the following: Applied Mathematics, Physics, Chemistry, Physics and Chemistry or equivalent STEM subject.

2. Have experience applicable to the role. Relevant experience can come from your current role, your education (including relevant experience gained on work placement) or other work experience you may have.

Examples of **relevant experience** provided in your application, might include, but is not limited to:

- relevant experience in areas such as familiarisation with software design principles and programming in at least one of the following: C, C++, JAVA, PHP, GIS, Python, R, XML, SQL, scripting in LINUX and Windows.
- experience of enterprise level Windows/Linux administration and support preferably with certification.
- experience of working in a project management environment.
- experience of server hardware level support, managing faults and liaising with manufacturers' support teams etc. provision of technical expertise and support for the development and roll-out of new ICT applications, including testing and evaluation.
- working in an operational environment to troubleshoot system and network problems and diagnose and solve hardware or software faults.
- development of proprietary software applications in a variety of environments, working individually or as part of a team; Provision of documentation and reports to industry standards.

3. Candidates must be proficient in the English language. This can be demonstrated in one of the following ways:

- Having English as a subject in second level education
- Having English as a subject in third level education
- Demonstrating English Language proficiency at CEFR level B2. This CEFR level is in line with level 4 in the ICAO language proficiency rating scale.

Desirable criteria:

A third-level qualification, at minimum NFQ Level 7, in the field of Information and Communications Technology (ICT) **or** Electronics **or** Instrumentation

or

A Grade H5 (formally Higher-level Grade C) in Leaving Certificate Mathematics, or equivalent.

3. Operations Officer

Operation Officers assist and support the forecasting process by facilitating the prompt and accurate production of weather and flood forecasts. Observations Officers can be assigned to roles such as weather observation and duty management. The role of the Operations Officer is to ensure that all the required weather, flood and climate data is available on time. As an Operations Officer in an Observer role this task involves observing, recording, and transmitting hourly observations on time and to the highest possible standards and excerpting climatological data i.e. rainfall, wind, sunshine, and solar radiation for climatological analysis. Operations Officers in a Duty Management role support the administration and efficient running of 24/7 operations offices. Operations Officers working in both roles can also be required to transmit high quality forecasts to customers, subgroups, and to the general public in a timely fashion, and also act as the frontline to commercial customers as well as addressing weather- and flood-related queries from the public and the media.

Principal duties:

- a) Carrying out operational tasks covering full 24-hour shifts or within a 9-5 setting, including the performance of meteorological observations and the preparation of climate returns. Coding surface meteorological observations for national and international dissemination. This work may be assigned as part of a team or to work in an individual capacity.
- b) Use of specialised equipment for the measurement of wind-speed and direction, temperature, atmospheric pressure, humidity, and ozone levels in the upper atmosphere.

- c) Supervising the 24-hour routine operation of Met Éireann's data reception, processing, and distribution systems.
- d) Supporting the production and transmission of forecasts and warnings and responding to routine queries received from the public and media.
- e) Generating and uploading content to social media platforms.
- f) Ensuring excellent customer service and assisting with the design and development of new applications.
- g) Identifying and implementing improvements to operational systems, including deployment of new technology.
- h) Providing first-line technical and user support for ICT and Instrumentation systems.
- i) Use of specialised analytical laboratory equipment and automated instrumentation in the measurement of inorganic ions, Greenhouse Gases and Reactive gases from air and precipitation samples.

Essential criteria:

Candidates must, on or before the closing date for applications.

1. Have completed the Leaving Certificate (or equivalent educational qualifications) with at least Grade O6 (formally ordinary level Grade D) in 5 subjects, which must include:

- Mathematics
- Irish or English
- and at least one of the following: Applied Mathematics, Physics, Chemistry, Physics and Chemistry or equivalent STEM subject.

2. Have experience applicable to the role. Relevant experience can come from your current role, your education (including relevant experience gained on work placement) or other work experience you may have.

Examples of relevant experience provided in your application, might include, but is not limited to:

- experience of supporting operational tasks in a team setting either through covering full 24-hour shifts, or within a 9-5 basis.
- experience of successfully implementing projects relevant to an operational context etc.
- performance monitoring: experience of monitoring system performance metrics, analysing data, and identifying areas for performance optimization.
- Quality Assurance: Understanding of quality control processes to ensure that operational systems meet defined standards and deliver expected outcomes.
- Communications and Customer Service: Ability to collate information from a range of sources in response to queries from internal and external stakeholders and to deliver it in a clear and understandable manner, both verbally and in writing, as well as being able to handle these queries promptly and courteously.

3. Candidates must be proficient in the English language. This can be demonstrated in one of the following ways:

- Having English as a subject in second level education
- Having English as a subject in third level education
- Demonstrating English Language proficiency at CEFR level B2. This CEFR level is in line with level 4 in the ICAO language proficiency rating scale.

Desirable criteria:

A third-level qualification, at minimum NFQ Level 7, in the field of Information and Communications Technology (ICT) **or** Electronics **or** Instrumentation

or

A Grade H5 (formally Higher-level Grade C) in Leaving Certificate Mathematics, or equivalent.

4. Climatological Officer

Climatological Officers work within Met Éireann to support, maintain and develop operational climate services, data management and quality, climatological queries and communications. With the demand of climate information continuously increasing, climatological officers play an important role in increasing Ireland's climate data resources through data rescue, citizen engagement and customer support.

Principal duties:

- a) Increase Ireland climate data archive through data rescue and digitization initiatives.
- b) Produce daily, monthly, seasonal and annual weather summaries, chart analysis, and support Met Éireann's storm centre.
- c) Provide customer service support for climate enquiries and climate related publications.
- d) Provide administrative support for forensic legal weather reports.
- e) Conduct data analysis of Ireland's past and future climate, generating climate statistics to support climate enquiries and climate communications.
- f) Development software applications to support the management, understanding and display of climate data.
- g) Develop climate communication content, infographics and support social media channels.
- h) Develop and implement quality control procedures and processes to ensure that observations systems meet defined standards and deliver expected outcomes.

Essential criteria:

Candidates must, on or before the closing date for applications;

1. Have completed the Leaving Certificate (or equivalent educational qualifications) with at least Grade O6 (formally ordinary level Grade D) in 5 subjects, which must include:

- Mathematics
- Irish or English

- and at least one of the following: Applied Mathematics, Physics, Chemistry, Physics and Chemistry or equivalent STEM subject.

2. Have experience applicable to the role. Relevant experience can come from your current role, your education (including relevant experience gained on work placement) or other work experience you may have.

Examples of **relevant experience** provided in your application, might include, but is not limited to:

Please provide examples:

- a knowledge of climate or climate change.
- experience of monitoring system performance metrics, analysing data, and identifying trends or outliers.
- understanding of quality control processes to ensure that climate data is robust and trustworthy.
- experience in data entry, digitization and/or archiving
- experience in software programming e.g. GIS, Python, R, SQL
- ability to collate information from a range of sources in response to queries from internal and external stakeholders and to deliver it in a clear and understandable manner, both verbally and in writing, as well as being able to handle these queries promptly and courteously.

3. Candidates must be proficient in the English language

Desirable criteria:

A third-level qualification, at minimum NFQ Level 7, in the field of Information and Communications Technology (ICT) **or** Electronics **or** Instrumentation

or

A Grade H5 (formally Higher-level Grade C) in Leaving Certificate Mathematics, or equivalent.

Key Competencies for all Meteorological Officers

In addition to meeting the essential requirements, all applicants will be assessed on their ability to meet the key competencies for a Meteorological Officer outlined as follows:

- Analysis and Decision Making
- Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

Detailed information regarding these competencies can be found in Appendix 1.

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 has a stamp 4 visa¹; 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

¹ Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent

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

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

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

Declaration

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

Employer of Choice

As an **Employer of Choice**, the Civil Service has many flexible and family friendly policies e.g. Work-sharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

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 Meteorological Officer (with effect from 1 January 2024) is as follows:

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

€35,687, - €37,589 - €38,663 - €40,759 - €42,638 - €44,455 - €46,266 - €48,039 - €49,830 - €51,581 - €53,440 - 54,685 -56,461 (LSI1) - €58,251 (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.

If the officer is appointed to a role requiring 24/7 shift work, a shift allowance of 27% will be applied.

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 with 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.

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 in the Civil Service where the appointee will be required to serve a 12-month probationary period. 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 point of view 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 you will be retained pursuant to Section 5A (2) of the Civil Service Regulation Acts 1956-2005. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above.

The details of the probationary process will be explained to you by your employing Department, and you will be given a copy of guidelines on probation issued by the Department of Public Expenditure and Reform.

In the event that you are not considered as suitable to the position of Meteorological Officer having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of this contract and any extensions thereof.

Notwithstanding the paragraphs above, the probationary contract may be terminated at any time prior to the expiry of the terms of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended, and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness, and
- Any other statutory provision providing that probation shall -
 - i. stand suspended during an employee's absence from work, and
 - ii. be completed by the employee on the employees return from work after such absence.

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

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

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

Meteorological Officers will be required to work at one of a number of Met Éireann offices, as outlined in the role description herein.

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 – 2015

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

Annual Leave

On recruitment, annual leave will be 23 working days a year, rising to 24 days a year after five years' service, to 25 days a year after ten years' service, to 26 days a year after 12 years' service and to 27 days a year after 14 years' service.. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays. Staff assigned to 24-hour shift duties will be in receipt of an additional 3 days annual leave per annum.

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. Officers assigned to 24-hour rostered duties on a rotation of 24 hours a day, 7 days a week will receive shift pay at the rate of 27% of basic salary. 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 in accordance with the provisions of the sick leave circulars for the public service.

Officers paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Department of Housing, Local Government and Heritage. Payment during illness will

be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

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

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

Superannuation and Retirement

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

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

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

- Pensionable Age The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire 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).

III- Health Retirement

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition. Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post 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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 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 for Public Servants please see the following website: www.singlepensionscheme.gov.ie

Important Notice

The foregoing 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

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.

Closing Date

The closing date for receipt of applications is 5pm on Friday 17th May 2024.

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 for each role 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.

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 of 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).