



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

CANDIDATE INFORMATION BOOKLET

**Head of Technology, Met Éireann  
(Senior Meteorologist)**

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

**Closing Date: 12<sup>th</sup> July 2024**

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<b>Title of Position</b>	Head of Technology, Met Éireann
<b>Department</b>	Housing, Local Government and Heritage
<b>Division</b>	Met Éireann
<b>Location</b>	Met Éireann HQ, Glasnevin Hill, Dublin 9. Where possible, the successful candidates may be authorised to work remotely in line with approved policies for blended working.

## **Introduction**

The Civil Service offers a very satisfying and varied career with competitive terms and conditions. We would like to hear from high calibre individuals with an interest in public affairs and a commitment to public service who are capable of contributing at a high level to the strategic direction of Met Éireann. Ideal candidates will be experienced managers, with high levels of energy, drive, resilience and motivation and the proven ability to deliver objectives.

## **Met Éireann**

Met Éireann, Ireland's National Meteorological Service, is tasked with the provision of a wide range of services related to the weather to help protect life and property and promote societal and economic wellbeing. Met Éireann provides services to a broad range of sectors including aviation, ground transport, marine and agriculture. Met Éireann 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 service provision is supported by operational technical systems and a meteorological and climatological research function.

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 of more than 230, employed 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. Where possible, staff are authorised to work remotely in line with approved policies for blended working.

## **The Role**

Met Éireann is seeking to fill the post of the Head of Technology, a senior management position within the organisation. The successful candidate will be responsible for owning, leading, and managing all aspects of Information Technology for Met Éireann and will have managerial responsibility for Met Éireann's Technology Division.

This position offers a suitable candidate the opportunity to lead the development of a modern, integrated, technical, meteorological infrastructure which is key in enabling Met Éireann to deliver on its public service mission to monitor, analyse and predict Ireland's weather and climate and to provide a range of high quality meteorological and related information.

Met Éireann's Head of Technology, serves at the grade of Senior Meteorologist and oversees the deployment and development of ICT technology across Met Éireann's functions within the context of a 24/7 operational meteorological service. While also including the delivery and ongoing support of administrative and business functions to internal customers, the breadth of Met Éireann's ICT function extends across systems supporting meteorological observations (ground weather stations, remote sensing such as meteorological RADAR and meteorological satellite data reception), meteorological data processing and communications, numerical weather prediction, meteorological and climatological research, weather and climate services production and services dissemination, including digital platforms. A wide range of technology is exploited in the delivery of these systems including High performance computers (HPC), Linux physical and virtual estate, windows desktops and laptops, Commvault backup system, powerEdge and powerstore enterprise storage and backup systems, Cisco networking equipment including fortinet and checkpoint firewalls and resilient remote access systems. The underlying infrastructure to support these critical 'blue light' systems are designed for resilience and robustness. The maintenance and enhancement of system resilience and robustness and managing NIS2 security for these systems and any new systems added to the support portfolio is a critical component of the role.

This position provides the opportunity to work in a rapidly developing field driven by both developments in meteorological science and technology and play a key part in the technological strategic direction of Met Éireann into the future. The successful candidate will work with scientists and experienced technicians and in the context of a collaborative international community of national meteorological services. The new Head of Technology will be joining Met Éireann at an exciting time in the continued ongoing growth in the use of technology as the organisation meets the dynamic challenges and opportunities presented by the ongoing developments in technology and its exploitation in weather and climate prediction sciences.

### **Principal Duties:**

The successful candidate will be required to:

- Have overall responsibility for the technical, human and financial aspects of Met Éireann's technology function.
- Lead and manage the strategic development and maintenance of systems and infrastructure supporting the core 24/7 operational work of Met Éireann.
- Management of Information security and disaster recovery across Met Éireann ensuring the security of the entire information systems including hosting, network, servers and storage, backup, end user devices and applications.
- Lead the development and implementation of technology policy in Met Éireann, including a review of current technology provision, with a particular focus on developing operational resilience, improving business efficiency and customer service.
- Provide direction for all ICT programme level risks and issues, including data access policies and information security.
- Actively keep abreast of technology developments; plan and oversee the research, evaluation and integration of new technology, systems development methodologies, data administration, capacity planning, training and technical support.
- Manage Met Éireann's technology procurement in accordance with current regulations.
- Ensure implementation of industry best practices for project management structures, methodologies and project governance models as required.

- As a member of Met Éireann's Management Committee, contribute effectively to the overall development of Met Éireann's policy and planning. Liaise constructively with other Heads of Division in a team approach to management issues.
- Engage effectively with stakeholders in the wider civil service and in other areas of the public service, particularly on technology-related issues. Keep abreast of developments in public service management policy.
- Lead Met Éireann's collaboration with external national and international organisations on technology-related matters; represent Ireland at international meetings.
- Carry out all administrative functions relevant to the Grade and any other duties as may be assigned from time to time.

## **Working Environment**

The Head of Technology will be primarily based at Met Éireann HQ in Glasnevin, Dublin. There will also be a need for on-going liaison with national agencies and travel to meetings of international agencies. Where possible, the successful candidates may be authorised to work remotely in line with approved policies for blended working.

## **Contacts required in the performance of the work**

### Within the organisation

The Head of Technology will liaise closely with senior colleagues in Met Éireann's Management Committee, colleagues in the Department of Housing, Local Government and Heritage, on business planning, resource allocation and other strategic issues. The Head of Technology will report directly to the Director.

### External to the organisation

Effective engagement with external stakeholders both nationally and internationally including OGP (Office of Government Procurement), OGCIO (Office of the Government Chief Information Officer), ECMWF (European Centre for Medium Range Weather Forecasts) and the World Meteorological Organisation is a key aspect of this role. The Head of Technology will engage with relevant public sector and private sector groups. They will contribute to the discussion and development of relevant policies and proposals on behalf of Met Éireann in technology and non-

technology areas as requested by the Director.

## **Job Requirements**

### **(a) ESSENTIAL for the job**

Candidates must, on or before 13<sup>th</sup> July 2024:

- Hold a qualification of at least Level 8 on the National Framework of Qualifications in an information technology or numerate scientific discipline or relevant STEM discipline including IS or engineering.
- Have at least 5 years substantial and directly relevant management experience working in an ICT function or in a relevant scientific/technical operational unit incorporating experience managing staff and organising work effectively in terms of business planning, resource allocation and delivering results;
- A successful track record of leading and delivering significant technology transformation and the relevant experience, expertise, and knowledge to operate effectively as a Head of Technology
- Have demonstrated ability to manage staff and organise work effectively in terms of business planning, resource allocation and delivering high-quality customer services.
- Have proven experience in successfully managing projects or collaborative activities with diverse stakeholders
- Have proven experience of implementing an ICT/technical Strategy and providing expert technology leadership in a complex environment including demonstrated ability to understand and translate business requirement to ICT/technical solutions.
- Have proven ability to assimilate quickly complex regulatory and technical briefs and publications.
- Have demonstrated excellent written and oral communication skills including the ability to present ideas in business-friendly and user-friendly language and at executive level.

**In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at this level (detailed overleaf).**

**(b) DESIRABLE for the job**

The ideal candidate will have

- Experience managing a 24/7 operations environment providing time critical services;
- Have proven experience in ICT/technical infrastructure planning and development and policy definition
- Experience managing a range of systems in a scientific or technical operational working environment, including desktop, networks, operating systems, Microsoft and Linux related technologies, meteorological technologies and security management and management of a complex IT environment.
- Experience of cloud platforms and technologies
- Experience managing large procurements in compliance with Public Procurement Regulations, managing ICT service providers, contractors and third party vendors.
- Proven commercial acumen with the ability to manage costs and relationships with, and the performance of, external partners and suppliers

**Key Competencies for Head of Technology Division**

The grade of Senior Meteorologist is broadly equivalent to the grade of Principal Officer in the Civil Service.

The following competencies are associated with this grade:

- Leadership and Strategic Direction
- Management and Delivery of Results
- Judgment and Decision Making
- Building Relationships and Communication
- Drive & Commitment to Public Service Values
- Specialist Knowledge, Expertise, and Self Development

**Candidates invited to interview will be expected to demonstrate their ability under these competency headings.**

Detailed information regarding these competencies can be found [Here](#)





## ELIGIBILITY TO APPLY

### **Citizenship Requirements**

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). 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<sup>1</sup> or a Stamp 5 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).

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

### **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. Worksharing, 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.

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## 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 Head of Technology Division (with effect from 1 June 2024) is as follows:

The Personal Pension Contribution (PPC) salary rate for the position of Senior Meteorologist:

€89,970      €95,820      €101,057      €106,298      €111,520      €116,877  
€119,824 (LSI1), €123,523 (LSI2)

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

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

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

### Important Note

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

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

Subject to satisfactory performance increments may be payable in line 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 Senior Administration 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.

- (a) The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- (b) 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 and
- (c) Any other statutory provision providing that probation shall -
  - a) stand suspended during an employee's absence from work, and
  - b) 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**

The person appointed will be located in Met Éireann's Headquarters in Glasnevin, Dublin. Where possible, the successful candidates may be authorised to work remotely in line with approved policies for blended working.

Work outside of normal hours may on occasion be necessary as workloads dictate. This may include weekdays and/or weekends and may occasionally require travel both nationally and internationally.

### **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**

The annual leave allowance for successful candidates will be 30 working days 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 may be required to perform rostered duties on rotation over 24 hours a day, 7 days a week.

### **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 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).

– **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 public service:**

- a) 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.
- b) 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.
- c) 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](http://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](mailto:recruitment@met.ie)

The Application Form allows applicants to detail their qualifications, skills and experience.

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

### **Closing Date**

The closing date for receipt of applications is 5pm, 12<sup>th</sup> July 2024.

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**

- Shortlisting of candidates on the basis of the application form;
- A competency based semi-structured competitive interview,
- A second stage interview with presentation

### **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.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

### **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 the 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.

If successful at interview, candidates will be invited to a final stage interview. Here candidates will be required to present on a pre-defined topic

**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,

- (a) they will be disqualified as a candidate and excluded from the process;
- (b) 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 record(s).