



Rialtas na hÉireann
Government of Ireland

Candidate Information Booklet

Senior Meteorological Officer (HEO Equivalent)

Location: Various

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

Closing Date: 27th April 2026, 5pm

recruitment@met.ie

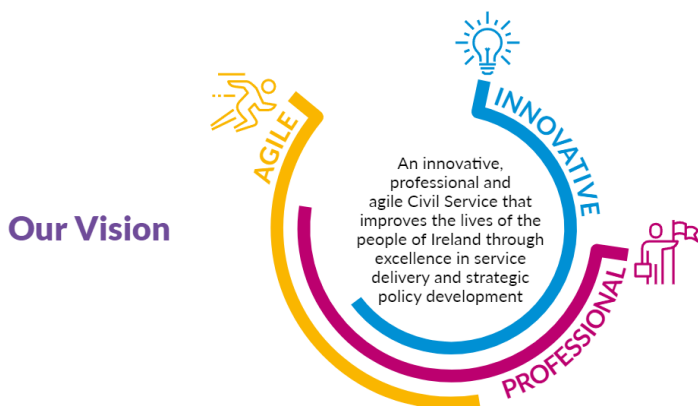
www.met.ie

TABLE OF CONTENTS

TABLE OF CONTENTS	1
1. ABOUT THE CIVIL SERVICE	2
2. ABOUT THE DEPARTMENT	3
3. ABOUT THE ROLE	3
Administration Officers	3
Observations SMO	4
Operational SMO	5
Lab Manager	6
IT Software/Customer Service Liaison	6
General IT SMO	7
4. LOCATION	8
5. WHO WE ARE LOOKING FOR	8
Administration Officers	8
Observations SMO	8
Operational SMO	9
Lab Manager	9
IT Software/Customer Service Liaison	10
General IT SMO	11
6. WHAT WE OFFER	13
7. THINGS YOU NEED TO KNOW	14
7.1 Eligibility	14
7.2 Selection Process	15
7.2.1 How to Apply	15
7.2.2 Selection Process	15
7.2.3 Right to Review	16
7.3 Working for the Civil Service	16
7.4 Data Protection Policy	16

1. ABOUT THE CIVIL SERVICE

The Civil Service is at the heart of Irish society. Everything we do impacts our country and our people. We are a robust and trusted institution, which has served the people of Ireland since the foundation of the State. Civil servants and Civil Service organisations play a crucial role in providing and supporting the delivery of necessary front-line services to help meet the needs of our people and implement government policy. Our experience dealing with national and international issues has shown the tremendous commitment, resilience and ability of the Civil Service to respond with innovation and determination to any challenge.

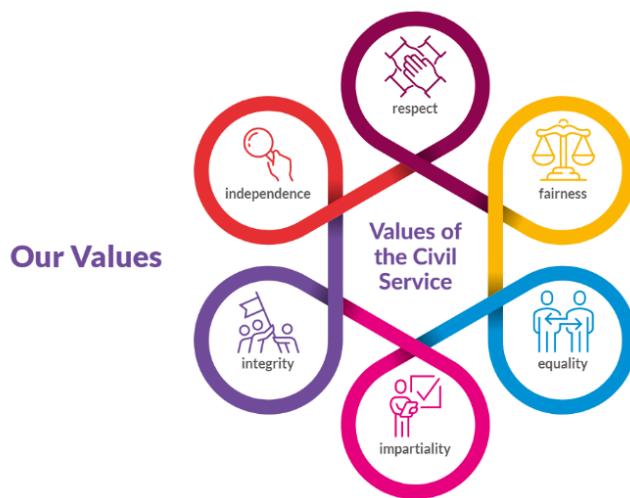


Climate change and sustainability, geopolitical and demographic changes, housing and healthcare add complexity to the environment in which the Civil Service operates. We therefore need agile and resilient staff to support the Government in managing the breadth of complex issues and in preparing for the future.

While the challenges which face the Civil Service today are different to those faced at the foundation of the State, our core values remain the same.

The Irish Civil Service employs people in over 40 Government Departments and Offices with a diverse set of responsibilities. We support the Government by developing policy options and legislation to address major national issues, co-ordinating the broader public service, helping to manage the economy and delivering services to the public.

[Civil Service Renewal 2030](#) is an ambitious 10-year strategy of reform for the Civil Service. Aligned to it, [Better Public Services](#), the Public Service Transformation Strategy, aims to deliver for the public and build trust. The Civil Service Renewal Strategy deliver a diverse and high performing Civil Service that is more inclusive, engaged and agile. By implementing these plans and demonstrating an enduring commitment to public service values, the Civil Service can create a more diverse yet unified, professional, responsive, open and accountable organisation that inspires confidence in Ireland and internationally.



The Civil Service can offer suitable candidates a very satisfying and varied career, with competitive terms and conditions. All civil service employers are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and empowered to be themselves at work.

2. ABOUT THE DEPARTMENT

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 mission as highlighted in our Strategic Plan 2024 - 2034 "Ready for change - preparing Ireland for changing weather and climate" is to provide Irish society and decision-makers with world-class weather, climate, and flood services to protect life and property, and to promote wider societal and economic well-being.

Met Éireann has a current staffing level of more than 260 employees across nine divisions. The majority of staff are based at Met Éireann's headquarters at Glasnevin, Dublin, and a number of staff are based at airport locations across the country and at Met Éireann's Valentia Observatory in Cahersiveen, Co. Kerry.

3. ABOUT THE ROLE

Working at a Senior Meteorological Officer Grade (SMO)

The recruited officer(s) will work at the grade of Senior Meteorological Officer (SMO). The Senior Meteorological Officer (SMO) grade is broadly equivalent to the general Higher Executive Officer (HEO) Civil Service grade.

SMOs are key members of Met Éireann's mid-management team. Usually reporting to and supporting their section's Principal Meteorological Officer, they are responsible for overseeing and monitoring operations and processes in their assigned Unit. SMOs work across a range of divisions within Met Éireann, and roles and responsibilities are assigned based on the function and priorities of the division to which the officer is appointed. The duties assigned to an SMO may be altered from time to time in line with requirements set out by the Director of Met Éireann.

Successful candidates should be able to demonstrate the following key SMO competencies:

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

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

Candidate(s) who are placed on any of the above panels, may be assigned to posts throughout Met Éireann if and when required.

Administration SMO

The Administration SMO will be responsible for supporting administrative, governance-related, corporate and policy-based functions. Specific duties include, but may not be limited to

- Oversight of day-to-day administration management, maintenance of records and implementation of corporate processes;
- Supporting day to day financial processes;
- Mentoring, coaching, and developing staff;
- Arranging training for staff flowing from their learning and development plans;
- Assisting with policy development and planning regarding current and future activities;
- Drafting procedures and protocols, and implementation monitoring;
- Building working relationships and engaging with staff representative bodies and colleagues in the Department of Housing, Local Government and Heritage, and the wider Civil Service;
- Other duties as may be assigned from time to time by the Head of Division.

Observations SMO

The Observations SMO is responsible for the support of meteorological instrumentation, networks and systems; associated data capture systems and communications infrastructure; the provision of engineering support; documenting and maintaining accurate records in compliance with WMO and ISO 9001:2015 quality management standards.

Specific duties include, but may not be limited to:

- Manage the maintenance, development and support for instrumentation, networks and infrastructure associated with Met Éireann's observation programs, and the technical, scientific and ICT personnel within the division
- Support observation system quality including the design and implementation of calibration systems and the testing, modification, and repair of electrical and electronic equipment at component level;
- Manage and develop the data acquisition and communications associated with observation systems including associated ICT infrastructure and data processing, storage and delivery pipelines;
- Assist with the installation of new observation equipment, networks and systems including design, specification, and pre-operational assessment;
- Support the testing, modification, and repair of electrical and electronic equipment at component level;
- Manage the technical, scientific and ICT personnel within the division;
- The procurement of observations systems, including but not limited to, instrumentation, ICT systems and services in accordance with the Public Spending Code
- Collaborate effectively with technical experts and other stakeholders on Observation and ICT related issues;
- Working out of doors and/or throughout the country, driving official transport and climbing masts;
- Advising on the planning and development of Met Éireann's Observation systems and developing associated business cases;
- Drafting technical documentation, standard operating procedures, manuals and reports;
- Providing training to end-users;
- Work in accordance with relevant national and international regulations and standards;
- Other duties as may be assigned from time to time by the Head of Division.

Operational SMO

The Operational SMO is responsible for the provision of management and technical support throughout Met Éireann's offices such as the General Forecast Office, Flood Forecast Office, in the ICT Operations Office or in the Aviation Offices at some of Ireland's airports. Staff assigned to shift roles will be in receipt of an additional 27% shift allowance.

Specific duties include, but may not be limited to:

- Operations Management
 - Supporting 24/7 operational functions;
 - Provision of first- and second-line ICT Support for Met Éireann's operational systems;
 - Supporting the production and communications of weather, flood and climate services;
 - Managing queries and service requests from customers and the general public;
 - Supporting the provision of digital services across web, app and social media platforms;
 - Supervising and engaging with the provision of meteorological observation services including in a regulated aviation environment;
 - Managing an operational office to ensure that tasks are carried out effectively, efficiently and expeditiously;
 - Ensuring excellent customer service and assisting with the design and development of new applications;
 - Identifying and implementing improvements to operational systems, including deployment of new technology.
- Operational process support
 - Advising on process planning, development, improvement and implementation;
 - Change control;
 - Implementation of QMS procedures
 - Procurement of products and services;
 - Managing external contractors and contracts;
- People and Project Management
 - Managing and supervising the performance of staff;
 - Mentoring and coaching staff and aiding skillset development;
 - Managing projects including initiating, planning and execution;
 - Resource management and project control to ensure that specific goals are achieved within required timeframes and budgets.
- Networking
 - Customer service functions including the development and maintenance of good working relationships;
 - Establishing and developing effective relationships with external agencies with which Met Éireann works nationally and internationally;
 - Building good working relationships and working effectively with internal colleagues, business units and cross divisionally.
- Other duties as may be assigned from time to time by the Head of Division

Lab Manager

The Lab Manager will be responsible for executing routine, operational tasks and will also be required to work independently on projects, as may be assigned.

Specific duties include, but may not be limited to:

- Preparation of sampling material and monthly analysis of air and precipitation samples;
- Submission of yearly monitoring reports to EMEP and GAW;
- Conducting procurement and purchasing of laboratory equipment and consumables in line with civil service guidelines;
- Conducting the calibration and routine performance checks of analytical equipment, and scheduling equipment for calibration and maintenance;
- Troubleshooting issues with analytical methods or instruments and applying appropriate solutions.
- Interpreting data effectively to understand trends and generate insights
- Structuring data for ingestion into the Met Éireann Database and the creation of datasets of interest for the Open Data Unit;
- Researching new analytical technology and sampling equipment;
- Carrying out analysis and inter-comparisons between difference sampling equipment types and providing guidance on their suitability for operations;
- Assisting with the development of the environmental monitoring site on Valentia Island;
- Integrating automated sampling techniques into the network;
- Working closely with colleagues within the Organisation, Government Bodies and International networks.
- Other duties as may be assigned from time to time by the Head of Division

IT Software/Customer Service Liaison

This role involves supporting and managing systems that process and transfer meteorological data. The successful candidate will work with enterprise systems, databases, and Linux-based infrastructure to ensure reliable data flow and system performance, as well as acting as the customer service liaison. Specific duties include, but may not be limited to:

- Managing email inboxes and correspondence from the public, several customer accounts and Freedom of Information requests;
- Manage all TCS (Telephone Consultancy Services) Customers for Forecasting Division and the database of customers;
- Assist in Internal Communications projects, with SWFLM events and with contract procurement;
- Supporting enterprise system upgrades and maintenance, and Red Hat Enterprise Linux (RHEL) systems;
- Handling data transfers and routing
- Administering databases (eg PostgreSQL)

- Programming for automation and integration
- Maintaining Linux services (e.g., HTTPD, SSH, etc.)
- Monitoring system health and performance
- Generating reports and logs
- Performing root cause analysis and implementing fixes
- Participating in capacity planning and proactive maintenance
- Documenting system configurations and procedures
- Collaborating with development and application teams
- Exploring DevOps workflows for automation and reliability
- Participating in on-call support rotation

General IT SMO

The SMO will support and manage the organisation's ICT infrastructure and associated services using a broad set of leading technologies and solutions, which may include a hybrid of cloud and on-premise infrastructures. ICT service desk operations including managing the support for end users, and their devices, in maximising their use of ICT and digital services. Supporting and managing the organisation's cyber security systems and platforms by ensuring appropriate security for all areas within ICT.

Specific duties include, but may not be limited to:

- Supporting end users to maximise their use of the systems and solutions in place;
- Ensuring service delivery standards are adhered to by participating in new project management, ticket management, vendor management and incident management;
- Overseeing the Business Continuity Management System and assisting in delivering Business Continuity tasks and plans;
- Disaster recovery and contingency planning;
- Working with the Met Éireann Security Team in order to deliver and enhance cyber security awareness for Met Éireann staff using the relevant IT systems through formal training, staff briefings and online resources;
- Creating and maintaining security, network, and cyber awareness documentation, for use by or delivery to technical and non-technical audiences and monitoring and reporting on adherence to IT security policies and procedures;
- CT Hardware maintenance and lifecycle management;
- Assisting with the management of IT infrastructure across a broad set of technologies and solutions such as Microsoft Windows Server, Exchange and Active Directory, Microsoft Windows devices, Linux, virtualisation technologies, mobile device management, telephony, video conferencing and audio-visual support, remote working support, etc.;
- Supervising the routine 24-hour operation of Met Éireann's computer systems;
- Monitoring and diagnosing issues on Meteorological Applications hosted both internally and externally through collaborative projects.
- Supporting the operation of an OpenShift AI environment, ensuring reliable clusters, automated pipelines, and efficient data/model workflows;
- Other duties as may be assigned from time to time by the Head of Division

Note: Some units in Met Éireann provide 24/7 technical expertise and IT support to colleagues countrywide. Successful candidates may be assigned to this unit. If assigned, shift work attracts a 27% shift allowance, which is paid in addition to the officer's salary, on a fortnightly basis.

4. LOCATION

SMOs recruited will be assigned to positions at a range of locations, including Met Éireann Headquarters in Glasnevin, Dublin 9, State airports across the country (Dublin Airport, Shannon Airport, Cork Airport, Casement Aerodrome) and Valentia Observatory.

They may be required to attend occasional meetings or training courses (in Ireland or abroad), or work for limited periods with external organisations or with other meteorological services.

SMOs working in operational areas are regularly required to work shift duties (including night duties), covering weekends and Public Holidays. Shift work attracts a 27% shift allowance, which is paid in addition to the officer's salary, on a fortnightly basis.

This panel will expire two years from the completion of the competition.

5. WHO WE ARE LOOKING FOR

The candidate(s) will meet the following **essential** requirements by date of appointment.

Administration SMO

At minimum an NFQ Level 7 qualification (i.e. an Ordinary Bachelor's Degree), plus 3 years' minimum experience in an administrative role,

Or

Equivalent relevant expertise obtained through work-related achievements and projects.

Note: For candidates relying on equivalent relevant expertise instead of formal qualification, 5 years such experience will be required.

- Strategic awareness and experience of change-management initiatives;
- Excellent communications skills, in particular, good inter-personal skills and proven ability to structure clear and concise reports and documents;
- Ability to effectively manage and develop staff;
- Ability to lead teams and manage resources;
- Ability to analyse data and make informed decisions;
- Proven track record of delivering results

Observations SMO

At minimum an NFQ Level 7 qualification (i.e. an Ordinary Bachelor's Degree) in one or more of the following:

- Physics
- Applied physics, electronic/telecoms/network engineering, instrumentation or equivalent
- Engineering technology, Electronics or equivalent
- Computer Science, Information Systems or equivalent

Or

Equivalent expertise obtained through relevant work-related achievements.

Note: For candidates relying on demonstrable, relevant equivalent expertise instead of formal qualification, typically 5 years such experience will be required.

- 3 Years relevant experience working in a scientific & technical role.
- Good working knowledge of meteorology, including observations and their application in monitoring, climate, weather and flood forecasting;
- Good working knowledge of supporting meteorological instrumentation, networks or similar scientific or electronic/electrical systems;
- Good working knowledge of the application of ICT systems (including communications protocols) in an instrumentation and/or network level environment;
- Good working knowledge and practice of administration and documentation;
- Experience working in a project management environment;
- Full driving licence.

Operational SMO

At minimum an NFQ Level 7 qualification (i.e. an Ordinary Bachelor's Degree) in one or more of the following:

- Computer Science, Information Systems or equivalent
- Scientific discipline e.g. Meteorology, Hydrology with an ICT qualification in Computing or similar
- Applied physics, electronic engineering, engineering technology, instrumentation or equivalent
- Data management
- Quality Management
- Communication Studies

Or

Equivalent expertise obtained through relevant work-related achievements.

Note: For candidates relying on demonstrable, relevant equivalent expertise instead of formal qualification, typically 5 years such experience will be required.

- Exhibit strong leadership skills, including the ability to motivate and inspire team members, foster collaboration, resolve conflicts, and communicate project goals and progress effectively;
- Demonstrable ability to create comprehensive project plans, define project scope, identify milestones, and develop a realistic schedule;
- Expertise in identifying, engaging and communicating (including using various digital media) with stakeholders/customers, and understanding their needs and expectations;
- Proficient in identifying and resolving issues and problems within operational systems, using analytical and problem-solving skills; Display strong decision-making skills, including the ability to analyse information, weigh options, consider different perspectives, and make informed and timely decisions.

Lab Manager

At minimum an NFQ Level 7 qualification (i.e. an Ordinary Bachelor's Degree) in one or more of the following:

- Chemistry
- Environmental analytical chemistry
- Environmental Science and Technology

Or

Equivalent expertise obtained through relevant work-related achievements.

Note: For candidates relying on demonstrable, relevant equivalent expertise instead of formal qualification, typically 5 years such experience will be required.

Essential for the Role:

- Practical understanding of chromatographic techniques and their underlying principles;
- Minimum of 1 year's relevant experience in a laboratory setting utilising chromatographic techniques;
- Knowledge of Laboratory Health and Safety practices;
- Experience working with QMS.

At minimum an NFQ Level 7 qualification (i.e. an Ordinary Bachelor's Degree) in one or more of the following:

- Chemistry
- Environmental analytical chemistry
- Environmental Science and Technology

Or

Equivalent expertise obtained through relevant work-related achievements.

Note: For candidates relying on demonstrable, relevant equivalent expertise instead of formal qualification, typically 5 years such experience will be required.

IT Software/Customer Service Liaison

At minimum an NFQ Level 7 qualification (i.e. an Ordinary Bachelor's Degree) in one or more of the following:

- Data management
- Quality Management
- Communication Studies
- Computer Science

Or

Equivalent expertise obtained through relevant work-related achievements.

Note: For candidates relying on demonstrable, relevant equivalent expertise instead of formal qualification, typically 5 years such experience will be required.

- Excellent communications skills, in particular, good inter-personal skills and proven ability to structure clear and concise reports and documents;
- Expertise in identifying, engaging and communicating (including using various digital media) with stakeholders/customers, and understanding their needs and expectations;
- Display strong decision-making skills, including the ability to analyse information, weigh options, consider different perspectives, and make informed and timely decisions;
- Experience with Red Hat Linux system administration;
- Programming skills for scripting and automation (e.g., Bash, Python, Perl);
- Programming skills for visualization (e.g. HTML, PHP);
- Familiarity with ICAO/WMO message formats (TAC, BUFR, GRIB, IWXXM);

- Experience in data collection and processing environments;
- Understanding of DevOps practices;
- Strong troubleshooting and root cause analysis skills;
- Experience managing LVM, RAID, and storage configurations;
- Proficiency with SFTP protocols;
- Experience with source control (e.g., Git);
- Use of monitoring tools (Nagios, Zabbix, Grafana, Prometheus);
- Knowledge of system logging and analysis tools (systemd, journald)

General IT SMO

At minimum an NFQ Level 7 qualification (i.e. an Ordinary Bachelor's Degree) in a relevant computing or computational discipline

OR

A major award qualification at level 8 on the National Framework Level of Qualifications with computing or computational modules taken in the final year.

AND

(b) At least 3 years directly relevant IT experience* from your employment to date.

OR

(a) A major award qualification of at least Level 6, or higher, on the National Framework of Qualifications (NFQ) in a relevant computing discipline

OR

at least two industry-recognised certifications**

AND

(b) At least 5 years directly relevant IT experience

*Examples of relevant IT experience provided in your applications should include but are not limited to:

- Relevant experience in areas such as ICT server infrastructure and operating systems implementation and support/ / administration, including cloud, ICT operations and ICT system and service desk support including for end users etc, networking or cyber security solution implementation, configuration and support/ administration including WAN/LAN, enterprise firewalls, anti-virus, penetration testing or wireless networking etc.

**Technical Qualifications

Industry Certifications Vendor-based certifications considered relevant and appropriate for candidates for this recruitment competition, must have been achieved in the past 5 years, at intermediate level, or above, include but are not limited to:

- Operating systems (incl. Microsoft Windows operating systems, Linux, desktop and mobile);
- Amazon Web Services (AWS), Google, IBM and Microsoft Azure cloud technologies, Virtualisation (VMWare, HyperV, etc.), Docker Containers, Kubernetes;
- Microsoft (e.g., MTA, MCP, Microsoft 365 Certified, Microsoft Azure), Linux (e.g. Red Hat Certifications to Engineer level), PostgreSQL, Unix Shell Scripting, Python, C, IAM, DBA, Security, Data Centre, Cisco (CCNA/ CCDA or higher), HPE and Aruba, Juniper, Brocade, Check Point, Citrix, PaloAlto, Fortinet etc. Frameworks and industry recognised infrastructure certifications such as: CompTIA (e.g., N+, S+), CISSP, CITA.

****Other** Industry-based certifications which can be combined with a relevant infrastructure and operations certification, could include any of the following:

- Service management –e.g. ITIL, foundation level or above;
- Project management –e.g. Prince and PMI, foundation level or above;
- Knowledge domain-specific awards such as the Special Purpose Award in Business Analysis at Level 8 on the NFQ:
- Other frameworks, methodologies and industry recognised infrastructure certifications such as COBIT, iSAQB, TOGAF, Agile, DevOps, IASA, etc.

Please Note:

Attendance at courses, without completion of an appropriately assessed examination and validated qualification, will not be considered as valid qualifications. It is your responsibility to provide details of the level of certification you have achieved and demonstrate how these align with the requirements set out here, i.e. the requirement for intermediate level, or higher, certification and in particular, details of the recognised assessment body issuing the certification/ qualification.

- A strong technical aptitude and the ability to see opportunities for digital and IT to deliver world class weather-related services to citizens and businesses;
- Achievements from their career to date, of where/ how they have delivered ICT/ digital solutions, or any elements thereof, to the benefit of the business of their organisation in the area of the roles;
- That they can provide effective leadership, to a team of ICT, digital and business specialists ensuring a focus on continuous improvement and service delivery;
- Initiative with a proactive approach to the introduction of ICT-based digital solutions;
- Excellent communications skills and be comfortable working as part of and at times leading a team or project group, including clearly communicating with non-technical staff;

- Be someone who can establish and maintain good working relationships with others, identify their needs and be receptive and responsive to their queries;
- Strong analytical thinking, people focused and networking skills;
- A clear ability to organise and prioritise work tasks in a busy work environment which is characterised by competing demands from a range of different work areas;
- Be happy working in an environment where there is ongoing and significant change;
- Be focused on providing the best possible service to the public and to customers in your organisation.

All candidates will also be expected to be able to demonstrate the competencies for the role (HEO competencies – page 3).

6. WHAT WE OFFER

The Principal Terms and Conditions of Service for this competition can be found at **Appendix 1**. The main points are summarised as follows:

- A permanent position following an initial probationary contract in the Civil Service.
- A competitive salary.

The current scale for Senior Meteorological Officer in the case of officers appointed on or after 6 April 1995, Personal Pension Contribution¹ (PPC) is:

€59,435 €62,409 €65,395 €68,449 €69,846 (NMAX)

€72,353 (LSI1 after three years satisfactory service on the maximum)

€74,850 (LSI2 after a further three years satisfactory service)

- The current gross rate for this position, effective from 1 February 2026.
- **Annual Leave:** 29 days per annum raising to 30 after 5 years' service
- **Hours of Attendance:** 41 hours and 15 minutes gross per week

Individuals who are new to the Civil Service are required to pay into the Personal Pension Contribution scheme.

Important Note

Entry will be at the minimum of the pay 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.

¹ 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).

All offers are for immediate appointment.

In applying for this competition, you accept that, if offered a post, you will be able to commence duties within a reasonable timeframe. Start dates are determined by business needs, and appointees will be expected to take up duty within this period once an offer is made. Requests for deferral will only be considered in exceptional circumstances and remain entirely at the discretion of the Department. As an Employer of Choice, the Civil Service is committed to supporting a flexible and family-friendly working environment. (Appendix 3) These policies can be applied for in line with the relevant statutory provisions and are subject to the business needs of the organisation.

In addition, the Civil Service operates a Mobility Scheme for all general service grades. This initiative provides staff with valuable career development opportunities, enabling them to gain experience in diverse roles across various Civil Service organisations and geographical locations.

7. THINGS YOU NEED TO KNOW

7.1 Eligibility

To be eligible, you will need to meet **certain requirements** by the date of the position offer:

You 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* or a Stamp 5 permission.

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

Fulfil Health & Character and Reference Check requirements (Please see **Appendix 2** for further information).

Meet the criteria regarding Public and Civil Service Redundancy/ Ill Health Retirement Schemes ([CLICK HERE](#) for further information).

It is important that you list any previous civil or public service employment, if you have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

IRISH PROFICIENCY

As part of our ongoing commitment to support the Irish language, our leadership on the Gaeilge365 programme and to comply with the Official Languages (Amendment) Act 2021, we are gathering information on candidates' capacity to speak Irish.

Under this legislation, public bodies are required to ensure that 20% of new recruits can perform their duties through Irish by 2030. While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability.

This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.

PLEASE NOTE

Qualifications/eligibility may not be verified until the final stage of the process. Therefore, those candidates who have not met the specified eligibility requirements and proceed with their application are putting themselves through unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

7.2 Selection Process

7.2.1 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.

7.2.2 Selection Process

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

Shortlisting

Where the number of applications received for a position exceeds that required to fill existing and future vacancies to the position the interview board may shortlist the applications based on the criteria in the competition booklet and the application forms before proceeding to the semi-structured interview stage.

While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Department may decide that a number only will be called to interview. In this respect, the Department will provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that there are some candidates who are, on the basis of the information provided, better qualified and/or have more relevant experience.

During any short-listing exercise that may be employed, the Department will be guided by an expert board, which will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account on the application form of your qualifications/skills/experience. The completion of the form within the space provided is also an important indicator of good communication skills.

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.

7.2.3 Right to Review

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 [CPSA - Commission for Public Service Appointments \(CPSA\)](#)

7.3 Working for the Civil Service

The [Civil Service Code of Standards and Behaviour](#) sets out the standards of behaviour expected of Civil Servants. If successful in this competition, you must behave according to the code's principles and live by its values.

The Civil Service embraces diversity and is an equal-opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunities and feel comfortable being themselves.

Met Éireann will run this competition in compliance with the [Code of Practice for Appointment to Positions in the Civil Service and Public Service](#), prepared by the Commission for Public Service Appointments (CPSA).

7.4 Data Protection Policy

Data Protection Policy²

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

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

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

² publicjobs Data Protection Policy

Appendix 1: Principal Conditions of Service

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.

Principal Conditions of Service

General

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

Salary

The current scale for Senior Meteorological Officer in the case of officers appointed on or after 6 April 1995, Personal Pension Contribution (PPC) is:

€59,435 €62,409 €65,395 €68,449 €69,846 (NMAX)

€72,353 (LSI1 after three years satisfactory service on the maximum)

€74,850 (LSI2 after a further three years satisfactory service)

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.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years 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.

Payment will be made *fortnightly* in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

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

Tenure and Probation

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

The probationary contract will be for a period of twelve months from the date specified on the contract. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you –

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to Section 5A(2) 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 detail of the probationary process will be explained to you by the Department/Office and you will be given a copy of the Department of Public Expenditure, NDP Delivery and Reform's guidelines on probation.

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 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 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 employee's 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.

Unfair Dismissals Acts 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.

The Organisation of Working Time Act

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

Headquarters

Headquarters will be such as may be designated from time to time by the Head of the Department/organisation. When required to travel on official duty the appointee will be paid

appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with their role.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the Civil Service overtime regulations.

Annual Leave

The annual leave allowance for this position is 29 working days per annum rising to 30 days after 5 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.

Sick Leave

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

Officers who will be paying 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 directly to the employing Department/Organisation. 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.

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 <https://singlepensionscheme.gov.ie/>.

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

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

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

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during their 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 and 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 their 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 publicjobs.

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 - <https://singlepensionscheme.gov.ie/>.

Secrecy, Confidentiality and Standards of Behaviour - 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 either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

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

Ethics in Public Office Acts:

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

Prior approval of publications

An officer will agree not to publish material related to their official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity

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

All circulars are available on the website www.circulars.gov.ie or from the Personnel Section.

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 probationary contract to be agreed with the successful candidate.

Appendix 2: Fulfil Health & Character and Reference Check

Pre-Employment Checks

Should your place on the panel be reached and you come under consideration for a position, several pre-employment checks must be completed before a candidate is deemed suitable for appointment. These checks ensure that the candidate satisfies all necessary requirements. Prior to assigning a candidate for appointment to a position, Met Éireann will make all such enquiries necessary to determine the suitability and eligibility of that candidate.

These checks include an evaluation of Citizenship, Health & Character and Reference Checks.

Where Citizenship, Health & Character and Reference Checks are unsatisfactory or cannot be obtained, Met Éireann reserves the right to disqualify a candidate from any further consideration of appointment or termination of your employment where an appointment has already been made.

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 4¹ or a Stamp 5 visa;

¹

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

To qualify candidates must be eligible by the date of any job offer.

Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration form. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

Reference Checks

Before being deemed suitable for appointment to a position, Met Éireann must be satisfied in respect of character and prior work performance, if any, of a candidate. In order to do so, Met Éireann will arrange to conduct reference checks.

Once a candidate has successfully completed the above pre-employment checks, they will be assigned from the panel. Please note, once an assignment is made, a candidate will not come under consideration from the panel again.

Please note that placement on a panel is not a guarantee of appointment to a position.

Appendix 3: Flexible and Family Friendly Policies³

List of available Family Friendly policies:

- [Blended Working](#)
- [Shorter Working Year](#)
- [Career Break](#)
- [Work-Sharing](#)
- [Enhanced Parental Leave](#)
- [Adoption Leave](#)
- [Special Leaves](#)
- [Paid Sick Leave](#)
- [Flexitime](#).

Learning and Development

We are committed to supporting you to develop and grow in your career, providing:

- Training and further continuous education, including Study Leave
- Leadership Development Programme
- Mobility: This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.
- [Refund of Fees](#)

[Civil Service Employee Assistance Service](#) (CSEAS) provides a wide range of free and confidential supports to staff designed to assist employees to manage work and life difficulties which, if left unattended, could adversely affect work performance and/or attendance and quality of life.

Schemes

- [Cycle to Work Scheme](#)
- [VDU Eye Test Scheme](#)
- [Travel Pass Scheme](#)

³ Subject to Business Needs of Department/Office