



AN TÚDARÁS PÓILÍNEACHTA
POLICING AUTHORITY

Candidate Information Booklet

The Policing Authority intend to hold an open competition for appointment to the position of:

Policy Analyst (Policing Oversight)
Higher Executive Officer level

Deadline for receipt of Applications: 3pm 12 May 2022

The Policing Authority is committed to a policy of equal opportunity.

This competition will be run in compliance with the Commission for Public Service Appointments (CPSA) Codes of Practice for Appointment to Positions in the Civil Service and Public Service.

Codes of Practice are published by the CPSA and are available on www.cpsa.ie

Contact: HR Unit, Policing Authority HR, 90 North King Street, Dublin 7, Phone : 01 8589090

email: hr@policingauthority.ie

The Policing Authority

The Policing Authority (the Authority) is an independent statutory body, established on 1 January 2016. The statutory basis for the Authority is the Garda Síochána (Policing Authority and Miscellaneous Provisions) Act 2015, which amended the Garda Síochána Act 2005. This Act sets out the functions of the Authority and how it is governed.

The Authority's role is to oversee the performance of the Garda Síochána in relation to policing services, to promote public awareness of policing matters and to promote and support continuous improvements in policing in Ireland. Our mission is to hold the Garda Síochána fairly and transparently to account in the interests of all, particularly the most vulnerable. The Authority's Statement of Strategy is centered on the five key strategic themes of community-focused policing, effective policing, Garda integrity and human rights, leading through change and informed oversight that engages the public on policing matters. Further information about the Authority and its work is available on <http://www.policingauthority.ie> .

Overview of the Role

Much of the work of the Authority involves analysis and assessment of Garda performance and the Garda Policing Plan objectives. This includes critical analysis of information from the Garda Síochána and a variety of independent sources in order to promote continuous improvement of policing in the state and to provide accurate and timely reports to the Minister for Justice. The Authority is now seeking to appoint a Higher Executive Officer with oversight or regulatory experience as a Policing Policy Analyst.

The analysis to be undertaken is likely to touch on a range of disciplines related to effective and ethical policing, community safety and policing performance and a large part of the role involves direct engagement with the Garda Síochána, relevant government departments and public sector agencies, communities and other stakeholders.

The Authority employs a matrix approach to working in pursuing its remit of oversight of policing performance and each employee works on a number of cross-functional teams delivering on a range of projects. This requires flexibility from all staff to apply their skills, knowledge and experience across the range of organisational objectives set by the Authority and the projects and tasks related to those objectives. The HEO is a key management position and the successful candidate will be expected to manage various projects, delivering to a high standard, manage direct reports and will have to meet multiple deadlines.

The Authority is currently moving to a hybrid way of working, with a mixture of in-office and remote working. In addition, the Authority is making preparations to transition, along with the Garda Inspectorate, to a new agency, the Policing and Community Safety Authority (PCSA) which will expand the remit. The expected timeframe for transition to the PCSA is late 2023. This is an opportunity for a motivated and adaptable individual to join the Authority at a time of significant change and to contribute to the future of policing oversight in Ireland.

Role and Responsibilities

The Higher Executive Officer will be engaged in a wide range of functions and will be expected to quickly gain an understanding of the purpose and strategic objectives of the Policing Authority and the

external environment in order to deliver on the work. Key aspects of the role will include:

- Actively contributing to the oversight of policing in Ireland and to driving the Authority's organisational objectives;
- Supporting the delivery of effective oversight by qualitative analysis, assessment and evidencing of policing performance and other matters relevant to the work of the Authority;
- Contributing to organisational policy development by preparing submissions, writing reports and papers as requested;
- Analysing data and reports and identifying and preparing information relevant to the Authority's decision making, including in other jurisdictions;
- Providing advice to senior management, the Authority and the Committees of the Authority as required;
- Working collaboratively with other teams as part of a matrix structure and contributing to the work of organisational project teams including using skills and expertise for other teams where required;
- Having a keen awareness of the external landscape in which the Authority works and its impact on effective policing oversight;
- Engaging and building effective relationships with members of the Garda Síochána, Government Departments and Agencies, community groups and other relevant stakeholders;
- Contributing to project and business plans, annual reports and other statutory or general reports;
- Undertaking administrative tasks and such other functions as may be required to fulfil the business objectives of the Policing Authority; and
- Managing performance of direct reports and developing and coaching staff.

Person Specification

The candidate selected for this post will be required to have strong analytical skills and to deliver results to a high standard and will demonstrate the following:

- Proven experience in policy analysis and report writing and strong analytical skills with an ability to review information to discern key pertinent issues;
- Excellent writing skills and the ability to present information in a clear, concise and effective manner;
- Ability to understand issues in relation to policing in society and to contribute to the improvement of policing oversight in the state;
- Proven ability to communicate effectively and to establish and develop effective relationships with a broad range of stakeholders and to engage with those stakeholders in person on a regular basis;
- Experience of managing multiple workload demands, and working to tight deadlines;
- A flexible approach with the ability to work on different teams and perform a number of pieces of work as required and to adapt to quickly changing circumstances;
- Experience in or working knowledge of a regulatory or oversight environment;
- Strong ICT and administration skills;
- An ability to work independently in an agile and fast-changing environment;

The following are desirable but not essential:

- Experience in a policing or justice environment.
- A relevant third level qualification
- Project management experience;

Applicants should also be able to demonstrate all the competencies required of a Higher Executive Officer as set out in Appendix 2 of this booklet. In particular, applicants must demonstrate, by reference to specific achievements in their career to date, that they possess those qualities, skills and knowledge required for the role of Higher Executive Officer as identified by the Public Appointments Service Higher Executive Officer level competency framework, which are:

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

Application Process

Candidates interested in this role should submit an application to recruitment@policingauthority.ie, citing the title of the position for which you wish to apply, and including:

- A comprehensive CV, setting out work experience and qualifications (see *CV Guidance Note* in Appendix 1 of this Booklet);
- A completed Key Competencies Form, setting out specific examples demonstrating each competency (an overview of the relevant key competencies for this role, is provided in Appendix 2 of this Booklet). The Key Competencies Form can be found here: [Policy Analyst \(Policing Oversight\) Higher Executive Officer level | Policing Authority](#);
- A short cover letter (***no more than one page in length***) outlining why you wish to be considered for the post.

The deadline for the receipt of applications is **3pm on 12 May 2022**. Late applications will not be considered.

Selection Process

The selection process for this post **may** include some or all of the following:

- Shortlisting on the basis of the information supplied by candidates in their application to select a number of candidates to be invited to competitive interview;
- A preliminary interview;
- A presentation exercise, to be undertaken as part of a preliminary or final competitive interview, work sample / role play, or any other tests or exercises that may be deemed appropriate;
- A final selection interview if deemed necessary.

During any shortlisting exercise which may be employed, applications will be examined and assessed against pre-determined criteria based on the requirements of the position. The selection board will

examine the information provided in your application and assess it against criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications and experience.

Candidates who are successful at the shortlisting stage will be invited to a competitive interview. Interviews are expected to take place in the week beginning **30 May 2022**. Candidates should ensure that they are available to participate, if shortlisted, at the interview stage.

We endeavor to give as much notice as possible for interview dates. The onus is on all applicants to make themselves available on the date(s) specified by the Authority for interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them.

Please note we acknowledge receipt of all applications. If you do not receive an acknowledgement within 2 working days of the closing date for applications, please email hr@policingauthority.ie.

References

We request that you include in your CV the names of people you feel would be suitable referees that we might consult (two or three names and contact details), one of which should be your current employer. Please be assured that we will only contact your referees with your consent should you come under consideration for appointment.

Security Clearance

An applicant will be required to undergo a Garda vetting process and other security clearance as appropriate should they come under consideration for appointment to the position.

Canvassing

Candidates should note that canvassing will disqualify and will result in their exclusion from the process. 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;
- influence a decision of any person in relation to that process; or
- interfere with or compromise the process in any way.

These actions will result in the disqualification of the candidate and their exclusion from the process.

Where the Authority is of the opinion that there may have been interference or attempted interference with an appointment process, it may investigate the matter or cause it to be investigated by a person authorised on its behalf. Authority Members and staff are obliged by their Code of Conduct to report any approach to them by or on behalf of a candidate to the Chairperson, Chief Executive or Chair of the Audit and Risk Committee of the Authority, as appropriate.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Authority, or who do not, when requested, furnish such evidence as the Authority require in regard to any matter

relevant to their candidature, will have no further claim to consideration.

Confidentiality and Data Protection

Protecting confidentiality is a priority for the Authority. You can expect, and we guarantee, that all enquiries, applications and all aspects of the selection process are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the competition process.

All applications, tests, enquiries, and all aspects of the selection, clearance and appointments process are treated as strictly confidential, subject to the statutory framework and, unless required by law, are not disclosed to anyone other than those directly involved in the selection competition, clearance, or appointments process.

All data will be processed in accordance with the General Data Protection Regulation and relevant Data Protection law.

When an application form is received, a record will be created in the candidate's name which contains much of the personal information supplied. This personal record is used to process the application and is held in accordance with the General Data Protection Regulation (GDPR) and relevant data protection law. Certain items of information, not specific to any individual, may be extracted from records for general statistical purposes.

Code of Practice

This competition is being undertaken in accordance with the *Commission for Public Service Appointments (CPSA) Code of Practice for Appointment to Positions in the Civil Service and Public Service* <https://www.cpsa.ie/codes-of-practice/what-are-the-codes/Code-of-Practice-CS-PS.pdf>. The Authority will consider any requests for review in accordance with the provisions of this code.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to our attention.

Further information

Feedback will be provided to candidates on written request.

The Policing Authority will not be responsible for refunding any expenses incurred by candidates.

The Policing Authority is an equal opportunities employer.

A panel of candidates may be established by the Authority as a result of this competition, which will expire no later than one year from the date of its establishment. Being placed on a panel does not entitle a candidate to be appointed by the Authority.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Policing Authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to making an offer to a candidate as a result of this competition the Policing Authority will make all such enquiries that are deemed necessary to determine the suitability of that candidate.

Continuing Professional Development

The Authority supports participation in relevant training and professional development courses related to an employee's business activities.

Eligibility to compete and certain restrictions on eligibility

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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement (ISER):

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

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

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a

period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

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

Declaration:

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

PRINCIPAL CONDITIONS OF SERVICE

General

The appointment is 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.

Pay

The salary scale for the position (rate effective as of 1 February 2022 as per DPER Circular 2022-04) is as follows:

HIGHER EXECUTIVE OFFICER (PPC)

€50,848 €52,334 €53,817 €55,300 €56,788 €58,271 €59,756 €61,899¹ (LS1) €64,038² (LS2)

¹Long Service Increment (LSI 1) may be payable following 3 years' satisfactory service at the maximum.

²Long Service Increment (LSI 2) may be payable following 6 years' satisfactory service at the maximum.

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.

Important Note

Candidates should note that entry will be at the minimum of the salary scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subject to satisfactory performance.

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.

Different terms and conditions may apply if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant.

Tenure

- A. The appointment is to a permanent position on a probationary contract in the Civil Service. (Further vacancies including temporary positions may be filled from this panel, should the need arise).
- B. The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph and paragraph D. below, this will not preclude an extension of the probationary contract in appropriate circumstances.
- C. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:
 - have performed in a satisfactory manner,
 - have been satisfactory in general conduct, and
 - are suitable from the point of view of health with particular regard to sick leave.
- D. Prior to completion of the probationary period a decision will be made as to whether or not you will be retained or the probationary period extended. This decision will be based on your performance assessed against the criteria set out above. The details of the probationary process will be explained to you by the Policing Authority.
- E. In the event that you are considered not suitable for the position of Higher Executive Officer, having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of the contract and any extensions thereof.
- F. Notwithstanding paragraphs D and E above, 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.
- G. In certain circumstances the contract may be extended and the probationary period suspended. The extension must be agreed by both parties.
 - The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave

- In relation to an employee absent on Parental Leave or Carer's Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may in these circumstances make application to the employer for an extension to the contract period. The extension must be agreed by both parties.

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.

Headquarters

The officer's place of work will be at 90 King Street North, Dublin 7. However, this may change and will be such as may be designated from time to time by the Authority. The Authority has been working remotely during the COVID pandemic and is currently trialling a hybrid way of working. Depending on the outcome of that trial, employees may have the option to avail of hybrid working, with a portion of the week spent in the office and a portion working remotely, depending on business needs and policy determination.

When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate/s will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for the position is currently 29 days, rising to 30 days after 5 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on 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 Authority. 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 www.singlepensionscheme.gov.ie.

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

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

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

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to

that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme is required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post ill-health retirement from Civil Service

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

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

Appointment post ill-health retirement from Public Service

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

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

Pension Accrual

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

Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

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

For further information in relation to the Single Public Service Pension Scheme please see the following website - www.singlepensionscheme.gov.ie.

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 and the Policing Authority Code of Conduct.

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 his or her 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.

Please Note

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

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.

Appendix 1 - Guidance Note on Curriculum Vitae

Your CV should be no longer than 4 pages in length and should clearly state your relevant achievements and experience in your career to date.

A selection board will examine applicants' CVs and assess them against the requirements of the position. It is therefore in your own interests to ensure your CV clearly and accurately reflects your track record of achievement in the areas relevant to the post as set out in this information booklet.

Your career history is best presented in reverse chronological order so that the most recent roles appear first. Positions held more than 15 years ago require only a summary description. If you were involved in a project or piece of work with other individuals please ensure that your CV specifies the precise nature of **your** role/contribution.

Education Details: Please specify status of award if not complete. Should you come under consideration for appointment, you may be required to provide evidence of any qualifications awarded.

At the end you may want to briefly note other achievements that you feel may be relevant to the particular role, for example:

- Other roles you may hold;
- Key Presentations;
- Industry/sectoral recognitions;
- Publications, etc.

Key Competencies Form

Candidates must fill out a key competencies form which can be accessed here: [Policy Analyst \(Policing Oversight\) Higher Executive Officer level | Policing Authority](#). For each competency (as set out below) we require an overall description of the candidate's experience of that competency and also a specific example that clearly demonstrates evidence of that competency. Please refer to the behavioural indicators below before filling out the form. Please also note that there is a strict 250 word count for each answer.

Appendix 2 – Key competencies

The following Key Competencies have been identified for effective performance at Higher Executive Officer Level:



Higher Executive Officer Level Competencies

Effective Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Makes sound decisions with a well reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity