



AN TÚDARÁS PÓILÍNEACHTA  
POLICING AUTHORITY

# Candidate Information Booklet

## Human Resources Specialist Higher Executive Officer Level

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](http://www.cpsa.ie)

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Contact: Human Resources Department  
Policing Authority  
90 King Street  
Dublin 7  
Phone: 01 8589090,  
Email: [hr@policingauthority.ie](mailto:hr@policingauthority.ie)

## Are you who we are looking for?

*We are looking for people with ambition to develop themselves both personally and professionally, who want to play an active role in helping to shape the new Policing and Community Safety Authority and fulfil its statutory mandate.*

We are growing as an organisation and one of the first roles we are seeking to fill is that of **Human Resources Specialist**. This management position (Higher Executive Officer) offers an opportunity for an ambitious, enthusiastic and committed professional - with a strong commitment to serving the public interest - to influence and contribute to the development of the future Policing and Community Safety Authority through delivery on HRM responsibilities coupled with managing related policing oversight tasks. This person must believe in the purpose of our organisation, align with our values and want to support our ambitious growth over the next three years.

## Who are we and what are our values?

### The Policing Authority

The Policing Authority is an independent statutory body, established on the 1<sup>st</sup> January 2016, whose role is to oversee the performance of the Garda Síochána in relation to policing services. We also promote public awareness of policing matters and promote and support continuous improvements in policing in Ireland. During winter 2024 it is intended that the Policing Authority will be dissolved and the Policing and Community Safety Authority will be established.

### The Policing and Community Safety Authority

The Policing, Security and Community Safety (PCSC) Act 2024 provides for the establishment, and functions, of the new Policing and Community Safety Authority – see [Policing, Security and Community Safety Act 2024 \(irishstatutebook.ie\)](https://www.irishstatutebook.ie/eli/2024/act/12/enactment/). The Policing and Community Safety Authority's primary objective will be to oversee and assess the performance of An Garda Síochána in providing a policing service to the benefit of the safety of the public. The expected timeframe for commencement is winter 2024. We are currently making arrangements and preparations to transition, along with the Garda Inspectorate, to the new agency -the Policing and Community Safety Authority (PCSA).

The establishment of the PCSA provides an exciting opportunity for the establishment of an outstanding policing oversight and inspection regime in Ireland. Broadly speaking, the PCSA will incorporate the roles of the existing Policing Authority and the Garda Síochána Inspectorate, bringing oversight and inspection together in a single organisation. Before commencement of the PSCS Act, individuals will initially be recruited into the existing Policing Authority, and will then automatically transfer to the PCSA on its establishment.

## Purpose and Values

*We are looking for people to join us whose personal values align with our purpose and corporate values, and want to be part of an organisation which adheres to these guiding principles.*

The future PCSA's "purpose" defines not just what it does, but how it does these things and the positive impact on society in Ireland that it is aiming to have. It will provide a clear context for daily decision making and will unify and motivate our staff and stakeholders.

**The PCSA purpose** will be to help achieve an effective policing service that meets the needs of communities in Ireland in all their diversity through our oversight role.

The PCSA will hold An Garda Síochána (AGS) to account for the delivery of policing services, ensuring a focus on human rights across all areas of policing and promote excellence in the delivery of policing services to all communities. We will work with community stakeholders and our inter-agency partners to promote effective collaboration in support of policing and community safety outcomes.

Our work will be conducted in an open and transparent manner. Our findings and recommendations will be evidence-based, and we will draw on recognised good practice and, standards of police accountability from other jurisdictions and our research.

## Our Values

These values are what we stand for; they guide the organisation's behaviour and the types of decisions it will make.

### **Independent and Impartial**

We will conduct our business in a manner that is independent in both thought and action. We will act with the utmost integrity at all times. We will be robust and evidence-based in our work and be fair and impartial in our processes, engagements and assessments.

### **Determined and Transparent**

We will be determined and persistent in our efforts. We will be transparent in the performance of our functions, and will be accountable to the public. We will build trust with key stakeholders through active, open and honest communication.

### **Adaptive and Excellent**

We will act and deliver to the highest professional standards, always seeking to learn, improve and adopt best practice in policing oversight and inspection. We value curiosity and continuous improvement within the PCSA and among those we work with.

### **Cohesive and Collaborative**

We will work as one team sharing our skills, expertise, experience and insights. We will also work collaboratively with our external partners across government and society in order to drive and support the improvement of policing and community safety.

### **Empathetic and Respectful**

We will treat everyone with empathy, humanity and respect. We will make sure people feel comfortable expressing their views and have an opportunity to be heard. We will do our best to ensure people are heard and that oversight is informed by the lived experiences of people in receipt of and delivering the policing service.

### **Committed to Human Rights**

We will work to ensure an ethical policing service which has at its core the protection and vindication of human rights for all. We will promote equality, diversity, and inclusion in our own organisation, in policing and in wider society.

## Overview of the Role

We are seeking a **Higher Executive Officer** to work within the **Human Resources function** of the **Business Services directorate** of the new organisation. This person will also serve as a key specialist resource for the Authority's oversight work relating to human resources and personal development.

This management position is an exciting and challenging role for an experienced person who can demonstrate an excellent working knowledge of relevant areas of training & development, recruitment, payroll and pensions, workforce planning, human resources services and HRIS systems. The person appointed to the role will gain unique exposure to key human resources issues, developments and "good practice" trends. This role combines oversight responsibilities to support the functions of the Authority which will leverage a candidates HRM experience.

As a member of the Team, the successful candidate will play a key role in the Authority by influencing its capacity to perform its functions effectively in a complex environment.

### Essential Role Requirements

On the closing date of 6th December 2024, to be eligible for consideration, a candidate must satisfy all of the following requirements:

- a) Be serving in a permanent, temporary or acting capacity in the Civil Service in a grade below that of Higher Executive Officer or equivalent 5
- b) Have completed not less than two years' service in the Civil Service. Temporary officers and officers serving in an acting capacity in the eligible grades may compete in the competition provided they fulfil the eligibility requirements set out above. All forms of maternity leave, including extended maternity leave, constitute service for the purpose of calculating the two year service requirement in the Civil Service (see Letter to Personnel Officers dated 10 March 2009 – Extension of Probation due to Maternity Leave and Competitions for Promotion).

Where an officer was acting or serving on a temporary contract and was subsequently appointed in a permanent capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service.

### Key Role Responsibilities

Reporting to the Human Resources Manager, the Higher Executive Officer in Human Resources will play a key role in:

- Supporting the Human Resources Manager in a role requiring strong operational knowledge of civil service HR and awareness of strategic importance of the role of Human Resources in optimising organisational performance.
- Assisting in managing the Authority's recruitment lifecycle and proactively engaging with internal and external stakeholders regarding candidate workflow.
- Delivering a comprehensive HR service to all staff members and acting as a HR Business partner by providing support and guidance to managers

- Managing the on-boarding of staff including vetting, additional Garda security clearance and induction processes.
- Leveraging project management and change management experience will be required to serve as a key member of the PCSA transition project team.
- Taking responsibility for certain Garda oversight functions within the Policing Authority in order to improve policing services and community safety (outcomes and experiences) under the organisations matrix structure. These will include public and private oversight meetings, inspections, oversight reports, reviews of An Garda Síochána's performance, and participation in community safety bodies at national and local level
- Providing input into the annual review of An Garda Síochána's Performance in Human Resources Management as well as looking at a comparative review of An Garda Síochána's Performance against previous years in Human Resources Management
- Developing and providing input into the 3-year Strategy statement of the PCSA key performance indicators
- Work on various other cross functional HR services and products that will be delivered by the PCSA which must fulfil the ambition of the Government, the legislation and the purpose of the organisation
- As Training Officer, deliver on the Learning and Development Function of the Authority
- Ensuring compliance with statutory regulations, CPSA guidelines and in house recruitment policy
- Maintaining Human Resources policies and procedures, ensuring they are reviewed and up to date at regular intervals to confirm compliance with legislation and all relevant circulars
- Liaising with the Policy and Research Unit regarding yearly intake of Interns and TY students as required
- Managing the Time and Attendance and all other Human Resources systems
- Offering organisational development support to the Transition Project Team when required
- Carrying out such other duties and responsibilities as are assigned from time to time by the Human Resources Manager.

## Person Specification

The person selected for this Higher Executive Officer post will have a role in managing Human Resources services and related Policing oversight tasks, delivering results to a high standard. The successful candidate will have:

- experience of public administration in Ireland and human resources in a public sector environment;
- experience of the public sector recruitment life cycle, including competitions processes, vetting and onboarding;
- 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;
- sound knowledge of human resources policies and process and experience of their application;

- a willingness and capacity to assume the levels of responsibility and accountability required to carry out a range of professional and operational functions;
- leadership ability along with organisational and management skills which will inspire, motivate and develop people;
- excellent verbal and written communication and the capacity to influence and work effectively with a broad range of stakeholders in a constructive manner;
- sound judgement, problem solving and decision making skills are essential;;
- delivery focus, flexibility, and a hands-on as appropriate to a small agency;
- self-motivation, commitment and energy, with a passion to serve and protect the public interest; and
- Ambition to assist in delivering on demanding strategic development targets with strong personal and professional credibility.
- It is desirable that the successful candidate be a member of a prescribed body such as the CIPD, with at least 3 years post qualification experience.

In addition, applicants should have all the abilities that are required at Higher Executive Officer level. In particular applicants must demonstrate by reference to specific achievements that they possess the qualities, skills and knowledge required for the role of Higher Executive Officer (in the context of this particular and specific Principal level post) as identified by the Public Appointments Service (PAS) competency framework.

## Application Process

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

- A comprehensive CV, (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, and the Key Competencies Form, are provided in Appendix 2 of this Booklet;
- 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 **06/12/2024 at 3:00pm** and late applications will not be considered.

## Selection Process

The selection process for this post may include:

- 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; and
- 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 these criteria. 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 attend a preliminary interview. Following preliminary interview, successful candidates may be invited to attend a final competitive interview. Interviews are expected to take place during the month of **January 2025** and candidates should ensure that they are available to participate, if shortlisted, at the interview stage.

While, 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 throughout the competition process.

Interviews may take place by attending in person at the offices of the Policing Authority or such other place as may be notified to the candidate or, alternatively, may take place remotely by means of video conference or using such other means of communication as determined by the Authority and notified in advance to the candidate.

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](mailto: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 to 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;
- attempt to 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, staff and selection board members 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 requires in regard to any matter relevant to their candidature, will be deemed to have withdrawn from the competition and will have no further claim to consideration.

## **Confidentiality and Data Protection**

Protecting confidentiality is a priority for the Authority. All applications, tests, enquiries, and all aspects of the selection, vetting 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://publicjobs.ie/documents/2007-Code-of-Practice-for-Appointment-to-Positions-in-the-Civil-Service-and-Public-Service-.pdf>. Should a candidate wish to make a complaint about a decision in relation to them during the selection process, they may seek a 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.

## **Candidates' Obligations**

Candidates must ensure, in applying for a position, that they:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Are suitable on the grounds of health and character; and

- Are suitable in all other relevant respects for appointment to the post concerned. Candidates are required to:
- Provide any information required as part of the application process for the competition;
- Undertake any clearance process that may be required by the Authority; and
- Agree to perform the duties attached to the specified post and to accept the conditions under which those duties are or may be required to be performed.

Candidates are bound by the Code of Ethics for the Civil Service. 'Honesty and Integrity' is one of the key tenets of the Code. Candidates are expected to honour these values, both in how they approach this competition and by agreeing to follow the rules and procedures laid down.

By undertaking any required online tests or exercises, you are confirming that you are the person named on the application and agreeing to complete the test or exercise honestly and without assistance. By accessing or attempting any test/exercise materials or attending for interview you are agreeing to be bound by the terms set out in the Statement of Practice for this competition.

Candidates should be aware that if the information provided by a candidate at any stage in the selection or clearance process was found to be inaccurate or incomplete this would also be taken into account in assessing the suitability of the candidate for appointment. Candidates who knowingly or recklessly provide false or misleading information will not be considered for appointment.

All test and other materials are subject to copyright and all rights are reserved. No part of the test and other materials (including any text, questions and/or potential answer options) or associated materials (including any practice and/or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in a candidate being excluded from the selection process. Any person(s) who contravenes this provision, whether an applicant or other, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

## **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 has a stamp 4 permission<sup>1</sup> or a Stamp 5 permission.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

## **Collective Agreement: Redundancy Payments to Public Servants**

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

## **Incentivised Scheme for Early Retirement (ISER):**

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

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

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

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

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

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

### Declaration

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

### Employer of Choice

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

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

## 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 from **1 October 2024**) is as follows:

#### **HIGHER EXECUTIVE OFFICER (PPC)**

€57,122 - €58,791 - €60,459 - €62,124 - €63,796 - €65,460 - €67,129 - €69,537(LSI1) - €71,939(LSI2)

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

A different rate will apply where the appointee is 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**

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 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 Policing Authority 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.

## **Location**

The office's location 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 Organisation operates a blended working policy and all staff are entitled to apply for blended working on an annual basis. Currently the working pattern is two days in the office and three days working remotely, following an initial two week settling in period in the office. 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 41 hours 15 minutes gross or 35 hours net 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. 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 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](http://www.singlepensionscheme.gov.ie).

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

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

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire 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 60<sup>th</sup> birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

### □ **Ill-Health-Retirement**

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

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

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

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

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

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

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

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

## Pension Accrual

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

## Additional Superannuation Contribution

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

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

### **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 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](http://www.circulars.gov.ie) or from the Personnel Section.

### **IMPORTANT NOTICE**

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

## **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:

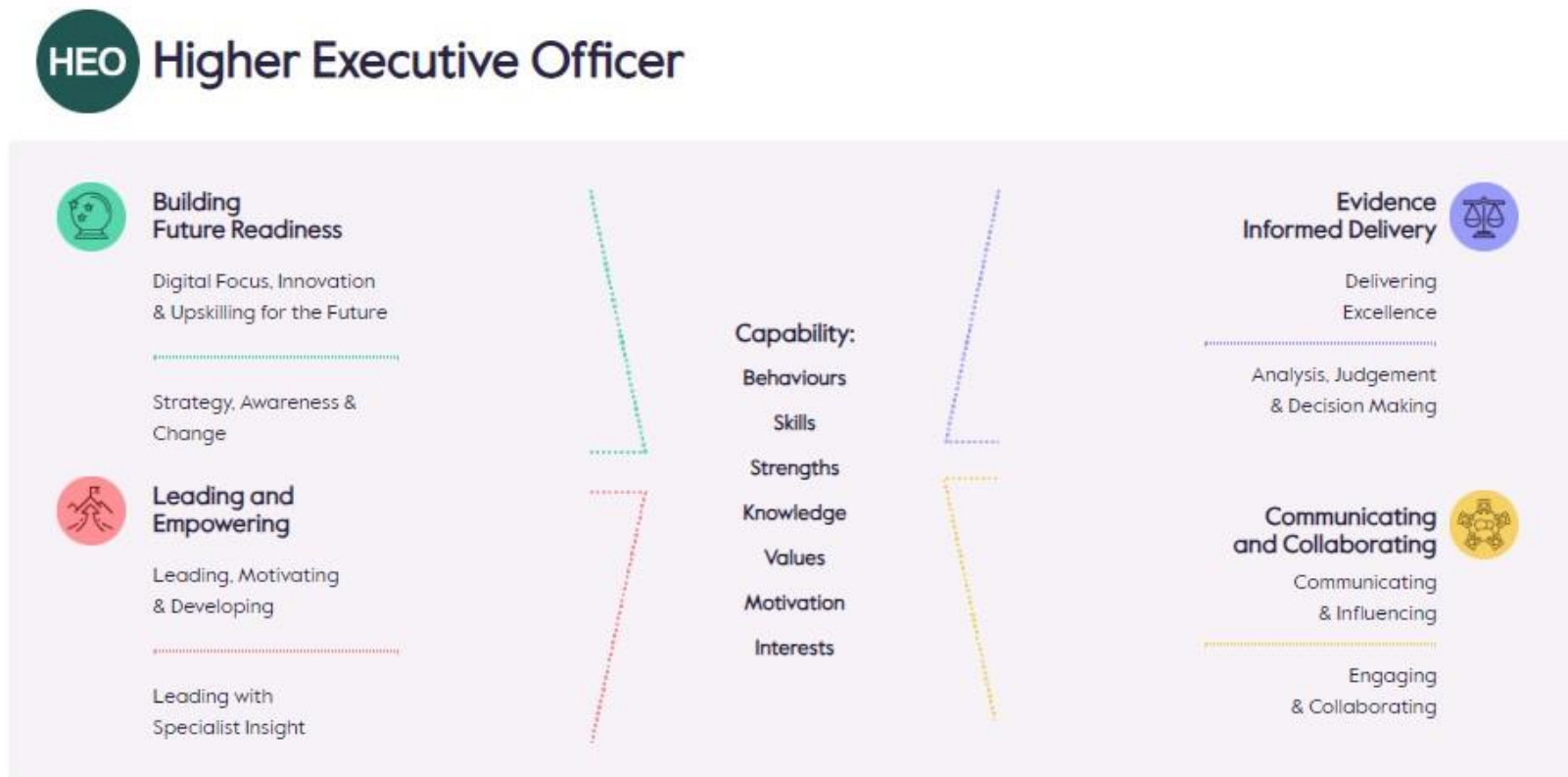
- Other roles you may hold;
- Key Presentations;
- Language Skills (including level of fluency);
- Industry / Sectoral recognitions;
- Publications / Reports



## Appendix 2

### Capability Framework

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





## Building Future Readiness



Delivering excellent public policy and services requires us to embrace change and innovation. We strive to create an inclusive customer centric strategy and vision that keeps pace with environmental, social and technological changes. Adopting an agile and digital-first approach, we will continually upskill, change and improve how we do things to meet current and future demands.



### Digital Focus, Innovation & Upskilling for the Future

#### Digital Focus

- Maximises the use of technology and digital solutions to drive efficiencies and support better service delivery

#### Innovation & Creative Solutions

- Encourages and delivers innovative ideas, creative solutions and useful suggestions, with a good understanding of the practicalities
- Tries new or different approaches, demonstrating the flexibility to learn from mistakes, adapt and improve

#### Upskilling for the Future

- Proactively seeks development opportunities, building on strengths and addressing weaknesses or gaps with a positive attitude and willingness to learn
- Committed to building knowledge and skills for the future
- Understands what the team needs to do, to build future readiness and skills



#### Key Skills Examples

- Innovation
- IT and digital skills
- Continuous learning
- Design thinking
- Systems thinking
- Process improvement



### Strategic Awareness & Change

#### Strategic Awareness & Future Focus

- Contributes to the development of policy, strategy and future planning for their area
- Works with management to identify links between the broader organisational and departmental strategy and the yearly objectives of their team

#### Contextual Awareness

- Keeps up to date with wider Civil Service Policies and developments relevant to their own area
- Considers the wider impact of policies and strategies, including who or what they affect

#### Facilitating Change

- Supports others through change, highlighting the benefits of change, innovation or new technology
- Identifies and makes recommendations for change based on their analysis, expertise and insights



#### Key Skills Examples

- Managing and supporting change
- Policy and strategy development
- Goal setting
- Strategy implementation
- Strategic thinking



## Evidence Informed Delivery



Delivering excellent public policy and services requires us to make evidence based and well-informed judgements and decisions, prioritise objectives and effectively manage resources, using relevant information to evaluate the delivered outcome to ensure maximum benefit for the people we serve.



### Delivering Excellence

#### Managing Work & Resources

- Manages, plans and prioritises workload to ensure targets and deadlines are met
- Works in a systematic, organised and efficient manner, getting up to speed with new tasks at an appropriate pace
- Manages resources effectively to deliver best outcome possible

#### Delivering Quality Outcomes & Service

- Sets high standards and goals for self and team with commitment to meeting these
- Has good oversight of their teams work and puts procedures in place to track progress and quality
- Practices and promotes delivering excellence in customer service and prioritises the customer experience
- Seeks feedback on work and evaluates delivery against required outcomes

#### Attitude, Initiative & Flexibility

- Demonstrates ownership, initiative and responsibility over own work, while also supporting the team
- Maintains resilience and a 'can-do' attitude when working under pressure or constraints, seeking support when necessary
- Ensures self and team are flexible and agile in the face of challenges or changing demands



#### Key Skills Examples

- Project management
- Risk management
- Customer service
- Goal setting
- Project evaluation



### Analysis, Judgement & Decision Making

#### Gathering, Analysing & Utilising Information

- Gathers, understands and analyses data from a range of sources, to identify key information or core issues
- Ensures systems are in place to appropriately gather, manage and utilise data
- Analyses and evaluates complex verbal and numerical information in an accurate and timely manner

#### Problem Solving

- Solves problems in a logical manner, gathering relevant information and data, exploring different solutions and escalating issues where necessary

#### Informed Judgement & Decision Making

- Makes balanced judgements and decisions, drawing from evidence, experience and relevant policies and procedures.
- Makes appropriate and timely decisions, communicating the rationale and seeking support, where required
- Exhibits good judgement in dealing with difficult, ambiguous situations and 'on-the-spot' issues



#### Key Skills Examples

- Evaluating information
- Data management & visualisation
- Data analytics
- Critical thinking



## Leading and Empowering



Delivering excellent public policy and services requires us to lead in our areas of expertise, inspire others and create a clear vision. We are committed to developing, supporting, and empowering our colleagues to meet their potential and to creating a positive and inclusive work environment where everyone's contribution is valued.



### Leading, Motivating & Developing

#### Developing, Motivating & Supporting Performance

- Motivates high performance by providing recognition, guidance, coaching and regular feedback
- Effectively utilises both formal and informal performance management techniques
- Understands team members strengths and development needs and allocates work appropriately, ensuring all members have exposure to developmental opportunities

#### Empowerment, Trust & Honesty

- Empowers their team, encourages autonomy, values others' input and opinions and delegates tasks with trust
- Creates an inclusive, safe and open team environment
- Leads with integrity, honesty and accountability

#### Social & Emotional Intelligence

- Prioritises wellbeing for self and others, showing consideration, empathy and support
- Demonstrates good self-awareness and ability to manage own emotions and behaviour, particularly in challenging situations



#### Key Skills Examples

- Performance management
- Coaching and providing feedback
- Conflict management
- Managing remote or blended teams



### Leading with Specialist Insight

#### Specialist Expertise & Professional Development

- Demonstrates a high degree of specialist expertise and knowledge in their area
- Committed to continuous professional development, engaging in relevant courses, conferences and activities to keep knowledge up to date

#### Leading, Advocating & Knowledge Sharing

- Leads and advocates in their area of expertise, through openly sharing insights, knowledge, evidence and rationale
- Creates opportunities to share and transfer knowledge
- Capable of describing technical terms in an easily understandable manner

#### Balancing Autonomous Work, Cross-Functional Work & Teamwork

- Capable of working independently, as well as with their team and with other areas or functions
- Has a clear understanding of what work needs to be done and how to do it, with the ability to self-motivate, setting own goals and targets



#### Key Skills Examples

- Specialist skills in own area of expertise
- Communication and influencing skills
- Research skills



## Communicating and Collaborating



Delivering excellent public policy and services requires us to work together, build relationships and collaborate enabling a joined up, whole-of-Government approach. Effective engagement and communication with our customers, clients and colleagues will enhance and build trust in our services.



### Communicating & Influencing

#### Communicating Effectively & Listening to Understand

- Communicates and presents in a clear, professional and engaging manner, across verbal, digital and written communications
- Shares the appropriate level of detail and presents relevant information and data in an accessible and understandable format
- Demonstrates understanding of own communication approach, adjusting style as appropriate for the audience
- Prioritises diversity and makes an active effort to involve and listen to different people and perspectives

#### Influencing & Negotiation Skills

- Tactfully influences and persuades others and considers compromise when necessary
- Style of influencing, negotiating and managing conflict is appropriate and respectful at all times
- Approaches difficult discussions, questions or negotiations with consideration, composure and sensitivity



#### Key Skills Examples

- Other languages – e.g., Gaeilge
- Written skills
- Presenting
- Active listening
- Influencing and negotiation skills



### Engaging & Collaborating

#### Networking, Engaging & Consulting

- Builds useful networks within and outside of the organisation and department
- Prioritises engaging and consulting with relevant stakeholders

#### Collaboration, Teamwork & Building Relationships

- Promotes and engages in collaboration, cross-functional and teamwork, creating opportunities to work together where relevant
- Utilises interpersonal skills to build positive and effective working relationships, even in a blended or hybrid environment
- Keeps their team, colleagues and manager appropriately informed, involved and updated



#### Key Skills Examples

- Collaboration and teamwork
- Interpersonal skills
- Cross-functional working
- Networking
- Relationship building



