



AN TÚDARÁS PÓILÍNEACHTA
POLICING AUTHORITY

**Candidate Information Booklet
Superintendent 2023**

The Policing Authority intends to hold a competition for the purpose of appointment to
the rank of

Superintendent in the Garda Síochána



Please read this booklet carefully as it contains important information regarding the application process.

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

This selection competition will be run in accordance with the Policing Authority's "Statement of Practice for the Conduct of a Selection Competition for Appointment to the Rank of Superintendent in the Garda Síochána 2023", which is available on www.policingauthority.ie.

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1. Introduction

The Policing Authority

The Policing Authority is an independent statutory body, established on 1 January 2016 to oversee the performance of the Garda Síochána in relation to policing services. The functions of the Authority are set out in the Garda Síochána Act 2005 (as amended) ('the Act'). The mission of the Authority is to hold the Garda Síochána fairly and transparently to account in the interests of all, particularly the most vulnerable.

The Act governs appointments to all ranks of the Garda Síochána and confers powers on the Authority to make appointments to certain senior ranks. In particular, under section 13, the Authority has the function, in accordance with regulations and having undertaken a selection competition for the purpose, to appoint a person to the rank of Superintendent. The applicable regulations are the Garda Síochána Act 2005 (Appointments to the ranks of Assistant Garda Commissioner, Chief Superintendent and Superintendent) Regulations 2016 (S.I 641 of 2016) ('the Regulations').

The Garda Síochána

The Garda Síochána is the primary law enforcement agency in the State, operating on a 24-hour basis through a network of Garda stations and facilities throughout the State.

The Garda Síochána ambition and vision is to continue to strengthen capacity and capability across the organisation, building on existing knowledge and expertise to ensure it is at the forefront of policing and state security globally. Through its vision, the Garda Síochána is committed to being present and accessible in the most appropriate way, protecting the vulnerable, showing excellence in community policing whilst growing its specialist capabilities in the context of crime investigation and state security, all in line with its mission of "Keeping People Safe". The Garda Síochána must engage with the public and with a broad range of Government, community, and other external stakeholders on a variety of matters ranging from routine to sensitive and complex.

The Garda organisation is currently undergoing a wide-ranging programme of modernisation and renewal aimed at strengthening operational policing and improving police governance under the Government's Implementation Plan - *A Policing Service for the Future*. Officers at the rank of Superintendent will play an important role in the implementation of key elements of this programme, including the implementation of the new Organisational Operating Model.

The Policing Principles

The Act defines the policing principles governing the provision of policing services, namely that policing services are to be provided:

- Independently and impartially;
- In a manner that respects human rights;
- In a manner that supports the proper and effective administration of justice; and
- That effective and efficient policing is dependent on securing the confidence, support and co-operation of local communities and engaging with those communities.

2. Selection Competition for the Rank of Superintendent

The Policing Authority intends to hold a selection competition for the purpose of appointing persons to the rank of Superintendent in the Garda Síochána. Applications are invited from eligible applicants who wish to be considered for appointment to this rank.

The Garda Síochána operates in locations across the State and positions to be filled from this competition may occur in any Garda Síochána Division or specialist unit. The precise nature of the assignment of successful candidates will vary depending on the location and role in which positions arise to be filled at the discretion of the Garda Commissioner.

A panel of candidates may be established by the Authority as a result of this competition, which will expire no later than 12 months from the date of its establishment. Being placed on a panel does not mean that a candidate will necessarily be appointed by the Authority. Regardless of being placed on a panel of candidates, the Authority cannot make an appointment unless there is a sanctioned post and all the requirements set out in Regulation 12 of the Regulations are met.

Eligibility Requirements

The following persons are eligible to apply for a competition for appointment to the rank of Superintendent in the Garda Síochána:

- A member of the Garda Síochána not below the rank of Inspector¹ who has served not less than 2 years in that rank on the date on which the competition commences, i.e. 9 June 2023.
- A member of the Police Service of Northern Ireland (PSNI) not below the rank of Inspector¹ who has served not less than 2 years in that rank on the date on which the competition commences, i.e. 9 June 2023.

A competition commences on the latest date on which a candidate may apply, in this case **9 June 2023**.

Competition Timeline

The following table contains the key dates for the competition. Candidates should note these dates and ensure that they are available to participate should they progress to relevant stages of the process. Please note that not all dates specified for interviews may be utilised, depending upon candidate numbers and selection board availability.

¹ Please note that this refers to substantive service at a rank not lower than Inspector.

Timeline for Superintendent Selection Competition 2023

Stage	Activity	Dates
Expressions of Interest	Submission of expressions of interest. The deadline for receipt of submissions of interest is 3pm on 9 June 2023 .	26 May to 9 June 2023
Situational Judgement Test	All eligible candidates will be invited to complete online situational judgement tests. The window for completing tests is 7:30am on 19 June to 12 noon on 20 June (See Section 5).	7:30am on 19 June to 12 noon on 20 June 2023
Application Form	Candidates who reach the required standard in the Situational Judgement Test will be invited to complete and submit an application form. The deadline for receipt of completed applications is 3pm on Monday 21 August .	7 July to 21 August 2023
Shortlisting	Shortlisting will take place to identify the candidates most likely to reach the required standard.	11 September to 20 September 2023
Interviews	*The Selection Board will interview candidates invited for interview during this time period. This will include a presentation on a pre-determined topic.	5 October to 23 October 2023

***Please note that depending on board members' availability and the number of interviews to be held, interviews may not take place on all of the dates allocated. Therefore, while every attempt will be made to make reasonable accommodations, candidates cannot be guaranteed to be allocated an interview on a specific date and should ensure that they have sufficient availability throughout the process.**

3. How to Apply

Completion of Expression of Interest Form

Candidates are required to complete the Expression of Interest Form which is available to download from the Authority's website. Candidates are required to:

1. Fill in their personal details in Section A;
2. Sign the Declarations at Section B and Section C; and
3. Submit the Expression of Interest Form in accordance with the requirements set out in detail below.

Submission of Expressions of Interest

Applicants must submit a completed Expression of Interest Form by email to superintendent@policingauthority.ie as a single document attachment, in accordance with the following detailed instructions. It will not be possible to accept an incomplete or incorrectly submitted application so candidates should ensure that they follow the instructions carefully.

1. Candidates should download the Expression of Interest form from the Policing Authority website. This is an editable Word document.
2. Candidates should complete the Expression of Interest form. Once they have completed the form, they should sign the completed form. The signature can be either physical or electronic. Note that the signature is requested in two places on the form.
3. The candidate should scan the form and save it as a pdf, which should be named: "**Your name.pdf**" (e.g. Mary Murphy.pdf).
4. This document should be attached to an email with the subject title "**Your Name**" (e.g. Mary Murphy) and submitted to the email address provided above. Candidates should confirm that the form is legible and complete before submitting by email.

The deadline for receipt of Expressions of Interest is 3pm on Friday 9 June.

Expressions of Interest will not be accepted after the date and time noted above. Candidates are responsible for ensuring that forms are submitted on time.

Reasonable Accommodations

Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements on Page 1 of their Expression of Interest form. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to the Appointments Unit at 01-858 9036 or by email at superintendent@policingauthority.ie.

Communication

When an email is received at the email address above, an automatic email will be sent by return acknowledging receipt of the mail.

Candidates can expect to receive email at relevant stages throughout the process and should ensure that they check their email regularly, at least on a daily basis throughout the selection process, to view any communications relating to their application. In general, all communication will be to the email address provided on the application form but contact may also be by phone using the phone contact given in the candidate's Expression of Interest form.

4. The Superintendent Role

The Superintendent is a managerial rank in the Garda Síochána and is a critical post in terms of ensuring quality service delivery to the public. The Superintendent plays a central, vital role in ensuring that communities and victims are at the heart of all services provided.

Superintendents are key drivers of performance in the Garda Síochána. They must demonstrate a strong personal commitment to the role and possess a range of policing experience and the ability to deliver results to perform effectively at this level. The successful candidate will play a critical role in maintaining a strong community focus, in managing the delivery of front-line services and implementing organisational change at an operational level.

Role Requirements

The key aspects of the Superintendent role include:

- Managing the delivery of services in relation to policing and security priorities, based on defined performance indicators in the annual policing plan;
- Planning and prioritising work in terms of importance, timescales and other resource constraints and re-prioritising in light of changing circumstances;
- Monitoring and steering the progress of investigations/operations, recognising patterns and trends in criminal activity and devising approaches to combat these;
- Leading teams, delegating responsibility appropriately and empowering people to make decisions;
- Supervising and ensuring strong systems of supervision are operating and managing performance by individuals and teams in order to meet divisional and organisational objectives;
- Actively promoting the values contained in the Code of Ethics, promoting a culture that fosters high standards of ethics and integrity and ensuring that respect for human rights is at the heart of policing;
- Deploying resources in accordance with changing priorities;
- Monitoring budgets to ensure delivery of value for money and services;
- Leading the implementation of organisational change at an operational level, through personal commitment to new ideas and ways of working;
- Ensuring good governance in line with control and accountability frameworks;
- Promoting diversity in the workplace and ensuring policing services meet the needs of diverse communities;
- Building public confidence by engaging effectively with the community and other stakeholders, ensuring that communities and victims are at the heart of all services provided;
- Ensuring sound operational, ethical, financial, technical, project and personnel management practices across their area of responsibility; and
- Performing any other duties as may be required by the Garda Commissioner from time to time.

Person Requirements

The persons appointed as Superintendent in the Garda Síochána will be persons of the utmost integrity and will be required to model ethical values as set out in the Garda Code of Ethics, demonstrating personal drive, commitment and energy. They will foster and drive a culture of ethical behaviour and personal responsibility throughout their areas of responsibility.

Suitable candidates will demonstrate:

- Relevant management experience across a range of roles, including management of resources, staff and multiple agendas and tasks;
- A track record of specific achievement in their career;
- The ability to create an environment that fosters an open exchange of ideas and an atmosphere of open communication;
- The ability to translate the strategic change agenda into action, giving direction and stating expectations clearly for staff, creating enthusiasm and commitment throughout their area of responsibility and tackling performance issues;
- Personal commitment to innovation, agility to adapt to changing demands and supporting staff in new ways of working;
- A sound understanding of the law and policing issues;
- A proven track record of working under pressure and delivering results to tight deadlines and high standards;
- Excellent interpersonal and communication skills, both written and oral, with the ability to engage with and influence key stakeholders and manage relationships by building trust and working in collaboration; and
- Initiative, sound judgement, problem solving and decision making skills.

In addition to the attributes and experience outlined above, the successful candidate will need to demonstrate evidence of the behaviours and competencies identified as being important for the Superintendent role:

- Leadership and operational planning;
- Managing operations and delivering results;
- Judgement and decision making;
- Building relationships and communication;
- Exemplifies public service values and the policing principles; and
- Breadth of experience and appreciation of the policing role.

Examples of areas of application for each of these competencies are attached at Appendix A.

5. The Selection Competition

The selection competition process will include the following steps:

- (a) Expressions of interest invited.
- (b) Eligible applicants invited to complete a Situational Judgment Test (SJT).
- (c) Candidates who score below a specified percentile will be eliminated by the Authority based on the SJT results which will be provided by the SJT Service Provider, SHL.
- (d) Candidates who are successful in the SJT will be invited to submit an application form.
- (e) The Selection Board will assess sections A and B of the candidate's application form against the requirements for the Superintendent role set out in the Candidate Information Booklet, with reference to the following competencies:
 - Breadth of Experience and Appreciation of the Policing Role; and
 - Managing Operations and Delivering Results.
- (f) Shortlisted candidates will be invited to attend a competitive interview, which will include a presentation.

A description of the key elements of the process is set out below for candidates' information. Further information relating to each step will be provided to candidates at the applicable stage of the competition.

Candidates should note the key dates outlined in section 2 above and ensure that they are available to participate should they progress to different stages of the process. **While every attempt will be made to make reasonable accommodations, please note that candidates cannot be guaranteed to be allocated an interview on specific dates within the key dates and should ensure that they have sufficient availability throughout the process.**

Online Situational Judgement Tests

Candidates will be required to submit an Expression of Interest Form. Eligible applicants will then be invited to complete online situational judgement tests. These bespoke tests have been developed by SHL in partnership with the Authority and the Garda Síochána and are specifically designed to measure critical behaviours that are relevant to the role of Garda Superintendent. Candidates will be presented with a number of scenarios which Superintendents in the Garda Síochána might face. A number of potential responses will be presented and candidates will need to choose the most effective ways of responding to the given scenario.

This stage of the process will be carried out using an online platform, provided by SHL. This is a secure site which provides the facility for candidates to log in and complete the tests. Candidates will have an opportunity to complete practice tests in advance of taking the actual tests.

Proctoring

The Authority has introduced a number of measures to ensure the integrity of the Situational Judgement Testing (SJT) process for the Superintendent competition, in particular through:

- a time limit on the completion of the SJT;
- the introduction of a shorter testing window; and
- the introduction of a series of proctoring² measures which are described below.

To enhance the integrity of the Situational Judgement Testing process, several proctoring features have been put in place. These include: Periodic Image Capture, Multi-Face Detection, Browser Toggle, and Screenshot copy/paste. Prior to undertaking the Situational Judgement Test, candidates will be requested to consent to the use of these proctoring features, including the storage and use of their personal data as necessary for this purpose.

Prior to carrying out the Situational Judgement Test for this competition candidates will be requested to agree to the following:

- To sit the test themselves with no assistance from any other person or source;
- To sit the test alone, not in the presence of any other person and with no communication with any other person (apart from the test provider or the Authority should the need arise due to a technical issue);
- To not toggle away from the test screen during the test;
- To not take any screenshots or photos during the assessment;
- To not attempt to copy-paste from the test screen;
- To ensure that their image is visible at all times while taking the test; and
- To not obscure the camera at any stage or in any way prevent the taking of the image during the test.

Candidates will be asked to consent to their personal data being used by the Authority, for the purpose of enhancing the integrity of the SJT testing process, in allowing:

- Their camera to be switched on during the Situational Judgement Test;
- A report being produced and provided to the Authority by the test provider, containing information on the following:
 - **Periodic Image capture:** photographs of a candidate's image being taken periodically during the Situational Judgement Test to enable the Authority to verify that the candidate has sat the test themselves and that they have done so without any assistance from others;
 - **Multi-face detection:** photographs of a candidate's image being taken periodically during the Situational Judgement Test to enable the Authority to verify that there is no other person with the candidate while they sit the test;
 - **Browser Off Focus:** Percentage of assessment time that the candidate has toggled away from the test screen;
 - **Print Screen Count:** Number of times a candidate attempts to take a screenshot during the assessment;

² Proctoring is a mechanism whereby an on-line test is overseen so that the identity of the test taker can be verified and the integrity of the testing environment can be maintained.

- **Copy Paste Attempt:** Number of times that a candidate attempts copy-pastes from the test screen;
- An ID check to be carried out to confirm that the candidate is the person who sat their test, if called for interview.

If a candidate would like more information on or to discuss consent for use of data as outlined above, please see the Candidate Privacy Statement for the competition or contact the Policing Authority Appointments Unit.

If a candidate does not consent to the use of the above proctoring features, they may instead contact the Policing Authority to discuss alternative arrangements to sit the assessment in a supervised environment at the Authority's premises on a specified date and time.

General information on taking online tests

- Candidates who meet the eligibility criteria will receive an email from SHL in advance of the test window opening with instructions in relation to undertaking the tests.
- On 19 June 2023 at 7.30am, eligible candidates will receive a further email from SHL inviting them to undertake the tests. This email will include a link to the online platform and instructions on how to log on and complete the tests. The test will be open for a set period of time. It will open at 7:30am on 19 June and remain open until 12 noon on 20 June. Candidates can undertake the test at any time during this test window.
- In advance of taking the tests, it is advisable to access the support site: [click here](#). The support site contains further information regarding online assessments and also includes specific functionality to verify that the browser can support the assessment before beginning the tests. (<https://support.shl.com/apex/BrowserCheck>). The assessment is accessible through all standard Browsers, including Mozilla Firefox, Google Chrome, Edge or Safari(11+). It is not accessible through Internet Explorer.
- Candidates will need a broadband connection and a PC or laptop which can connect to the internet and must have a camera enabled in order to access the online platform and complete the tests. This test cannot be taken using a mobile phone, tablet or iPad. It is the responsibility of the candidate themselves, and not their employer or the Policing Authority, to ensure that they have the necessary equipment and access available to them to enable them to sit the test during the required timeframe. Candidates must complete the tests in one sitting in a suitable environment where they are alone and will not be interrupted. It is the candidate's responsibility to ensure that they have access to the appropriate devices and sufficient connectivity to complete the online tests.
- The device must include a camera which will be used to take photographs of the candidate at random intervals during the test in order to demonstrate that the candidate completes the test themselves and is working alone. It is the candidate's responsibility to ensure that:
 - the camera is enabled and working
 - their image is visible at all times while taking the test; and
 - the camera is not obscured at any stage or in any way prevented from taking images during the test.
- Candidates should note that their images will be captured while carrying out both the sample test and

the actual Situational Judgement Testing test. The use of the image capture during the sample test provides candidates with an opportunity to ensure that their camera is working correctly prior to taking the actual test, so that they can change to a different device for the actual test if necessary.

- Candidates who have not completed the online exercises by the deadline of 12 noon on 20 June will be deemed to be no longer interested in this competition and their application will receive no further consideration.
- Should candidates experience any technical difficulties the SHL Technical Support Team can be contacted by email, chat or phone as follows:
 - By emailing the managed services at managementservices@shl.com or technical support at mstechnicalsupport@shl.com.
 - Online Support: ask an SHL Technical Support Agent for assistance by using the Live Chat - <https://support.shl.com> .
 - By phone to the SHL Technical support team on:
 - 1800 947 745 - between the hours of 07.30 to 18:00 or
 - +44 (0)207 022 8999 - between the hours of 18:00 to 12 midnight. The additional support outside business hours is available on the day of the test only.
- An information booklet with further guidance will be provided to candidates who are invited to undertake the Situational Judgement Test.

Application Form

Applicants who have been invited to progress to the next shortlisting stage must submit their application on the form which will be available to download from the Authority's website. This form will be available on the Authority's website in advance from 12 June.

Please note that Sections B and C of the application form require candidates to provide material which demonstrates **evidence** of their experience in relation to each of the competencies set out in the Competency Framework for the rank of Superintendent at Appendix A of this Candidate information Booklet.

Applicants are reminded that they are required to provide **specific examples of each competency** set out in Appendix A. These examples should demonstrate the candidate's experience **related to the Superintendent role** as set out in Section 4 of this Candidate Information Booklet and should clearly outline the candidate's own contribution to the examples provided.

The information contained in Section B of the application form will be considered at the shortlisting stage of the competition. The information contained in Section C will not be considered at the shortlisting stage but, if a candidate proceeds to interview, may be considered along with Sections A and B at interview.

Applicants must submit a completed application form by email to: superintendent@policingauthority.ie as a single document attachment, in accordance with the following detailed instructions. It will not be possible to accept an incomplete or incorrectly submitted application so candidates should ensure that they follow instructions carefully.

1. Candidates should download the application form from the Policing Authority website. This is an editable Word document.

2. Candidates should complete the application form. Once they are satisfied that they have completed all sections of the form, they should print and sign the completed form.
3. The candidate should scan the form and save it as a pdf, which should be named: “**Candidate ID Your name.pdf**” (e.g. SI001MaryMurphy.pdf)

This document should be attached to an email with the subject title “**Candidate ID Your Name**” (e.g. SI001 Mary Murphy) and submitted to the email address provided above. If the application is scanned, candidates should ensure that it is legible and complete before submitting by email. Alternatively, if candidates wish to use an electronic signature they should ensure that the form is saved as a PDF before submitting.

Shortlisting

The purpose of shortlisting is to identify those candidates most likely to attain the standard required at the interview stage of the selection competition. The Selection Board will determine an appropriate number of candidates to be called to interview, having regard to the required size of the panel in the context of the expected number of Superintendent positions to be filled over the duration of the panel.

Shortlisting will be based upon reaching the required standard in **both** the situational judgement test **and** the material provided in Sections A and B of the Application Form. Therefore, each of these aspects is assessed independently of one another. All eligible candidates will initially complete the situational judgement test and **only those candidates who qualify in the situational judgement test** will be asked to submit an application form for consideration by the Selection Board.

During the shortlisting exercise, the Selection Board will examine the information provided in each application form and assess it against the requirements for the Superintendent role set out in this booklet and such other criteria as the Selection Board may decide. For the purpose of shortlisting, the Selection Board will specifically examine information provided in the following competency areas in Section B of the application form, while having regard to Section A of the form for context:

- Breadth of Experience and Appreciation of the Policing Role; *and*
- Managing Operations and Delivering Results.

It is in candidates’ interests to provide a detailed and accurate account of their experience in the relevant sections of the application form so as to ensure that these can be considered in the shortlisting process.

Interviews

Interviews will comprise a single semi-structured competency based interview. This will include a short presentation on a pre-determined topic which will be advised to candidates in advance of the interview.

A number of presentation topics will be identified and candidates will be asked to select one topic on which to present. Candidates will be asked to submit material on their selected topic in advance of the interview. Candidates will be questioned on their presentation and their presentation will be scored, with reference to one or more specific competency areas. Candidates will be notified in advance as to which competency

area(s) their presentation will be scored against. Discussion may also include questions on candidates' experience relating to any of the competencies in the context of their presentation at interview.

It is open to candidates to consult others when preparing for their interview and presentation. However any documents, including presentation material, submitted by a candidate must be produced by the candidate themselves. Candidates are bound by the Code of Ethics for the Garda Síochána in this regard. Candidates who knowingly or recklessly provide presentation material that has been produced by another person will be disqualified.

We will endeavour to give as much notice as possible of interview dates and times. The onus is on candidates invited to interview to make themselves available on the date(s) and time specified. The Policing Authority will not be responsible for refunding any expenses incurred by candidates at any stage in the process.

It is anticipated that interviews will take place in the period between 5 October and 23 October. However, depending on the availability of selection board members' it is possible that not all of these dates will be used.

6. Principal Terms and Conditions

Appointments made on foot of this selection competition are subject to the prevailing legislation and the terms and conditions applicable to the rank of Superintendent in the Garda Síochána, the principal elements of which are set out below.

The precise nature of the assignment of candidates appointed by the Authority will be at the discretion of the Garda Commissioner having regard to organisational priorities. Superintendents so appointed may, from time to time, be required to manage a number of portfolios/functions as required by the Commissioner.

General

Appointment is subject to the Garda Síochána Act 2005 and the Garda Síochána Act (Appointments to the Ranks of Assistant Commissioner, Chief Superintendent and Superintendent) Regulations, 2016.

Appointment will be on a full-time basis and persons appointed will be expected to be ordinarily and permanently resident in the State.

Pay

The current pay for Superintendent is €85,207 (B Rate) or €88,105 (A Rate)³ (the Personal Pension Contribution rate for new entrants). The rate of remuneration may be adjusted from time to time in line with Government pay policy. Furthermore, a number of allowances are payable including an availability allowance (€10,022 annually).

Code of Ethics for the Garda Síochána

On appointment to the rank of Superintendent, candidates will be required to affirm, or if appropriate re-affirm, their commitment to adhering to the Code of Ethics for the Garda Síochána.

Tenure

The successful candidates will be appointed to the rank of Superintendent in the Garda Síochána. The compulsory retirement age for members of the Garda Síochána is 60 years of age. The Authority may, at its discretion, and based on the requirements of the Garda Commissioner to fill a position, make an appointment on a permanent, fixed term or temporary acting basis.

Probationary Period

On appointment to the rank of Superintendent, candidates will be required to serve a probationary period which shall not exceed 12 months from the date of appointment. The Probationary period applies to all personnel promoted, whether or not they have previously served probationary periods at other ranks, and whether or not they are already members of An Garda Síochána. An appointed person shall

³ ³Members of the Garda Síochána who pay PRSI at Class A includes all members who commenced training after 6th April 1995, and applies to the following Registered Numbers:- 26365F and higher (male/female) and 00930L and higher (female)

not be confirmed in the rank of Superintendent unless they have satisfactorily completed the probationary period.

Location

The successful candidates will be required to serve at the discretion of the Commissioner anywhere in the State, at any time. The successful candidates may, from time to time, be required to manage a number of portfolios/functions as required by the Commissioner.

When absent from Regional Headquarters or Headquarters Department(s) on official duty the appointee may have the use of official transport; where such transport is not available they will be paid appropriate travelling expenses. Travelling expenses and subsistence allowance shall be subject to the Code Regulations.

Annual Leave

The Annual Leave entitlements for the Superintendent Rank are either 42 or 52 days as follows:

- Officers assigned at Garda Headquarters and the Garda Training College are entitled to 42 days annual leave; and
- Officers assigned to other locations are entitled to 52 days of annual leave.
- Annual Leave for Superintendents is inclusive of Public Holidays and Good Friday.

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 Regulations.

Paid Sick Leave

The scheme provides for:

- A maximum of 92 days sick leave on full pay in a year;
- Followed by a maximum of 91 days sick leave on half pay;
- Subject to a maximum of 183 days paid sick leave in a rolling year period.

Pension / Superannuation

If the successful candidate is, or has been within the last 26 weeks prior to appointment, a serving public servant in Ireland they will join the existing Garda superannuation scheme.

If the successful candidate has not been, within the last 26 weeks prior to appointment, a serving public servant in Ireland, they will become members of the Single Pension Scheme for the public service.

Further details relating to the pension and superannuation provisions will be made available on request.

Important Notice

In relation to successful candidates from the PSNI, if it is deemed necessary to relocate to this State, any

expenses will be incurred by the candidate in question.

7. Other Important Information

Regulations and Statement of Practice

This selection competition will be run in accordance with the Regulations and the Policing Authority's "Statement of Practice for the Conduct of a Selection Competition for Appointment to the Rank of Superintendent in the Garda Síochána 2023", which is available on the Authority's website at www.policingauthority.ie.

Confidentiality and Data Protection

All applications, tests, exercises, 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 expression of interest form or 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.

Where the services of a third party are used in conducting tests or exercises as part of the selection process it may be required to share candidate information between the Authority and these parties in order for an application to be processed. All necessary precautions will be taken to ensure the security of this data.

The Authority's Candidate Privacy Notice, which provides more detailed information on what categories of candidate data are processed and how they are used, is available for download on our website.

Sharing of information in relation to panels:

At the conclusion of a competition, information in relation to the successful candidates who are placed on a panel established by the Authority will be shared with Garda management on a strictly confidential basis for planning purposes.

Transfer of panels to the GS on implementation of the PCSA:

Upon the transfer of the appointments function to the Garda Síochána and following the establishment of the Policing and Community Safety Authority (PCSA), the full details of existing panels will be transferred to the Garda Síochána at the appropriate time in order to enable the Garda Síochána to continue to call candidates from any live panels in place at that time. This information will include applications from candidates and clearance documents. The envisaged date for the establishment of the PCSA is 1 January 2024, however this date may be subject to change.

Deeming of Candidature to be Withdrawn

Candidates who do not participate in or attend for interview or other test, exercise or appointment when and where required or who do not, when requested, retake a test or exercise when selected for the purposes of validation, or furnish such information as the Authority requires concerning any matter relevant to their candidature, will be deemed to have withdrawn from the competition.

Quality Customer Service

The Authority aims to provide an excellent level of service to all applicants. If, for whatever reason, a candidate is unhappy with any aspect of the service received from us, we would urge them to bring this to our attention.

Feedback

Feedback will be provided to candidates on written request.

Complaint and Review Procedures

Should a candidate wish to make a complaint about a decision in relation to them during the selection process, they may seek a review as detailed in the Authority's "Statement of Practice for the Conduct of a Selection Competition for Appointment to the Rank of Superintendent in the Garda Síochána 2023", which can be viewed on the Policing Authority's website.

Canvassing

Candidates should note that it is prohibited to do the following, directly or indirectly:

- Canvass in relation to the process;
- 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 appointment process. In accordance with the Regulations, a candidate who is disqualified from the appointment process shall not be eligible to apply for a competition for a period of 5 years from the time of disqualification.

Where the Authority is of the opinion that there may have been interference or attempted interference with a selection or 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 the Authority's Code of Conduct to report to the Chairperson, Chief Executive or Chair of the Audit and Risk Committee of the Policing Authority as appropriate any approach to them by or on behalf of a candidate.

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 rank and/or 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 Garda Síochána. '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.

Clearance Processes

The Regulations provide that the Authority shall not appoint a candidate unless certain conditions are met. Before the Authority makes an appointment, amongst other things the Authority must:

- Have made all such enquiries as it considers necessary to verify the information provided in the candidate's application;
- Be satisfied as to the outcome of its clearance process; and
- Be satisfied at the time of the appointment that the candidate is fully competent, is available to undertake, and is capable of undertaking the duties attached to that position.

If a candidate is placed on a panel following a selection process, and is being considered for appointment, the Authority will consider the outcome of this clearance process in advance of appointment of the candidate.

The Clearance Process, further details of which are available on the Authority's website, includes:

- Asking candidates to complete a self-declaration which will include:
 - Details of any previous convictions, any previous disciplinary sanctions and outstanding criminal or disciplinary investigations, including details of the misconduct and any sanction and any other matters which the Authority may consider to be relevant to its consideration of the candidate's suitability for appointment to the rank of Superintendent;
 - Details of any outstanding investigations or complaints of which the candidate is aware; and
 - Details relating to health and sick leave and the nature of any absences. This self-declaration will not be shared with the Selection Board.
- Verifying the details provided in this declaration as part of the Authority's clearance process; and
- Making such enquiries as the Authority considers necessary to satisfy itself in accordance with Regulation 12 of the Regulations.

The Policing Authority Clearance Process for Appointments to the ranks of Assistant Commissioner, Chief Superintendent and Superintendent in the Garda Síochána is available to view on our website.

Appointment

The Authority will establish a panel of candidates in the order of merit determined by the Selection Board and will make appointments to fill positions from the panel of candidates where it is satisfied as to the outcome of its clearance process in accordance with the Regulations. Appointment will be effective on the date that the officer takes up duty as directed by the Commissioner.

Competencies for Superintendent in the Garda Síochána	
Competency	Examples of Areas of Application:
Leadership and Operational Planning	Has a clear vision for the operational area, prepares plans and targets which will achieve long-term goals and objectives, looking critically at issues to see how things can be done better.
	Leads and maximises the contribution of the team as a whole, encouraging ownership and responsibility for tasks, actively engaging co-operation to achieve objectives and ensuring the team understands the importance of their contribution to overall organisational objectives.
	Sets high standards, builds and sustains accountability and high levels of performance, works with the team to develop realistic objectives.
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.
	Is flexible, receptive to new ideas and ways of working and actively implements change. Identifies and takes opportunities to exploit new and innovative service delivery channels and encourages innovation in others.
	Values each member of the team and their contribution, developing capability through support, feedback, coaching and creating opportunities for development.
	Identifies trends in criminal activity at local level and devises interventions to combat these and to anticipate and respond to community concerns.
Managing Operations and Delivering Results	Plans and takes responsibility for delivery of objectives, managing multiple activities, projects, investigations and operations and reallocating resources to manage changes in focus.
	Delegates appropriately, communicates information and expectations clearly and empowers others.
	Manages performance, monitors progress and holds people to account for delivery.
	Ensures that appropriate supervision is in place with systems and processes, appropriately using ICT and new delivery models, which provide quality assurance.
	Identifies opportunities to reduce costs and ensure maximum value for money is achieved.
	Takes personal responsibility for setting high standards and delivering results and quality services, ensuring quality and efficient customer service is central to the work of the district.
Judgement and Decision Making	Researches issues thoroughly, consulting appropriately to gather pertinent information and critically evaluating information and intelligence. Has good local knowledge and keeps informed on changing requirements, trends and data.
	Analyses and interprets information (in particular numerical data) and accurately and in a timely manner and identifies appropriate courses of action.
	Anticipates consequences for all stakeholders, anticipates potential obstacles and develops contingency plans. Takes calculated risks and decisive action.
	Sees the relationships between issues and thinks through issues logically to assess situations.
	Develops a well-reasoned rationale and is prepared to stand by decisions. Takes responsibility for making tough or unpopular decisions.
	Demonstrates sound judgement, making well-informed decisions, putting forward solutions to address problems, informed by the Code of Ethics and understanding the impact and implications for the community and other stakeholders.
	Establishes and maintains focus on priorities, remains calm and thinks clearly under pressure.

Competencies for Superintendent in the Garda Síochána

Competency	Examples of Areas of Application:
Building Relationships and Communication	Speaks and writes in a confident and articulate manner, clearly communicating instructions and making opinions known appropriately when s/he feels it is right to do so.
	Actively listens, seeking to understand the perspective and position of others.
	Promotes teamwork and fosters an atmosphere of open communication.
	Manages and resolves conflicts / disagreements in a positive and constructive manner; negotiating and influencing effectively.
	Develops and maintains a network of contacts to facilitate problem solving or information sharing.
	Works effectively with a range of different parties, maintaining positive working relationships with the community and other stakeholders and deliver the best possible service to the public while recognising diverse stakeholders' perspectives.
	Instils a strong focus on Customer Service and ensures that staff understand the expectations, changing needs, concerns and diversity of different communities, and strive to address them.
	Appreciates the importance of building the positive image of an ethical, citizen-focused organisation and uses media channels appropriately to communicate the Garda Síochána message(s) effectively and in accordance with policy.
Exemplifies Public Service Values and the Policing Principles	Serves the State and people of Ireland, ensuring the citizen is at the heart of all services provided, demonstrating a strong community focus, while appreciating and managing risk and understanding the importance of good governance.
	Is personally committed, self-motivated, demonstrates initiative and strives to perform at a high level, is accountable for and takes pride in own and team's contribution to achieving organisational goals.
	Treats others with respect and demonstrates understanding of the role of policing in a changing society.
	Is personally trustworthy and honest, delivering on promises and commitments.
	Responds quickly to customers' requests, provides solutions in a timely manner and keeps customers updated on progress.
	Demonstrates determination and resilience, maintaining composure even in challenging circumstances and difficult situations.
	Exemplifies the values of integrity, honesty, respect, equality and ethical behaviour required by the Code of Ethics for the Garda Síochána in delivering a professional, accountable service and promoting a culture that fosters high standards of ethics, integrity and respect for human rights.
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role, continuing to learn and adapt to new circumstances.
Breadth of Experience and Appreciation of the Policing Role	Comprehensive understanding of the up to date legal and procedural context within which the Garda Síochána operates.
	Sound understanding of the different operational elements and procedures within the organisation that come into play in particular circumstances.
	Knowledge of the range of specialist resources that are available within the organisation and their appropriate use.
	Appreciation of the role that the Garda Síochána fulfils in the community and within the wider society and knowledge of community concerns, services and initiatives.
	Planning for operations, events and contingencies and responding to changing circumstances in an agile manner.
	Commitment to crime prevention, identifying risks and engaging with and supporting the community, victims and vulnerable members of society

Competencies for Superintendent in the Garda Síochána

Competency	Examples of Areas of Application:
	Clear understanding of your own and your team's role, objectives and targets and their place in the wider context
	Knowledge of policing and governmental issues and the wider societal context