



**An tSeirbhís um Cheapacháin Phoiblí**  
**Public Appointments Service**

**CANDIDATES' INFORMATION BOOKLET**

**Senior Management Opportunities**

Open competition for appointment to positions of:

**Assistant Principal (Standard) in the Civil Service**

**Closing Date: 3.00pm on Thursday the 6<sup>th</sup> September 2018**

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service will run this competition in compliance with the Code of Practice for appointment to positions in the Civil Service and public service, prepared by the Commission for Public Service Appointments (CPSA) and available on [www.cpsa.ie](http://www.cpsa.ie)

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PUBLIC APPOINTMENTS SERVICE, CHAPTER HOUSE  
26 – 30 ABBEY STREET UPPER, DUBLIN 1  
[www.publicjobs.ie](http://www.publicjobs.ie)

Email: [aprecruitment2018@publicjobs.ie](mailto:aprecruitment2018@publicjobs.ie)

## INTRODUCTION

A programme of renewal and building capability for the future is underway in the Civil Service. We want to identify a pool of talent for appointment to senior management positions in the Civil Service at the level of Assistant Principal. These roles are central to ensuring quality service delivery to the public.

The precise nature of the role will vary, depending on the sector and Department/Office in which the vacancy arises. While the demanding environment in which Assistant Principals work is resource constrained and results focussed, the work is citizen driven and very rewarding.

We anticipate that there will be vacancies at Assistant Principal level across a range of Civil Service Departments and Offices over the coming period. The Civil Service can offer suitable candidates a very satisfying and varied career, with competitive terms and conditions.

We would like to hear from high calibre individuals with an interest in public affairs and a commitment to public service, who are capable of contributing at a high level to the overall direction of the organisation. Ideal candidates will be experienced managers, with high levels of energy, drive, resilience and motivation and the proven ability to deliver objectives.

### **Public Appointments Service**

The Public Appointments Service (PAS) is the centralised recruiter for the Civil and Public Service. Through this competition, PAS will establish panels of suitably qualified individuals from which vacancies may be filled. Positions of equivalent level in the Public Service may be filled from this competition.

### **The Assistant Principal Role:**

The precise nature of the Assistant Principal role will vary depending on the sector and Department/Office in which the vacancy arises. In general, an Assistant Principal can expect to be involved in leading and motivating teams of people, analysis of public policy issues, provision of advice, managing stakeholders, delivering programmes and the management and delivery of services to the citizen. While the demanding environment in which Assistant Principal work is resource constrained and results focussed, the work is citizen driven and very rewarding.

We anticipate that there will be vacancies at Assistant Principal level across a range of Civil Service Departments and Offices over the coming period.

The Assistant Principal is a senior managerial grade in the Civil Service and is a critical post in terms of ensuring quality service delivery to the public. The Civil Service operates in a range of locations across the State and while the greater number of vacancies to be filled from this competition are likely to occur in Dublin, some positions may be offered in other locations.

The role of Assistant Principal is a hugely diverse one, the context of which can vary from Department to Department and from post to post. Assistant Principals are key participants in the senior management process of Departments/Offices with a critical management role in implementing government policy in the economic, financial, international, environmental and/or social arenas.

They are key drivers of the [Civil Service Renewal Plan](#) which outlines a vision for the Civil Service including practical changes that will create a more unified, professional, responsive, open and accountable Civil Service, providing a world-class service to the State and to the people of Ireland. They will play a central role in driving organisational change and are ideally placed to make a significant contribution to shaping the future of Ireland. They report to a Principal Officer but will also advise and interact with senior management in respect of their areas of responsibility. Assistant Principals may be required to act as representatives for their Departments/Offices and may also represent the country at a European and international level.

This competition is being conducted in conjunction with an Interdepartmental competition for this grade. Candidates are permitted to apply and to sit the selection tests/interviews etc. only once even if applying for both competitions.

**Positions requiring specialist Irish language skills**

The Civil Service is fully committed to fulfilling obligations under the Official Languages Act. It is intended that vacancies arising which require staff to provide a full range of services through the Irish language (Functional Bilinguals), may be filled from this competition.

Candidates who indicate their interest on the application form and who are successful at the final selection stages will be required to undergo an assessment of their Irish language skills.

**Organisational Charts**

The position of the Assistant Principal grade is illustrated at Appendix 1.

**Regional Recruitment**

While the majority of vacancies arising will be in Dublin some may arise in other regions. On the application form candidates may select up to **a maximum of two regions**.

You should only select locations where you would be prepared to work if offered an appointment. The onus is on applicants to select their correct regions. **Once you have submitted your location choice, changes will not be permitted.** No exceptions will be made.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that region. Assignment to a position will automatically eliminate you from being considered for positions in your other selected region.

REGION SELECTION (UP TO A MAX OF 2)			
	Carlow		Longford
	Cavan		Louth
	Clare		Meath
	Cork		Monaghan
	Donegal		Mayo
	Dublin		Offaly
	Galway		Roscommon
	Kerry		Sligo
	Kildare		Tipperary
	Kilkenny		Waterford
	Laois		Wicklow
	Leitrim		Westmeath
	Limerick		Wexford

## Selection Process Key Dates

Closing Date	3:00pm Thursday 6 <sup>th</sup> September 2018
Candidates with special needs to forward reports by	Thursday 6 <sup>th</sup> September 2018
Stage 1 Online assessments	21 <sup>st</sup> - 26 <sup>th</sup> September
If test link not received contact <a href="mailto:aprecruitment2018@publicjobs.ie">aprecruitment2018@publicjobs.ie</a>	By Friday 21 <sup>st</sup> September 2018
Stage 2 Shortlisting	Early to mid October 2018

## ELIGIBILITY REQUIREMENTS

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1. Candidates must :

- (a) Have significant management experience at an appropriate level, including leading teams and managing stakeholders;
- (b) Have significant experience of some or all of the following: People management, project management, managing budgets, delivery of programmes, strategic and change management;
- (c) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:

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

For further details on the competency framework and definitions please see link below.

[http://www.publicjobs.ie/restapi/documents/Assistant\\_Principal\\_Officer\\_Level\\_Compencies.pdf](http://www.publicjobs.ie/restapi/documents/Assistant_Principal_Officer_Level_Compencies.pdf)

2. It would be a decided advantage for candidates to hold third level educational qualifications commensurate with the role.

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

### Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. Some posts will

require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts.

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

### **3. Other Eligibility criteria and certain restrictions on eligibility**

#### **Citizenship Requirement: Assistant Principal**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer.**

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

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

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

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

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

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

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

### **Declaration:**

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

## **PRINCIPAL CONDITIONS OF SERVICE**

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### **General**

The appointment is to an established 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 Assistant Principal Standard Salary Scale (rates effective from 1 January 2018) for the position are as follows:

#### **Personal Pension Contribution (PPC)**

€65,837, €68,216, €70,583, €72,957, €75,327, €76,693 (NMAX), €79,085 (LSI-1), €81,485 (LSI-2)

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6<sup>th</sup> April 1995 or is newly recruited to the Civil Service and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6<sup>th</sup> April 1995 and who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

### **Important Note**

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

Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy.

### **Tenure**

The appointment is to an established post in the Civil Service. The appointee will be required to serve a 12 month probationary period.

### **Headquarters**

The officer's headquarters will be such as may be designated from time to time by the Head of the Department/Office. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

### **Hours of attendance**

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

## Annual Leave

The annual leave allowance for the position of Assistant Principal is 30 days. 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 Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and 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 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

## Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013,

any of which renders a person ineligible for the competition)the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### **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.

### **Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

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)

### **IMPORTANT NOTICE**

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

**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**

## APPLICATION AND SELECTION PROCESS

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### Practical Matters

- Applications should be made online through [www.publicjobs.ie](http://www.publicjobs.ie).
- To apply, candidates must have a “User Account” on [www.publicjobs.ie](http://www.publicjobs.ie). If you have not already done so, you must register as a ‘**New User**’ to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.

### Username / Password issues

#### ***Forgotten your username or password?***

If so, click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

#### ***How to contact PAS?***

*If you continue to have ‘User Name’ or ‘Password’ difficulties please email PAS at [aprecruitment2018@publicjobs.ie](mailto:aprecruitment2018@publicjobs.ie) outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.*

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- ***Username and Password***  
It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you
- ***Publicjobs Messageboard***  
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your Publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or ‘Promotions’ in the case of gmail). You are also advised to check all these folders regularly.

- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS.
- The PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

### **How to Apply**

Please note that in parallel with this Open competition other separate competitions are also being conducted using the same application form. If applying for any of these, **please ensure that you meet the eligibility requirements and submit only one application form indicating the competition(s) you wish to be considered for.** The onus is on the candidate to select the correct competition(s).

Click on the button 'Apply now' to access the application form. This button is located at the end of the job posting page for Management Opportunities on [www.publicjobs.ie](http://www.publicjobs.ie). You must complete the application form in full and click the submit button.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via **'My Applications'**. At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or other body is satisfied that such a person fulfils the requirements.

**Only one application per person is permitted. Remember, you must include your PPS number when applying.**

### **Closing Date**

The closing date for receipt of completed applications is **3:00pm on Thursday 6<sup>th</sup> September 2018.**

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email [aprecruitment2018@publicjobs.ie](mailto:aprecruitment2018@publicjobs.ie). Candidates should note that support will be available during office hours until the closing date.

## **Selection Process**

The Assistant Principal selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Language tests (oral and/or written), e.g. in the case of applicants for Functional Bilingual positions in the Irish language;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi stage selection process. The number to be invited forward at each stage will be determined from time to time by the PAS. More detailed information will be made available to the relevant candidates if they are invited to progress through the process.

Candidates should make themselves available on the date(s) specified by the Public Appointments Service and ensure that the contact details specified on the application form are correct. The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

Successful candidates at the final stage will be placed on a panel(s) from which future vacancies may be filled.

## **Candidates with Disabilities**

Candidates who have indicated on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide PAS with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded to John Fayne, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **Thursday 6<sup>th</sup> September 2018**.

If you have recently applied for a competition with PAS and submitted a report, please email [Amanda.kavanagh@publicjobs.ie](mailto:Amanda.kavanagh@publicjobs.ie) to confirm that your report is on file.

## **STAGE 1**

### **On-line Assessment Tests**

As indicated, the selection process may comprise a number of stages. Stage 1 will comprise on-line assessment tests. To facilitate candidates' availability and circumstances these initial online assessments will be unsupervised and may be taken in a venue of their choice, wherever they have access to a computer and a reliable internet connection.

### **On-line Test Taking Environment**

Please be aware that taking these assessments within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking your assessments in your home or other environment where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the tests. You should ensure that you can complete the tests in a quiet environment where you can concentrate without being disturbed for the duration of the tests. It is advised to take the assessment tests on a PC or Laptop. We recommend that candidates do not attempt to take the test on smart phone, mobile or tablet devices.

## Assessment Test Link

A link to the actual on-line assessment tests will be sent to candidates' Messageboards in advance of the test-taking window. It is anticipated that candidates will receive a link to their Stage 1 on-line assessment tests by Friday 21<sup>st</sup> September 2018. If you do not receive communication by this date you should email [aprecruitment2018@publicjobs.ie](mailto:aprecruitment2018@publicjobs.ie)

Candidates who have not completed the on-line tests before the deadline will be deemed to be no longer interested in this competition and their application will receive no further consideration.

Your attention is drawn to Appendix 2 '*Important Information*'. Please note that while candidates complete these tests on-line in an unsupervised environment, those who qualify and are placed highest on the order of merit may be required to sit similar tests in a supervised environment at a later stage in the process. If a candidate's performance at a supervised test is outside the expected scoring range from their unsupervised test, they may be excluded from subsequent stages of the selection process.

## STAGE 2

### Shortlisting

Candidates will be ranked on the outcome of their on-line assessment tests and will be shortlisted in accordance with their ranking. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short listing exercise that may be employed, the Public Appointments Service are guided by an assessment board(s) who examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

### Next Steps

Should you come under consideration to proceed to subsequent stages of the selection process, information will be forwarded to you at the appropriate time.

Irrespective of which of the competitions you have applied for i.e. Open or Interdepartmental competition **you may only sit the various stages of the selection process once**. The scores you achieve **will carry across all competitions** for which you applied and for which come under consideration.

### **Admission to a competition**

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 PAS is satisfied that such a person fulfils the requirements.

### **Security Clearance**

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána to initiate security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

### **Reschedule Requests**

Reschedule requests will only be considered under exceptional circumstances as deemed acceptable by PAS (e.g. Bereavement/Illness). Please note that PAS may request supporting documentation as evidence. Candidates who are rescheduled will be scored with their rescheduled batch and will not be reinserted into their original batch.

### **Specific candidate criteria**

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they:
  - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and
  - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Non-Refund of Expenses**

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

### **Appointments from panels**

At the end of the selection process a panel(s) of qualified candidates is formed from which vacancies may be filled. This panel may remain in place for up to two years. A panel is a list of qualified candidates ranked in order of merit from Stage 2 of the selection process. Should a vacancy arise and their place reached, candidates undergo the final stage of the selection process. Prior to recommending any candidate for appointment to this position PAS or employing organisation will make all such enquiries that are deemed necessary e.g. employer references, to determine the suitability of that candidate. Until all stages of the selection process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate may no longer remain on the panel. Please note that some specialist posts may be advertised to the panel of qualified candidates.

### **Deeming of candidature to be withdrawn**

Candidates who do not complete and submit the Online Assessments before the specified date; or do not attend/undertake any subsequent stage of the selection process as requested, attend for interview or other test when and where required by the PAS or who do not, when requested, furnish such evidence as the PAS require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to PAS, including all forms issued by PAS for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

### **Declining an offer of appointment**

Should the person recommended for appointment decline, or having accepted it, relinquish it, PAS or employing organisation may at its discretion, select and recommend another person for appointment on the results of this selection process.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Acts 1997 and 2003, the Data Protection Acts 1988 and 2003, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by the Public Appointments Service or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

### **Quality Customer Service**

PAS aims 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 the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

### **Candidates' Rights – Review Procedures in relation to the Selection Process**

For information on Review Procedures please view:

[http://www.publicjobs.ie/restapi/documents/18164707\\_Review\\_Procedures\\_in\\_relation\\_to\\_the\\_Selection\\_Process.doc](http://www.publicjobs.ie/restapi/documents/18164707_Review_Procedures_in_relation_to_the_Selection_Process.doc)

### **Requests for Feedback/Test Rechecks**

Feedback in relation to the selection process is available on request. Feedback and rechecks may be requested for up to six months after completion of each stage of the competition. However, please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

### **Candidates' Obligations:**

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; &
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **General Data Protection Regulation (GDPR)**

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

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

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

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of [www.publicjobs.ie](http://www.publicjobs.ie).

### **Canvassing**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process

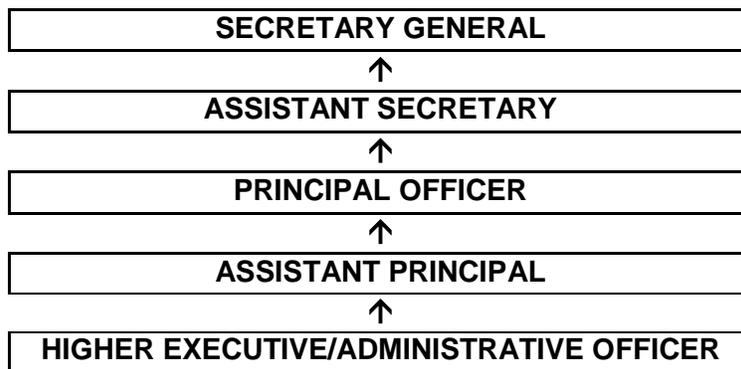
### **Other**

Elements of the selection process may be undertaken by other parties. In such circumstances it will be necessary for your information to be shared between PAS and these parties in order for your application to be processed.

Candidates should note that test scores attained at any stage in this competition may carry forward, should they apply for future competitions conducted by the Public Appointments Service within a 12 month period. This will be determined by PAS on a case by case basis.

**Candidates should note that canvassing will disqualify**

**Appendix 1: Civil Service General Grade Structure**



## Appendix 2:

### IMPORTANT INFORMATION Terms and Conditions

*Your attention is drawn to this important information. By submitting an application, accessing or attempting any assessment/test materials you are agreeing to be bound by the terms set out below:*

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/assessment materials (including any text, questions and/or potential answer options) or associated materials (including 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 you 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.
2. Note the Commission for Public Service Appointment's Code of Practice for Appointment to Positions in the Civil and Public Service. In particular please note Section 5 - Responsibility of Candidates (see below).

#### Canvassing

Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the appointments process.

#### Candidates' obligations

Candidates in the recruitment process must not:

- Knowingly or recklessly provide false information
- Canvass any person, with or without inducements
- Interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

#### Penalties for failure to comply

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
- Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.

3. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service are satisfied that such a person fulfils the essential requirements.