



**An  
Phríomh-Oifig  
Staidrimh**

Central  
Statistics  
Office

## **INFORMATION BOOKLET**

**Open Competition for appointment to the position of:**

**Recruitment Specialist (HEO Level)**

**in the**

**Central Statistics Office**

***Closing Date 3.00pm on Tuesday 22<sup>nd</sup> August 2023***

**Candidates are advised to carefully study this Information Booklet before completing the corresponding application form.**

CSO is an equal opportunity employer and is committed to principles of good recruiting practice. This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

Position:	<b>Recruitment Specialist (HEO Level)</b>
Organisation:	Central Statistics Office (CSO)
Location:	Skehard Road, Cork
Salary:	€53,955 - €67,951

## Central Statistics Office (CSO)

Established in 1949, The Central Statistics Office is Ireland's national statistical organisation and produces official statistics quantifying and providing insight into key aspects of Ireland's society, economy and people. The Statistics Act 1993 sets out its formal mandate, which is described as "*The collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State*". The Act also provides for the CSO's role in coordinating the official statistics of other public authorities and for developing the statistical potential of administrative records.

The CSO is a member of the European Statistical System, under the auspices of the statistical office of the European Union known as Eurostat and plays an active role in the international community of official statistics, including through cooperation at United Nations and OECD level.

Accurate, transparently compiled and independently verifiable data is an essential resource for an open and informed society and serves as a cornerstone of democracy. The data published by the CSO is independently produced and is free of any political or other influence, thanks to related provisions set down in law. The outputs of the Office are subject to qualitative verification by Eurostat and all of the Office's publications and releases are available free of charge to anyone who wishes to access them, via its website and its statistical dissemination tool, PxStat. The data helps individuals, communities, businesses, and Government, informing them and supporting sound planning, decision making and evaluation.

The CSO has around 1000 permanent staff located in its Cork, Rathmines and Swords offices. In addition, more than 100 permanent and temporary field staff are deployed throughout the country to conduct the continuous household surveys and passenger inquiries at airports and seaports.

By focusing on quality and innovation, the CSO is continually developing new ways to produce independent statistical information to support understanding, effective debate and decision-making across government, business and society.

The Office is active at an international level working alongside peer national statistical institutes and is acknowledged as an innovator in the modernisation of statistical production and advanced data management. Due to the data intensive nature of its activities, the work of the Office is subject to demanding standards of data governance under Irish and European data protection law. The Office places a particular priority on robust data management processes and fastidious governance, compliance and oversight in this regard.

## **About the Recruitment Specialist role**

The Central Statistics Office (CSO) is seeking to position itself as an 'Employer of Choice' in a challenging recruitment environment. To help us achieve this ambition, we are looking for a dynamic and creative individual who has both recruitment expertise and marketing know-how to help us develop and implement innovative recruitment marketing strategies to attract potential employees, in the competitive field of statistics and data, IT, survey interviewers, administration and other specialist skills.

The Recruitment Specialist is a new post which will support recruitment activities for the Central Statistics Offices in Cork, Dublin and our Field Staff. They will be part of an established recruitment team reporting to the Recruitment Manager.

If you have the skills we are looking for and are a confident, creative, target driven multi-tasker with a genuine interest in matching people with talent and potential, to career opportunities then this role could be for you.

## **Recruitment Specialist - Role and Responsibilities**

- Working as part of the HR recruitment team to develop and promote attractive Employee Value Propositions for key roles within the CSO and helping to position the organisation as an 'employer of choice' in terms of opportunities.
- Identifying the business needs and working to create and implement an efficient talent acquisition strategy to improve recruitment performance.
- Developing digital and social media-based marketing strategies to support live recruitment drives and encourage sign ups to expression of interest website section.
- Using social media, job boards and other online resources to advertise job positions to a wider audience and helping to develop and maintain an attractive recruitment portal for the CSO.
- Developing and maintaining relationships with colleges, universities and other organisations to promote job opportunities and create a pipeline of potential candidates and exploring ways to widen the recruitment 'pool'.
- Conducting presentations to prospective employees and attending relevant employee event opportunities.
- Consulting with hiring managers to ensure the right people are hired for the right positions at the right time.
- Perform full lifecycle recruiting and maintain excellent relationships with all stakeholders, whilst all recruitment processes are fully maintained and up to date during the entire recruitment process.
- Developing general guidance throughout the recruitment process to support prospective employees with the civil service recruitment process.
- Analysing recruitment data to ensure that recruitment is in line with workforce planning needs and budget and identifying Key Performance Indicators.
- Assisting in development of workforce plans to support ongoing hiring need by liaising with internal stakeholders.
- Researching innovative approaches for continual improvement across the recruiting function by maintaining knowledge on industry trends and legislation.
- Improving the candidate journey, from start to finish to ensure a best-in-class recruitment experience.

## **Key Skills, Knowledge and Expertise**

### **Essential requirements**

**The ideal candidate will need to have:**

- 3 years + recruitment experience in a fast-paced environment
- Experience in developing recruitment marketing campaigns
- Proficient use of software such as MS Word, Excel and Outlook, Sourcing techniques and assessment methodologies.
- Passion for the field of recruiting and the strategic importance it plays within an organisation.
- Demonstrated interpersonal skills, time management skills & communication skills
- Proven ability to work in a team environment
- Expert ability to work with recruitment systems, LinkedIn, Career pages, etc, while maintaining a focus on accuracy, timely entry, and overall data integrity
- Ability to balance competing priorities and meet personal targets within a fluctuating & demanding workload.

### **Desirable requirements**

Also, candidates should ideally have:

- Experience of Public Sector Recruitment
- Creating and managing recruitment marketing campaigns
- Third level qualification in Human Resources, Marketing or other relevant qualification.

Applicants should also have all the abilities required of a Higher Executive Officer. In particular, applicants must demonstrate, by reference to specific achievements in their career to date, that they possess or have the capacity to acquire those qualities, skills and knowledge required for the role as identified by the Public Appointments Service Higher Executive Officer level competency framework. A description of the competencies is set out in Appendix 1.

### **Vacancies and Location**

Applicants who are successful in this competition will be placed on a panel, in an order of merit. The panel will remain in place for a period of two years, or until the exhaustion of the panel whichever is the earlier. Candidates who are successful in this competition may be offered posts in other Government Departments.

This post will be located in Cork. Headquarters will be such as may be designated from time to time by the Head of the Organisation. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulation.

## Competition Process

### How to Apply

Applications should be made online through <https://www.cso.ie/en/aboutus/careers/recruitment/>. Before applying candidates should log-on to and register as a 'New User' to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application form. Once you have created a profile, you must then access the application form, complete and submit it. All sections of the form must be fully completed. Once you have submitted your application form, it is suggested that you return to the CSO Career candidate login page, <https://www.cso.ie/en/aboutus/careers/recruitment/> and access your account with your username and password, to ensure that your application has been successfully submitted via 'My Applications'.

Only applications fully submitted online will be accepted into the campaign. Applications will not be accepted after the closing date. A Curriculum Vitae is not required and should not be submitted.

### Closing Date

Your application must be submitted through the CSO Careers Portal on the CSO website no later than **3.00pm, Tuesday 22<sup>nd</sup> August 2023**. The CSO Careers Portal will automatically close for applications at this time. Applicants are advised to submit applications 24 hours in advance, in case of any unforeseen events. No late applications can be accepted.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email- [competitions\\_heo@cso.ie](mailto:competitions_heo@cso.ie). You are advised to check your CSO Careers Portal message board on a regular basis as email notifications of updates/tests/interviews etc. will be issued to your message board.

Please note that all updates to your message board will be notified to you through your personal email as provided on the CSO Careers Portal, therefore it is imperative that you check your spam/junk folders on a regular basis.

The onus is on each applicant to ensure that they are in receipt of all communication from the Central Statistics Office (CSO). The CSO accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the CSO and should make sure that the contact details specified on the application form are correct.

It is envisaged that the interviews for this post are likely to be held in **September 2023**. The CSO will issue the majority of communications electronically via the CSO Careers Portal. You are advised to check your emails, including your spam inbox, on a regular basis as the onus is on each applicant to ensure that they are in receipt of all communication from the CSO. There may, however, still be a necessity to issue some correspondence by hard copy mail. The CSO accepts no responsibility for communication not accessed or received by the applicant.

### Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- remote interviewing
- presentation or other exercises
- a final competitive interview

## **Shortlisting**

If the number applying for the position is such that it would not be practical to interview everyone, the CSO may decide that only a certain number will be called to interview. In this respect a short-listing board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position.

The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience in your application.

The board will 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 based on their application, appear to be better qualified and/or have more relevant experience.

## **Availability and Admission**

During the selection process, the onus is on all applicants to make themselves available on the date(s) specified by the CSO and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form. The CSO will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the CSO is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the CSO will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment 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. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

## **References**

It would be helpful if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

## **The Importance of Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## **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 for security checks on all Irish and Northern Irish addresses at which you resided.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country.

**It is your responsibility to seek security clearances in a timely fashion as this can be a lengthy process. Please note you cannot be appointed without this information being provided and being in order.**

## **Code of Practice**

This competition is being organised in accordance with the Code of Practice titled *Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service Appointments (CPSA). The CSO will consider any requests for review in accordance with the provisions of this code.

A copy of the Code may be accessed at [www.cpsa.ie](http://www.cpsa.ie).

The CSO is an equal opportunity employer. Assignments will be made based on qualifications and the ability to carry out the responsibilities of the grade or post.

## **Candidates' Obligations**

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

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- Interfere with or compromise the process in any way.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g., through social media or any other means, may result in you being disqualified from the competition. A third party must not personate a candidate at any stage of the process.

## **Deeming of Candidature to be Withdrawn**

The onus is on candidates to make themselves available for interview and requests for postponements will not be considered. Candidates who do not attend for interview or other test when and where required by the CSO, or who do not when requested, furnish such evidence as the CSO requires in regard to any matter relevant to his/ her candidature, will have no further claim to consideration.

## **Use of Recording Equipment**

CSO does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This is to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

### **Requests for Feedback**

Feedback in relation to the selection process is available by written request. 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.

### **Specific Candidate Criteria**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of 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:

- a) 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.
- b) Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to our attention. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

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

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information will be retained by the CSO's HR division for employment purposes. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 to 2018.

To make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Central Statistics Office, Skehard Road, Cork, T12 X00E. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.



## **Eligibility to Compete and Certain Restrictions on Eligibility**

### **Citizenship Requirements**

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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

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

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

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

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

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

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

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

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

## **Declaration**

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

## **Principal Conditions of Service**

### **General**

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

### **Salary**

**The Higher Executive Officer (HEO) Standard Salary scale will apply to this position.**

**PPC (Personal Pension Contribution) salary for this position, with effect from 1 March 2023, is as follows:**

€53,955, €55,532, €57,106, €58,680, €60,259, €61,831, €63,407, €65,682 (LSI1), €67,951 (LSI2)

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

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

### **Important Note**

**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.

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

## **Tenure and Probation**

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

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

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956 – 2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the employing organisation, and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness, and
- Any other statutory provision providing that probation shall -
  - (i) stand suspended during an employee's absence from work, and
  - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

## **Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross or 35 hours net per week. The successful candidate 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.

## **Annual Leave**

The annual leave allowance for the position of Higher Executive Officer is 29 days rising to 30 days after 5 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

## Sick Leave

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

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department / Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

## Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

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

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

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

## Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

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

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

### **Ill-Health-Retirement**

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

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

#### *Appointment post Ill-health retirement from Civil Service*

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

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

#### *Appointment post Ill-health retirement from public service:*

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

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

### **Pension Accrual**

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

### **Additional Superannuation Contribution**

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

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

## **Secrecy, Confidentiality and Standards of Behaviour:**

### **Official Secrecy and Integrity**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

### **Civil Service Code of Standards and Behaviour**

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

### **Ethics in Public Office Acts**

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

### **Prior approval of publications**

An officer will agree not to publish material related to his or her official duties without prior approval by the Head of the Department/ Organisation or by another appropriate authorised officer.

### **Political Activity**

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

### **Please note:**

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

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

## **IMPORTANT NOTICE**

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

**APPENDIX 1 : KEY COMPETENCIES FOR HIGHER EXECUTIVE OFFICER LEVEL POSTS**

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