

Am,

Please see some longer.

Thank you Robert

(5)

An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

21/12/2020

INFORMATION BOOKLET

Please read carefully

The Public Appointments Service, on behalf of the Top Level Appointments Committee (TLAC), intends to hold a competition for the purpose of recommending a person for appointment to the position of

Secretary General

Department of Health

TLAC ***

Closing Date: *pm ***day *th ***** 2021**

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

The Public Appointments Service will run this campaign in compliance with the codes of practice published by the Commission for Public Service Appointments (CPSA). These are available on www.cpsa.ie

CONTACT: *** SENIOR EXECUTIVE RECRUITMENT**
PUBLIC APPOINTMENTS SERVICE, CHAPTER HOUSE
26 – 30 ABBEY STREET UPPER, DUBLIN 1
Telephone Number: +353 *****
Email: *****@publicjobs.ie

Secretary General
Department of Health

Title: Secretary General

Department: Department of Health

The Department of Health and its context

The vision for the health sector is a healthier Ireland, with improved health and wellbeing for all, and with the right care, delivered at the right time, in the right place.

A new Departmental Statement of Strategy is currently in preparation which will set out the Department's priorities as it implements the health-related elements of the Programme for Government. It is envisaged that the Department will set out its purpose and mission as follows:

In an increasingly complex healthcare world, we lead and shape Ireland's health and wellbeing, today and tomorrow, so that we can all live healthier, live better and live longer.

In doing this the Department seeks to:

- Support people to lead healthy and independent lives
- Ensure the delivery of high quality and safe health and social care
- Create a more responsive, integrated and people-centred health and social care service
- Promote effective and efficient management of the health services
- Develop a high performing Department leading a high performing health and social care sector
- Ensure best value from health system resources

The Department fulfils its mission by serving the public and supporting the Minister for Health, the Ministers of State at the Department of Health and the Government by providing:

- Leadership and policy direction for the health sector to improve health outcomes
- Governance and performance oversight to ensure accountable and high-quality services
- An organisational environment where, on an ongoing basis, high performance is achieved, - collaborative working is valued and the knowledge and skills of staff are developed and
- Collaboration to achieve health priorities and contribute to wider social and economic goals

Since the outbreak of the Covid-19 pandemic, the Department has played a pivotal role in management of the national response. This has had a major impact on the Department's work programme, as resources have been devoted to crisis management. Covid response will continue to drive the work of the Department into 2021.

The Department's staffing level stands at more than 590 as of December 2020 and this is expected to increase further in 2021. The Department's headquarters is in Miesian Plaza, Lower Baggot Street in Dublin 2, where it is the main tenant in accommodation shared with three other Government Departments. The vast majority of the Department's staff are headquartered in Miesian Plaza, but a small number of staff are currently assigned to the Hepatitis C and HIV Compensation Tribunal, the Farrelly Commission of Investigation and the Cervical Check Tribunal, the various premises for which are located in the Dublin 7 area. A significant part of the Department's role involves the governance and oversight of the 19 non-commercial bodies under its aegis, the largest of which is the Health Service Executive (HSE). The Department also has one commercial body under its aegis – the Voluntary Health Insurance Board.

Health services are delivered within a complex system comprising multiple providers (public, voluntary and private) who deliver services across a wide spectrum of individual locations and facilities through staff employed by the HSE and HSE-funded organisations, as well as self-employed professionals such as GPs and community pharmacists. The public health service involves many stakeholders, including those who use the services; the HSE; the Health Information & Quality Authority (HIQA); other regulatory bodies and agencies funded by the Department; representative and advocacy bodies; Government Ministers and the Oireachtas; other Government Departments and State agencies and various international organisations.

The Department's Vote encompasses the entire publicly funded health budget, including the financial allocation to the HSE as well as those of other funded health agencies. The health expenditure for which the Minister and the Department are responsible is expected to be some €21.5 billion in 2021, one of the largest across Government and including a significant increase of €4 billion as a result of changes announced in Budget 2021. Capital spending of circa €1 billion per annum is included in the Vote and includes several complex projects which are central to Project 2040. Total health service employment in health agencies, the HSE and other publicly funded service providers is in excess of 125,000. The HSE is responsible for the provision of all health and personal social services in Ireland and is the largest employer in the State.

The Department's role

The Department provides advice on all health and social care related matters including analysis, formulation and implementation of policy as directed by the Minister. The Department engages fully with EU and international policy on health and social care in particular with the EU institutions and the World Health Organisation. The Department's biggest current priority is to continue to effectively lead the public health response to Covid-19. The impact of Brexit on health services has also been to the forefront recently and the Department is working closely with other Government Departments; various public bodies; industry; counterparts in the EU, in Northern Ireland and Great Britain to ensure the continued safety, quality and availability of essential food and medicines in the Irish market post-Brexit.

In the context of the Department's significant budget including an additional investment of some €4bn in 2021, a particular focus on robust governance, oversight, financial control and accountability is

required, in particular to ensure that this additional investment is delivering on key strategies and reforms, through strong performance monitoring and management.

Programme for Government commitments

The overarching context of the impact of and the public health response to Covid-19 provides a backdrop to many of the commitments set out in the Programme for Government and leadership of this response will be the major priority for the Department over the coming months, as it has been throughout 2020. The Programme for Government recognises the positive changes which have been brought about at pace as a result of the response to Covid-19, many of which were envisaged by the Sláintecare health reform programme which is the main policy framework under which the Department works. The Programme for Government emphasises the need to retain these positive reforms for the future.

The various commitments in the Programme for Government are centred on the concept of timely and equitable access to care; a decisive shift towards the delivery of more care in the community rather than in acute hospitals; increases in capacity; investment in infrastructure and the promotion of good public health policy, as set out in Sláintecare. A range of commitments in these areas are included in the Programme for Government, including in the areas of mental health and promoting women's health. The Programme places a specific emphasis on a move towards a more age-friendly Ireland and a health-led approach to drugs misuse. The Department is also playing its part in partnership with other agencies and stakeholders to deliver various cross-governmental actions including Healthy Ireland which the Department leads, and important actions from the Climate Action Plan.

The Department is also committed to its own development, through a revision of its organisational design and structure to reflect the priorities it must progress. This is expected to be a major focus in 2021 as the Covid-19 crisis management gives way to a return to normal business and the need to drive implementation of the Programme for Government and Sláintecare. In doing so, the Department will also focus on effective workforce planning; the development of its workforce to reach their full potential; performance management for managers and staff and a focus on a positive and innovative culture, based on collaborative working with the right skills, capacity and capabilities across the organisation.

The Post

The post of Secretary General is pivotal within the health system as the Minister is politically accountable for the delivery of all health and personal social services. The role of the Secretary General is to provide:

- vision-setting for the Department and effectively implementing that vision through delivery of its strategy;
- effective oversight, management and leadership of the Department of Health, both in its own direct work and in its leadership role for the overall health sector;
- advice to the Minister, three Ministers of State and the Government on all health and social care related matters; and
- strategic leadership as a member of the overall system of public administration.

As Accounting Officer, the Secretary General has specific personal obligations and responsibilities in relation to accountability to the Oireachtas for the work and expenditure of the Department, including overseeing major decisions on investment for the health sector.

In providing challenge and driving constant improvement across the health sector, the Secretary General provides leadership to the senior leadership team as members of the Department's Management Board. The Secretary General also plays a highly visible leadership and communications role across the wider health sector.

The Secretary General carries a wider corporate responsibility in relation to public sector modernisation and civil service renewal, including through membership of the Civil Service Management Board and the Public Sector Leadership Board.

The person

The person appointed will have a proven track record as a leader and senior manager in a large or complex organisation in either the public or private sector and knowledge of, or capacity to acquire quickly, a broad understanding of the Department's wide range of responsibilities. She/he will be required to set strategic direction and vision for the work of the Department having regard to the external environment, including understanding the broader public policy and political context.

The successful candidate will demonstrate sound judgement on complex inter-linked issues across a range of public policy areas and on the implications of different approaches. She/he will also have excellent communication skills and a track record in managing relationships, providing developmental leadership and managing for results.

S/he will have the particular blend of resilience and flexibility needed to manage the challenges of the complexity of the health sector.

With that, the successful candidate will have the ability to formulate and communicate a long-term vision for the sector and for the organisation. S/he will be able to demonstrate delivery of demanding change management and will have experience of complex investment processes. S/he will have a strong and well-developed ability for leadership including the capacity to combine all inputs to strategy through the Department's Management Board. S/he will be able to demonstrate leadership in shaping culture, communications, and employee engagement, recognising that many employees of the Department are currently working remotely, and the impact of that on the culture of the organisation.

Applicants will also need to demonstrate an understanding and appreciation of relevant major issues in the health area and a capacity to provide a calm and assured response to the contingencies and crises that can form part of the delivery of healthcare.

Please Note

In making this appointment, the Government may also consider expressions of interest from serving Secretaries General in the civil service.

Key Competencies for effective performance

The attention of candidates is drawn to the key competencies that have been developed for use by the Top Level Appointments Committee (TLAC) for Secretary General and equivalent level posts.

The competency framework has identified 10 key individual competencies associated with effective performance, clustered into 4 main dimensions as illustrated below:

Leadership	Judgement	Managing Relationships	Personal Drive for Results
<ul style="list-style-type: none">• Establishing Vision and Purpose• Providing Developmental Leadership	<ul style="list-style-type: none">• Judgement and Systemic Perspective• Steering through the political environment• Environmental Awareness	<ul style="list-style-type: none">• Managing Relationships• Communication	<ul style="list-style-type: none">• Managing for Results• Personal Drive and Accountability• Performance Focus• Professional Integrity

Ideally, applicants will also meet two of the following criteria at a senior level:

- (a) Applicant has experience in more than one organisation
- (b) Applicant has international experience (e.g. working abroad or significant engagement with international organisations and processes)
- (c) Applicant has experience outside the Civil Service
- (d) Applicant has a variety of experience (e.g. policy and operational)

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible Candidates must be

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d) 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**

- (e) 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 Switzerland and has a stamp 4 visa

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

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement (ISER):

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

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

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

Move to X on page 7

Principal Conditions of Service

Remuneration:

A recruitment package commensurate with the importance of the role will be provided to the successful candidate. Full details will be agreed as part of the final contract negotiations.

Appropriate relocation expenses may be available, depending on the personal circumstances of the successful candidate.

Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure:

The appointment will be on the basis of a fixed term contract of employment for a period of five years.

Annual Leave:

The annual leave allowance will be 30 working days a year.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will be made in accordance with the provisions of the Public Service Sick Leave Scheme.

Officers 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 direct to the Executive. 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.

Health

A candidate for and any person holding the office of Secretary General must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Important Notice

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

Unfair Dismissals Acts 1977-2005

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of the employment by reason only of the expiry of the fixed term contract without it being renewed.

The Department is located in Miesian Plaza, Baggot St Lower, Dublin 2. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week. The Secretary General 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

In addition to the usual public holidays the annual leave for this position is 30 working days.

Retirement/Superannuation

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. A new entrant (as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004) may become a member of the Single Public Service Superannuation Scheme or alternatively have a contribution of salary made to a pension scheme nominated by him or her.

Details of the Single Scheme are available at www.singlepensionscheme.gov.ie.

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 to 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.

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

Top Level Appointments Committee (TLAC) Retirement Terms

- seek*
- (i) Newly appointed Secretaries General may at the end of their term of office be offered an alternative appointment in the Civil or Public Service on the same salary, if they were recruited from the Civil or Public Service, on condition that they do not have 40 years' service and that they have not reached the applicable minimum pension age. Those recruited from outside the Civil or Public Service will not be made such an offer, but will be covered by paragraph (ii) below.
 - (ii) If the person is not offered a post as in paragraph (i) above, and has not reached preserved pension age, he/she may be offered severance of 1 year's salary (or salary to preserved pension age if less), with pension payable on reaching preserved pension age. For those who have reached the applicable minimum pension age, superannuation benefits are payable immediately, with no additional benefits and no severance payment.
 - (iii) Where an alternative appointment is offered, as in paragraph (i) above, but is not accepted, no severance is payable, and pension is payable at the applicable minimum pension age, with no additional pension benefits. Similar arrangements apply where a Secretary General is given an alternative appointment and later retires.
 - (iv) Pension benefits of Secretaries General who are members of the new Single Pension Scheme will be based on career-average rather than final salary, and no enhancements.

IMPORTANT NOTICE

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is already 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.

Standards in Public Office Act 2001

A person appointed to this position will be subject to the tax clearance requirements of the Standards in Public Office Act 2001. Briefly, the Act requires persons appointed to designated positions or directorships in public bodies that attract a remuneration of not less than that of a Deputy Secretary General in the Civil Service, to furnish, to the Standards in Public Office Commission, not more than nine months after the date of their appointment:

- (i) a tax clearance certificate that the appointee is in compliance with the obligations imposed by the Tax Acts, the Capital Acquisitions Tax Act; the Capital Gains Tax Acts and the Value-Added Tax Act;

or

(ii) an application statement to the effect that the appointee has applied for a tax clearance certificate and that a decision on the application has not been made;

and

(iii) a statutory declaration, made by the appointee, that the appointee is, to the best of his or her knowledge or belief, in compliance with the obligations imposed on him or her by the Acts referred to above and is not aware of any impediment to the issue of a tax clearance certificate.

The tax clearance certificate or application statement must be issued within a period of nine months before or after the date of appointment and the statutory declaration must be made within a period of one month before or after the date of appointment.

Where a person is in contravention of this requirement, the Standards Commission will investigate the matter and draw up a report that will be furnished to the relevant public body and laid before the Oireachtas. A public body in receipt of such a report may take appropriate action, including suspension of the person concerned.

Further details of these requirements are set out at paragraph 10 of Department of Finance Circular 04/2002, dated 14 January 2002. Application forms for tax clearance certificates and forms for making the necessary statutory declaration under the Act are available from the TLAC Secretariat. The Revenue Commissioners have produced a guidance document in relation to the tax clearance elements of the 2001 Act, which is also available from the TLAC Secretariat.

THE SELECTION PROCESS

How to Apply

Applications must be made by submitting an on-line application and attaching a single document with the following elements included:

- **A comprehensive CV, including an organisation chart** (See *Senior Executive CV Guidance note* [here](#))
- **The 'Key Achievements Form'** (Available [here](#))
- **A short cover letter/ personal statement** (*i.e. no more than 2 pages*) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

Closing Date: ***pm **** day **th ***** 2021

Selection Process:

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s) & follow-up one-to-one interview;

- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview which will be conducted by the Top Level Appointments Committee (TLAC).

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email ****.*****@publicjobs.ie. You can expect to receive emails from us at the relevant stages notifying you to check your secure publicjobs.ie message board for campaign updates.

We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the Public Appointments Service and/or TLAC.

It is important to be aware that candidates must let the PAS know of any extenuating circumstances prior to or during the particular stage of the selection process. Any documentary evidence must be supplied within 5 working days. Please note that submission of such document(s) is not a guarantee that the circumstances outlined will alter the decision/outcome. A candidate who undertakes any part of the selection process and who subsequently claims extenuating circumstances should note that this will not be considered. Examples of possible extenuating circumstances include hospitalisation or bereavement.

The onus is on candidates to ensure that they perform to the best of their ability. Therefore issues such as tiredness, nerves, travel to tests/interviews or expected results/performance not achieved, are not considered extenuating circumstances.

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Public Appointments Service provide for the employment of a shortlisting process to select a group 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.

An expert board will examine the application forms against agreed shortlisting 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.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (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 come under consideration after the preliminary interview stage. Please note, 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.

If you feel you would benefit from a confidential discussion about any aspect of this significant opportunity, please contact *** ***** on +353 ***** or email *****@publicjobs.ie**

Other important information

The Public Appointments Service and TLAC will not be responsible for refunding any expenses incurred by candidates.

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 Public Appointments Service is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

The Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation by TLAC. 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, TLAC may at its discretion, select and recommend another person for appointment on the results of this selection process.

The importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, 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.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, 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.

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 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.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. 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 policy is in place to protect the privacy of staff and candidates/clients and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

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

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

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.

- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by PAS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under **Section 8** to the Chief Executive Officer of PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

- Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.
- On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the *Code of Practice Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the PAS to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

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.

Candidates' Obligations:

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;

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

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 impersonate a candidate at any stage of the process

Contravention Code of Practice

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, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post.

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 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 PAS are set out on the Data Protection page of www.publicjobs.ie.

Candidates should note that canvassing will disqualify.