



24 September 2021

**Circular 21/2021:
Interdepartmental Competition for appointment to
Assistant Principal Higher in the Civil Service**

Introduction

1. I am directed by the Minister for Public Expenditure and Reform to inform you that the Public Appointments Service (PAS) will hold an interdepartmental competition to establish a panel from which appointments as **Assistant Principal Higher** may be made.
2. The Assistant Principal Higher is a senior managerial grade in the Civil Service within the Departments of the Taoiseach, Finance and Public Expenditure & Reform.
3. The vacancies to be filled from this competition will most likely occur in Dublin, with a smaller number of vacancies occurring in regions. It is not envisaged that appointments will be made after **30 September 2023** from a panel established under this competition.

The Role

4. Assistant Principal Higher is a senior managerial grade in the Civil Service and is a critical management role in implementing government policy in the economic, financial, international, environmental and/or social arenas.

While the responsibilities and key deliverables for the role of Assistant Principal Higher in the Department(s) may vary depending on the sector and Department/Office in which the vacancy arises, they generally include:

- Policy and strategy formulation on complex issues;
- Shaping fiscally sustainable policy solutions to promote economic and employment growth and effective social policies;
- Engaging effectively with diverse audiences and stakeholders including Ministers, senior civil servants and the wider political system including on cross-governmental issues;
- Providing high quality budgeting advice and ensuring delivery against fiscal targets;
- Planning and organisation of significant programmes of work in a pressurised environment, within tight deadlines;
- Leading and management of staff to deliver high levels of performance;
- Participation in and leadership of cross-cutting projects to deliver whole of Government objectives;
- Leading public service renewal and providing direction and innovation on the reform agenda, including the implementation of action plans under [Civil Service Renewal 2030](#);
- Development and management of staff;
- Representing Ireland's interests at EU and international level.

Please note that the above list of responsibilities is not exhaustive.

General Personal Requirements

Assistant Principals Higher are key participants in the management team of these Departments, playing a critical management role in developing/delivering government policy in the economic, financial, international, environmental, public service reforms and/or social arenas.

The competencies for Assistant Principal Higher (which will be examined in detail during the selection process) are set out in **Appendix 1**.

Additionally, candidates must:

- have a proven record of willingness to take the initiative and adopt a proactive approach;
- have excellent communications, influencing and presentation skills;
- have energy, drive and personal resilience to sustain activity in highly complex and challenging environments;
- have demonstrated judgment and problem-solving abilities in significant areas of policy or implementation;
- be self-starters, committed to continuous self-learning, new thinking, working to very tight deadlines and to achieving high quality results;
- have strong motivational skills and be capable of working equally well as a member of a team and as a leader of interdepartmental groups;
- be able to deal effectively with diverse audiences and stakeholders including top-level civil service and political management;
- have a strong commitment to the implementation of strategic change;
- be able to plan and manage budgets and expenditure; and
- be able to develop, manage and monitor staff and teams including their training and development.

Brief information on the roles of Departments employing Assistant Principals Higher

Department of the Taoiseach

The Department of the Taoiseach's purpose is to help the Taoiseach and the Government to develop a sustainable economy and a successful society, to pursue Ireland's interests abroad, to implement the Government's Programme and to build a better future for Ireland and all her citizens.

Department of Finance

The Department of Finance has a central role in implementing and promoting policies which can deliver sustainable economic growth, international competitiveness, internal efficiency and increased employment. This includes advising the Government on, and managing, the overall process of resource generation to secure sustainable economic and social benefits.

Department of Public Expenditure and Reform

The Department of Public Expenditure and Reform's mission is to serve the country, its people and the Government by delivering well-managed and well-targeted public spending, through modernised, effective and accountable public services. It also has a lead role in the reform agenda.

Eligibility

5. A separate interdepartmental competition to fill vacancies in Departments across Civil Service at Assistant Principal Officer Standard level closed for applications in July 2021 and was notified by way of Circular 13/2021. Eligibility for this Assistant Principal Officer Higher competition is limited to serving civil servants at the grade of Assistant Principal Officer Standard and equivalent, as well as the top ranked 160 candidates from the first stage of the aforementioned 2021 Assistant Principal Officer Standard interdepartmental competition.

6. Candidates must:
- a) Be a currently serving Assistant Principal Standard or equivalent grade with not less than two years' service in the Civil Service before the closing date of **14 October 2021**; or
 - b) Be among the top ranked 160 candidates from the first stage of the Assistant Principal Officer Standard interdepartmental competition referenced in Section 5 above;

and

- c) Demonstrate that they possess the key and general personal requirements detailed at section 4 above along with the skills/competencies identified as being essential for the role. These are outlined in Appendix 1.

It would be desirable to hold third level educational qualifications in relevant discipline(s) commensurate with the role.

7. In the case of an officer currently serving:
- a) An officer shall have completed not less than 2 years' service in the civil service before the closing date of **14 October 2021**. Temporary officers and officers serving in an acting capacity in the eligible grades may compete in the competition provided they fulfil the eligibility requirements set out above.
 - b) Where an officer was acting or serving on a temporary/fixed-term contract and was subsequently appointed in a permanent capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service for the purposes of sub-section (a) above. For the purposes of deciding eligibility, officers must be serving on the closing date of **14th October 2021**.
 - c) Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade. Periods of special leave without pay should not be considered to break continuity of service for this purpose.
 - d) An applicant who is no longer serving in a Department, resigns, retires, is dismissed from his/her post or transfers out of the Civil Service will cease to be eligible for appointment from any panel established from this competition.
 - e) This is a promotion competition. Applicants in grades having the same maximum pay scale (or higher) as Assistant Principal Officer Higher are **not eligible to compete in this competition**. A candidate who accepts an offer of appointment as Assistant Principal Officer Higher as a result of this competition, or otherwise, will cease to be eligible for appointment from this competition.
 - f) Officers on special leave with pay may apply if otherwise eligible. Officers on career break may apply if their career break conforms to the terms of Department of Public Expenditure Circular 04/13 and if they are otherwise eligible. Officers on special leave without pay (e.g. to serve with the EU) may be eligible; HR Units should check cases not covered by Department of Finance Circular 33/91 with the Department of Public Expenditure and Reform.

The onus is on candidates to ensure that they satisfy themselves that they meet the eligibility criteria prior to submitting an application. Candidates having doubts on any aspect of their eligibility are advised to clarify their position with their HR Section before proceeding with their application.

Salary

8. The Assistant Principal Higher Salary Scale (rates effective from 1 July 2021) for the position are as follows:

Personal Pension Contribution (PPC)

| | | | | | |
|----------------|----------------|---------|---------|---------|---------|
| €76,510 | €79,421 | €82,338 | €85,253 | €88,169 | €89,872 |
| €92,765 (LSI1) | €95,665 (LSI2) | | | | |

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6 April 1995 and is required to make a personal pension contribution.

Non-Personal Pension Contribution (Non-PPC)

| | | | | | |
|----------------|----------------|---------|---------|---------|---------|
| €72,681 | €75,448 | €78,226 | €80,989 | €83,760 | €85,375 |
| €88,135 (LSI1) | €90,884 (LSI2) | | | | |

This rate will apply where the appointee is a civil or public servant recruited before 6 April 1995 and who **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

The terms of Circular 08/2019 – Revised Arrangements for Starting Pay will apply, as appropriate, to appointments under this competition.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Application Process

9. Practical Matters

- Applications must be made online through www.publicjobs.ie via the link provided at Section 9 (*“How to Apply”*) below.
- To apply, candidates must have a “User Account” on www.publicjobs.ie. If you have not already done so, you must click ‘Login’ on the publicjobs homepage and register as a **‘New User’** to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the Application Form, complete and submit it.

Username / Password issues

Forgotten your username or password?

If so, click on the following link:

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

How to contact PAS?

If you continue to have 'User Name' or 'Password' difficulties please email PAS at aphigher@publicjobs.ie outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.

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

Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.

Username and Password

It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.

It is strongly recommended that you **do not change your email address or mobile phone number in the course of this recruitment competition**, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.

Publicjobs Messageboards

Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your PublicJobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.

If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS. If you do not attend on the specified date/time you will be deemed withdrawn from the competition.

PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

An Unreasonable Conduct Policy is in operation in PAS. Information on the policy can be found on the PublicJobs [website](#).

10. **How to Apply**

The application form is available here:

http://www.publicjobs.ie/index.php?option=com_jobsearch&view=jobdetails&cid=141697&campaignId=21266009

Please note that there is a word count limit of 500 words for each of the answers to the supplementary questions.

You must complete the application form in full and click the submit button prior to the Closing Date. Only one application per person is permitted.

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

Only fully completed and submitted applications received by closing date will be accepted into the competition.

The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or other body is satisfied that such a person fulfils the requirements.

Closing Date

The closing date for receipt of completed applications is **not later than 3pm, on 14th October 2021.**

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

Candidates with Disabilities

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

These reports must be forwarded to the Assessment Services Unit, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **14 October 2021**. You should email a scanned copy of the report to asu@publicjobs.ie

If you have previously applied for a competition with PAS and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at amanda.kavanagh@publicjobs.ie. For further information on the accessibility of our service please see our [Accessibility page](#).

Positions requiring specialist Irish language skills

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

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

Selection Process

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

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Online Video Interviews

- Interview(s), which may include video/remote interviews;
- Presentation/Analysis exercise;
- A language test, if applicable;
- Group exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

To be compliant with government guidelines for public safety, it is envisaged that the methods of assessment may differ to previous competitions in response to Covid-19. As such it is strongly advised that each candidate reviews any communication or familiarisation sent to them prior to the commencement of each stage.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi-stage selection process. The number to be invited forward at each stage will be determined from time to time by PAS.

Shortlisting

Candidates should note that it is possible for the number of applications received to exceed the number required to fill existing and future vacancies. While you may meet the eligibility requirements of the competition, if the numbers applying for the positions are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

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

Next Steps after application

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

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

Important General Information

13. **Appointments from panels**

At the end of the selection process a panel(s) of qualified candidates is formed from which vacancies may be filled. This panel may remain in place up 30 September 2023 or until such time as a new panel is in place. A panel is a list of qualified candidates ranked in order of merit from the final stage of the selection process. Should a vacancy arise and their place reached, candidates undergo the final stage of the selection process.

Prior to recommending any candidate for appointment to a position, the Public Appointments Service or employing organisation will make all such enquiries that are deemed necessary (e.g. employer references) to determine the suitability of that candidate. Until all stages of the selection process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Qualification and placement on a panel is not a guarantee of appointment to a position.

A candidate who accepts an offer of appointment as Assistant Principal Officer Higher as a result of this competition, or otherwise, will cease to be eligible for appointment from this competition. An officer who retires, resigns, etc. from his or her position in the Civil Service will cease to be eligible for appointment from the panel established.

Candidates not appointed at the expiry of the panel, will have no claim to promotion thereafter because of having been on the panel(s).

The Minister reserves the right to arrange that vacancies for Assistant Principal Officer Higher may be filled by separate interdepartmental competition or otherwise where special qualifications are deemed necessary or where other special circumstances exist. In such circumstances there will be consultation between the Official and Staff Sides.

14. **Suitability for appointment**

Candidates should note that (i) eligibility for the competition, (ii) health and the level of sick leave, (iii) performance of work in the present grade, (iv) verification that the candidate has received a rating of "Satisfactory" at the previous year's PMDS End-of-Year Review, and (v) general conduct are not verified by the PAS until a candidate comes under consideration for appointment. Admission to the competition, or any of the selection stages of the competition, does not imply acceptance by the Public Appointments Service. In particular, candidates should note that the HR Officer will not have verified the above including health and the level of sick leave of those called to competitive interview – accordingly, admission to the competition, or any of the selection stages of the competition does not imply that candidates meets the eligibility criteria including health and sick leave.

In considering a candidate's suitability for appointment in terms of health and sick leave, the Public Appointments Service will comply with Department of Public Expenditure and Reform Circular 5/2018. Candidates having doubts on any aspect of their eligibility are advised to clarify their position with their HR Section before proceeding with their application.

15. **Conditions of Appointment**

Appointment to the post of Assistant Principal Officer Higher in the Civil Service will be subject to the usual conditions governing such appointments.

Appointments from the panels will initially be in an acting capacity. **On appointment the appointee will serve a one-year probationary period in the post of Assistant Principal Higher.** Prior to the end of this probationary period a decision will be made on substantive appointment to the grade.

An officer whose service is not satisfactory will be notified of the action to be taken. Where a decision is made not to confirm the appointee in the post of Assistant Principal Higher, the appointee may request that the Civil Service Disciplinary Code Appeal Board review the decision. Refer to DPER Circular 19/2016 Civil Service Disciplinary Code. In the event of reversion, an officer will return to a vacancy in his/her former grade in the former Department.

16. **Deeming of candidature to be withdrawn**

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

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

17. **Declining an offer of appointment**

Should the person recommended for appointment decline, or having accepted it, relinquish it, the PAS may at its discretion, select and recommend another person for appointment on the results of this selection process. The person who has declined the appointment will be removed from the panel and their application will receive no further consideration.

18. **General information governing this competition**

Candidates should refer to *Appendix 2* for important general information governing this competition, including information on Candidate Rights and Obligations

Further information and circulation

- 19. If candidates have any queries about this circular, they should contact their HR Unit. Subsequent enquiries about their candidature should be addressed directly to the Public Appointments Service.
- 20. HR Units should bring this circular to the notice of all eligible officers serving in their Departments and associated Offices without delay, including eligible fixed term workers, officers on term time, secondment, maternity leave, career break, contract, and all other relevant forms of leave.
- 21. The Civil Service is an equal opportunities employer.

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David Cagney
Civil Service Chief Human Resources Officer

Appendix 1

Key Competencies for effective performance at Assistant Principal Officer level



Competencies for Assistant Principal Officer Higher Level

| | |
|--|---|
| Leadership | Leads and manages staff to deliver high levels of performance. |
| | Develops capability of others through feedback, coaching and creating opportunities for skills development. |
| | Leads public service renewal and provides direction and innovation on the reform agenda |
| | Has a strong commitment to the implementation of strategic change |
| | Represents Ireland's interests at EU and international level |
| | Develops capability of others through feedback, coaching & creating opportunities for skills development |
| | Has a proven record of willingness to take the initiative and adopt a proactive approach |
| Judgement Analysis & Decision Making | Identifies relevant information sources to objectively analyse and evaluate large amounts of complex information (including numerical data) |
| | Identifies the key issue(s) to make appropriate recommendations and present solutions. |
| | Makes independent decisions on issues based on his/her research, taking a strategic/long-term view of issues and considers the wider implications of particular courses of action |
| | Makes clear and realistic decisions and provides recommendations in a timely manner, justifying their decisions with supporting arguments |
| Management & Delivery of Results | Plans and organises large blocks of work effectively in a pressurised environment with tight deadlines |
| | Prioritises and plans work, identifying possible problem areas and developing contingency plans where necessary |
| | Takes responsibility for producing high quality work at all times, even when working under pressure or to tight deadlines |
| | Pays attention to detail and puts in extra effort when required to ensure a high quality outcome |
| | Can plan and manage budgets and expenditure |
| Building Relationships & Communication | Engages effectively with diverse audiences and stakeholders including Ministers, senior civil servants and the wider political system including on cross-governmental issues |
| | Is skilled in presenting a case, using persuasive arguments, listening to others, selling the benefits of a proposed course of action and tailoring an approach to take account of others' perspectives |
| | Emphasises shared objectives to compromise where appropriate and to focus on achieving consensus |
| | Interacts effectively with a wide range of people using a variety of methods and ensures his/her message is clearly understood |
| | Listens to and understands the needs and concerns of different individuals/parties and adapts his/her approach accordingly |
| | Motivates and encourages people and must be willing to deal with conflict if it arises |
| | Is capable of working equally well as a member of a team and as a leader of interdepartmental groups |
| Specialist Knowledge, Expertise and Self Development | Understands the relevance of wider departmental, Civil Service and external issues and recognises the implications in the context of his/her role |
| | Has developed expertise in policy and strategy formulation on complex issues |
| | Has shaped fiscally sustainable policy solutions to promote economic and employment growth and effective social policies |
| | Is committed to continuous self-learning and new thinking |
| Drive & Commitment to Public Service Values | Uses his/her initiative and proactively identifies and implements improvements in his/her own area of |
| | Has a positive approach to change, taking a creative approach to dealing with problems and implementing |
| | Continually seeks to develop his/her own skills and to keep up to date with developments in relevant areas |
| | Ensures the citizen is at the heart of his/her work |

Appendix 2

Important General Information including Candidate Rights and Obligations

Confidentiality

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by PAS are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2014. However, candidates should note that all application material may be made available to the employing authority/organisation. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Information on Panels

Certain information on panel(s) formed as a result of this competition will be made available to HR Officers in relevant Departments/Offices. In addition, candidates may be asked to agree to the non-identifying information being made available to the relevant civil service unions for the purpose of monitoring the operation of the scheme.

Quality Customer Service

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

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.

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, s/he may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, s/he 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/Test Rechecks

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

Candidates' Obligations:

Candidates must not:

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

Contravention of the 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.

Confidentiality of Information and Materials

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.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials and/or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

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.

Canvassing

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

Other

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