



CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Department of Social Protection intends to hold an open competition for the purpose of recommending the successful applicant for appointment to the position of

Head of Data Centre Operations and Modernisation, Workplace Services,

ICT Training & Software Licencing (Principal Officer)

Information Systems Division

Dublin

Closing Date: 17:00 hours on Friday 3rd June 2022

The Department of Social Protection is committed to a policy of equal opportunity.

This Competition will be run in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission of Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie

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1. Overview of the Department

The Department Social Protection (DSP) is the largest Government Department in the Irish Civil Service and one of the largest organisations in the State. It plays the lead role in developing policy and advising government on social protection and labour market issues including employment rights, income support, pensions and activation policies.

The Department also has line responsibility for the delivery of a wide range of services through its own nationwide network of offices and through a number of agencies and third-party service providers. The Department, which employs some 6,300 staff has a budget of approximately €23.3 billion in 2022, processes in excess of 3 million customer service applications per annum and issues approximately 87 million payments each year to 2.2 million customers and their families.

The Department is currently engaged in a significant move to digital services across all schemes and the management of this change will be a major deliverable for all managers in the coming years.

The Department is focused on a continuing programme of change to modernise service delivery, to improve integration of welfare and employment services, and to expand its use of digital and online service capabilities both to reduce cost and improve service quality.

A key part of delivering on this programme for change is ensuring that the Department's information systems and networks meet all the Department's current and future needs as regards capacity, availability, security and compliance with all legal and policy obligations.

In order to better address this priority area, the Department is holding a competition for an appointment to be made at Principal Officer Level in its Information Systems Division (ISD).

2. Location

The post will be located in Dublin.

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

3. Job Specification

Working as part of the Information Systems Division (ISD) Management Board, the role involves leading a team of 80 staff some of whom will be rostered on 24*5*365 duties and eventually moving to 24*7*365 duties. From time-to-time, a number of external contract staff may also be required for specific projects or technologies. The Data Centre Operations, Workplace Services & Software Licencing teams are based in Kilmainham, Dublin 8. The ICT Training team is based in Parnell Square, Dublin 1.

The person appointed to the position will be responsible for the running of 24*7*365 Data Centre Operations, ensuring all ICT systems are available to customers and internal users and the nightly processing of payments and key interfaces to Banks, An Post and other organisations are efficiently and effectively carried out. A major programme of modernisation and automation of these services and upskilling of staff in a broad range of technologies is underway. As head of IT Operations, the person appointed will be responsible for transforming the IT operations function including its strategy, service offerings and workforce to enable business capabilities and support the Department's digital agenda. The role holder is a senior stakeholder in all relationships with externally sourced infrastructure and operations capabilities.

The successful candidate will be responsible for the implementing the Department's Workplace Services strategy. This includes management of major projects to implement software upgrades and software replacement projects on a national basis across the entire PC/laptop estate in over 70 offices countrywide. As head of workplace services, they are accountable for all workplace services functions, including operations, governance, enablement and engineering. This also includes leading the strategy (or co-leading with human resources and facilities) to determine how the workplace can empower and engage staff in the Department to adopt and exploit new technology and increase digital dexterity.

As head of ICT Training & Software Licencing, the successful candidate will lead a team of 17 internal staff that co-ordinates and provides ICT training for the entire Information Systems Division internal staff and is responsible for the close management of all software licencing in the Department.

Reporting to the CIO (Assistant Secretary General), the appointee will have to work collaboratively with the ISD management team and with a wide range of business stakeholders both within and beyond the Department.

This is a senior position within DSP and the successful candidate will play a key role in the initiation, management and delivery of ICT projects and programmes within the remit of the Department's IS Division and is a critical post in terms of ensuring quality service delivery to the public. Principals are key participants in the senior management processes of DSP with a critical influencing role in implementing and driving organisational change.

The ideal candidate will be an experienced manager, with high levels of energy, drive, resilience and motivation and the proven ability to deliver objectives. Principals in ISD need to already possess or be capable of quickly developing the ability to manage the development and support of a range of strategic DSP ICT systems.

The appointee will have a key leadership role in managing projects and teams for results and delivering technology services to high standards, as well as ensuring that all ICT services and projects under their remit are delivered on time and on budget, using an appropriate mix of internal and external resources.

The Department of Social Protection has an active mobility policy. Candidates should note that they may be assigned to other duties appropriate to the grade of Principal Officer. Appointees with permanent tenure to Principal level or equivalent level posts in the Civil Service will also have opportunities to move to a Principal level role or equivalent level post in another Government Department.

Key responsibilities will include, but are not limited to:

- Reporting to the Chief Information Officer (CIO) in the Department of Social Protection.
- Acquiring and maintaining up-to-date knowledge of all directives, policies and procedures necessary to effectively perform the role along with performing duties of an administrative nature.
- Work with the CIO, human resources, facilities and other ICT and business leaders to set the vision, mission and strategic direction of the Departments IT operations, infrastructure, and workplace services and to identify and progress initiatives that will reform, modernise and achieve more effective delivery of services.
- Leading the Department's ICT Operations. The Department has a large on-premise and cloud based ICT estate and incorporates a range of systems from very modern technologies to legacy technologies built in the 1990s. The systems which have evolved over time are both rich and complex. The role is responsible for the 24*7*365 operation of these essential services to the Department and its customers.
- Leading on the Departments Workplace Services, IT asset management, service desk, incident management, and self-service support for hardware, personal computers, laptop estate and software licences.
- Developing and managing the annual IS Division infrastructure, licencing, IT training and workplace services budget to ensure it is consistent with overall IT and Department objectives.
- Establishing and maintaining the disaster recovery and business continuity plans for IT infrastructure, operations and workplace technologies.
- Chairing the IS Division's Change Advisory Board (CAB) and overseeing IT asset change management processes.
- Defining, developing, and managing a comprehensive and integrated IT Service Management (ITSM) landscape, based on best-practice processes, disciplines, and related toolsets.
- Ensuring application of best practice in data centre operations and service desk to conform with Management Systems ISO 27001:2013 in place within the Department's data centre.
- Leading on development and delivery of key skills for the Department's IS Division workforce in line with the Civil Service Renewal 2030 Strategy. This includes building skills and competencies to help the IS Division in supporting the shift in demand towards digital channels, requiring competencies in digital services, data analytics, innovation and project management.
- Serving on ICT planning and policymaking committees; and driving the development of enterprise technology standards, governance processes and performance metrics.
- Representing the IS Division and the Department at various departmental, inter-departmental, national, European, international and cross Departmental groups and technical fora such as the Department's Project Governance Committee and the Office of the Government CIO (OGCIO) National Data Centre and software licencing Working Groups.

4. Essential Entry Requirements, Qualifications and Experience

Given the nature of the roles to be filled, you must have a relevant qualification which is matched with relevant technical and managerial experience. Candidates **must**, on or before the **3rd June 2022** have:

- a) Significant ICT/Digital management experience, to include leading teams, stakeholder engagement, and managing resources at an appropriate scale and senior level;
- b) Significant experience in leading the design and delivery of ICT/ Digital services and solutions, including reference to your approach to project management, managing budgets and strategic management, to include relevant experience of policy development;
- c) Significant experience in driving ICT/Digital-enabled transformational change in a dynamic and complex environment.

At the closing date for this competition, candidate's qualifications combined with relevant experience **must** align with at least one of the profiles as set out below. The profiles, given in both tabular and text format, recognise that candidates will likely come from a variety of backgrounds in terms of both qualifications and relevant experience:

- A)** 10 years directly relevant hands-on experience in ICT/ digital **combined with** either
- a. a Level 6 major award qualification on the NFQ, or higher, in a relevant area of ICT/ digital transformation
- OR**
- b. at least **three** professional certifications at practitioner/ professional level, in a relevant area of ICT/ digital (see page 9 for a range of examples).
- OR**
- B)** A qualification at Level 7 on the NFQ major award (i.e. ordinary degree) in a relevant computing or computational discipline **combined with** 7 years directly relevant hands-on ICT/ digital experience.
- OR**
- C)** A qualification at Level 8 on the NFQ major award (i.e. honours degree), or higher, with computing/computational modules taken in the final year **combined with** 7 years directly relevant ICT/ digital experience.
- OR**
- D)** A qualification at Level 8 on the NFQ major award (i.e. honours degree), or higher, in a relevant computing or computational discipline **combined with** 5 years directly relevant ICT/ digital experience.

Relevant Industry Certifications

Industry certifications considered relevant and appropriate for such roles in the Civil Service should be certified at advanced/ professional level, as confirmed by the relevant certifying party, may include:

- Service management – e.g. ITIL, practitioner level or above;
- Project management – e.g. Prince and PMI, practitioner or above;
- Knowledge domain-specific awards such as the Special Purpose Award in Business Analysis at Level 8 on the NFQ;
- Other frameworks, methodologies and industry recognised infrastructure certifications such as Angular JS, the Electron Framework, ISTQB, CSDP, ITIL, COBIT ISAQB TOGAF, Lean Six Sigma, Agile, DevOps, CITA, IASA, CISSP, etc

Vendor-based certifications, at the advanced/ professional/ practitioner level, which should be achieved within the past 5 years, including but not limited to:

- Operating systems (incl. Microsoft Windows operating systems, Linux, desktop and mobile);
- Amazon Web Services (AWS), Google, IBM and Microsoft Azure cloud technologies, Virtualisation (VMWare, HyperV, etc.);
- Software development-related Industry certifications including, but not limited to: Python, C#, C++, HTML, CSS, JavaScript, Java, .NET languages, COBOL and SQL Service management – e.g. ITIL, practitioner level or above;
- Databases (MS SQL, MySQL, Postgress SQL, Oracle)
- Microsoft (e.g. MTA, MCP, Microsoft 365 Certified, Microsoft Azure), IAM, DBA, Security, Data Centre, Cisco (CCNA/ CCDA or higher), HPE and Aruba, Juniper, Brocade, Linux, Check Point, Citrix, Palo Alto, Fortinet etc.;
- Frameworks and industry recognised infrastructure certifications such as: CompTIA (e.g. N+, S+), CISSP, CITA.

Other Essential Requirements

Candidates must have:

- Demonstrated ability to manage the development and support of large scale, complex, mission critical enterprise data centre and ICT systems.
- Experience with vendor management, including demonstrated success in conducting procurement exercises and dealing with a diverse range of suppliers at senior management level.
- Proven financial management skills with operational budget tasks.
- Experience in strategic technology planning and policy development and an understanding of Government policies and objectives in the areas of ICT, Shared Services and public service reform.
- Expertise in establishing and improving DevOps, as well as other working practices such as IT Service Management, and IT infrastructure library.
- Demonstrated ability to develop and execute a strategic staffing plan that ensures the right people are in the right roles at the right time, and employees are highly engaged and satisfied.
- Experienced in leading cloud adoption (at scale) including establishing governance mechanisms, delivering migration projects and modifying IT operations target operating model.
- Demonstrated skills in relation to complex critical analysis and decision making, for example in relation to strategic EU level procurements.
- A proven track record in the development of technology strategies, encouraging innovation and managing change.
- A proven track record of delivering results that demonstrate strategic, leadership, management or organisation skills.
- Possess, or have the capacity to develop quickly, a clear understanding of the social welfare system.

In addition, candidates should have all the abilities required of a Principal 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 of Principal officers identified by the Public Appointments Service Principal officer level competency framework. These include:

- Leadership and Strategic Direction
- Judgment and Decision Making
- Management and Delivery of Results

- Building Relationships and Communication
- Drive and Commitment to Public Service Values
- Specialist Knowledge, Expertise & Self Development

For further details on the competency framework and definitions please click [here](#).

5. How to Apply

- The application form is a Word document which must be completed in full.
- The application form must be saved as PDF and the naming convention to be used is **surname forename.pdf**
- Incorrectly submitted application forms will not be accepted.
- A Curriculum Vitae is not required and should not be submitted.
- On completion, you are required to submit the application form via email to dspcareers@welfare.ie

Closing Date

Your application must be submitted no later than **17:00 hours on Friday 3rd June 2022**.

Applications will not be accepted after this date and time

Any queries in relation to this competition should be sent to dspcareers@welfare.ie

6. Selection Process

A Board or Boards will be set up by the Personnel Officer of the Department to conduct any shortlisting/interviews. Subject to the number of applications received, the selection process may include shortlisting and/or preliminary interview, in addition to a final interview.

Short-listing of candidates: Based on information contained in your application form, a board will examine the application and assess 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 and experience on the application form.

Preliminary interview: Depending on the number of applications received the Department may conduct a competitive preliminary interview.

Final interview: will be based around the essential competencies and experience required for the post. The interview will focus primarily on seeking to establish the extent to which candidates possess and can demonstrate the skills and knowledge required for the post.

It is envisaged that interviews will be held as soon as possible after the competition closing date.

Each candidate will be advised of the time, date and venue of their interview and of the names of the members of the interview board. The onus is on candidates to be available for interview at the appointed time.

The scoring system below will be used at shortlisting and interview. The maximum score available in each competency is 100. The pass mark in each competency is 50. Only candidates who achieve the pass mark in all competencies will be deemed suitable for consideration for appointment.

1 – 49	50 – 75	76 – 100
Failed to demonstrate sufficient evidence	Demonstrated evidence	Demonstrated strong evidence

Panel

Following completion of Final Interviews, a panel will be formed in order of merit from which the post of Head of Data Centre Operations may be filled. This panel will be in place for a period of two years from the date on which it is established. The Department may revert to the panel to fill any subsequent vacancies that may arise during the lifetime of the panel.

This panel may also be used to fill similar PO Level ICT (Infrastructure & Operations) vacancies which may arise across a range of Civil Service departments. While the precise nature of the role will vary depending on the sector and Department/ Office in which the vacancy arises the role can be broadly categorised as Head of Infrastructure & Operations.

7. Competition Rules

Availability and Admission

During the selection process, the onus is on all candidates to make themselves available on the date(s) specified by DSP 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 Department of Social Protection 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 Department of Social Protection is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment from this competition the Department of Social Protection 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.

Canvassing

Canvassing will disqualify and will result in exclusion from the process. 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.

In line with the Obligations of Candidates as set out in part 5, section 54 - 56 of the Public Service Management (Recruitments & Appointments) Act 2004 Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence.

A person who is found guilty of an offence is liable to a fine/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate.

And

- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Declining an offer of appointment

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

Security Clearance

A candidate will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all addresses at which they resided.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by DSP or who do not, when requested, furnish such evidence, as DSP require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Confidentiality

Protecting confidentiality is a priority. Candidates can expect, and we guarantee, that 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 the competition process. We will not contact referees, employers or previous employers without candidate's written consent and then only if under consideration for appointment.

Data Protection

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 a candidate applies for a competition run by DSP a computer record is created in the candidate's name. Information submitted with a job application is used in processing the application. Where the services of a third party are used in processing the application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of the candidate's data.

To make a request to access personal data a candidate should submit a request by email to: dpo@welfare.ie ensuring that they describe the records sought in the greatest possible detail to enable us to identify the relevant record(s).

Use of Recording Equipment

The Department of Social Protection 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.

Code of Practice

The selection and appointment process for this competition will be conducted in accordance with the Code of Practice on Appointment to Positions in the Civil Service and Public Service published by the Commission for Public Service Appointments (CPSA). The Code of Practice reflects the following core principles:

- Probity
- Appointments made on merit
- An appointments process in line with best practice
- A fair appointments process applied with consistency
- Appointments made in an open, accountable and transparent manner

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

Any complaints/requests for review will be considered in accordance with the procedures as set out in the Code of Practice. The Code of Practice may be accessed [here](#)

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 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 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 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 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.

8. References

Candidates should begin to consider names of people who would be suitable referees and that HR Division might consult (3 names and contact details). The referees do not have to include a current employer but should be in a position to provide a reference. The referees should be able to provide relatively recent information on the candidate's performance and behaviour in a work context. Candidates may wish to select referees that can provide such information from different perspectives or in different work contexts. Candidates can be assured that HR Division will only contact referees should the Candidate come under consideration after the preliminary interview stage. Please note, should the Candidates be successful at final interview, HR Division will require a reference from a 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.

9. Principal Conditions of Service

General

The appointment is subject to the Civil Service Regulation 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 salary for the position of Principal in DSP with effect from 1st February 2022 is as follows:

Personal Pension Contribution (PPC Rate)

€91,609.00, €95,496.00, €99,354.00, €103,240.00, €106,518.00, €109,917.00 (LSI 1)*, €113,313.00 (LSI 2)*

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

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.

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, immediately prior to appointment, the appointee is a 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 as Principal Officer 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. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

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.
- III. Are suitable with regard to attendance, and
- IV. Are suitable from the point of view of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to *Section 7. 5A (1-4) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iv) above. The detail of the probationary process will be explained to the officer by the employing Department. A copy of Department of Public Expenditure and Reform guidelines on probation will also be made available to the officer.

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 certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- 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 employee 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.

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

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.

Unfair Dismissals Acts 1977-2005

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

The Organisation of Working Time Act

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment.

Headquarters

Headquarters will be such as may be designated from time to time by the Head of the Department/organisation. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role.

Hours of attendance

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

No additional payment will be made for extra attendance (over and above 43 hours and 15 minutes gross or 37 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for this position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave

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

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department. 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

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. Candidates 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. **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

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 Chairperson of the Authority 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.

All circulars are available on the website www.circulars.gov.ie or from the Personnel Section.

Please Note

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

Organisation of Working Time Act 1997

The terms of the [Organisation of Working Time Act, 1997](#) will apply, where appropriate, to your employment.

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 with the successful candidate(s).

Additional Facilities & Enquiries

If you require any additional facilities to assist with your participation in any stage of this competition or have any queries, please email dspcareers@welfare.ie