



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

Candidates Information Booklet

Please read carefully

Open competition for the appointment to the position of:

Catchment Scientist (2 positions)
Waters of LIFE Integrated Project
(Fixed purpose contract ending on 31st March 2028
Department of Housing, Local Government and Heritage)

Closing Date: 3pm on 12th August 2022

The Department of Housing Local Government and Heritage is committed to a policy of equal opportunity.

The Department of Housing, Local Government and Heritage will run this campaign in compliance with the Codes of Practice of the Commissioners for Public Service Appointments (CPSA)

Codes of Practice are published by CPSA and are available on www.cpsa.ie

Contact:

Department of Housing, Local Government and Heritage

Custom House

Dublin

www.gov.ie/housing

The Waters of Life project has received funding from the LIFE Programme of the European Union

Catchment Scientist for the EU LIFE Integrated Project “Waters of Life” Department of Housing, Local Government and Heritage

Title of Position: Catchment Scientist

Employer: Department of Housing, Local Government and Heritage

Type: Specified Purpose Contract

Location: Various

The Department of Housing, Local Government and Heritage (DHLGH) is the Government Department responsible for housing and water, physical and spatial planning, local government, weather forecasting and for conserving and managing Ireland's unique heritage for the benefit of present and future generations.

The European Union's EU LIFE programme is part of the EU's funding for environment and climate action. Information about the LIFE programme is available at https://cinea.ec.europa.eu/life_en

Waters of Life Integrated Project:

The Waters of LIFE Integrated Project aims to help reverse the loss of Ireland's most pristine or high status objective river waters. The ongoing loss of high status waters is among the most concerning, protracted and persistent water quality trend in Ireland. Other water quality trends have well-understood cause and effect, with detailed plans in place to mitigate impacts. More actions are necessary to protect high status objective waters.

The Waters of LIFE is a demonstration project which will develop, test and validate effective integrated catchment management measures to reverse this declining trend.

A total of six project catchments have been selected, five active demonstration catchments where measures will be trialled and evaluated and one control catchment. These are:

1. Blackwater SC 060 (Cork)
2. Lee SC 060 (Cork)
3. Island SC 020 (Galway/Roscommon)
4. Graney SC 020 (Clare)
5. Avonmore SC 010 (Wicklow)
6. Sheen SC 010 (Kerry) (Control)

The locations of these sub catchments is shown on the project website at <https://watersoflife.ie/catchments/>

Part of selecting suitable measures in the active demonstration catchments will be encouraging co-benefits for climate action and biodiversity. The project will include a 'Results Based Agri-environmental Payment Scheme' (RBAPS) for participating landowners, in catchments 1, 2 and 3. Engaging and communicating with stakeholders and the public will be an important element of the project.

The project team will operate as a separate intact team for the duration of the project. The catchment scientists will form part of the project team and report to the project ecologist. The team will work in close cooperation with other River Basin Management Plan projects and implementation bodies such as the Local Authority Waters Programme (LAWPRO) and the Local Authorities' Blue Dot Catchment Programme. The project officially started on 1st November 2019, but was delayed due to Covid 19, and is expected to run until 31st March 2028.

Phase 1 covers the project establishment, recruitment, catchment characterisation and catchment selection. This phase will end on 30th June 2022

Phases 2&3 cover the implementation of measures, operation of a RBAPS, environmental monitoring and reporting and will run from 1st July 2022 to 31st March 2028.

The DHLGH is the lead authority for the project and there are 16 different project partners, including:

- Dept. of Agriculture, Food and the Marine
- Teagasc
- Environmental Protection Agency
- 10 LEADER Companies
- Coillte
- Local Authorities
- DAFM – Forest Service

Job Description:

The catchment scientist's positions are full-time specified purpose contract positions from date of appointment to 31st March 2028. However, the contract may be extended if the project has not been completed by that date.

Overview:

The successful candidates will be appointed as Waters of LIFE Catchment Scientists. One catchment scientist will be based in the Avonmore SC 010 in Co. Wicklow and the other will be based in the Graney SC 020 catchment in Co. Clare and will lead on public engagement and stakeholder management in that catchment.

Candidates will be required to identify their preferred catchment in the application form and will be expected to base themselves in or near that catchment. It is not anticipated that a significant degree of remote working will be feasible for these roles.

The 2 catchment scientists will also operate as part of a multi skilled team along with 3 catchment agricultural advisers and will work together to carry out any necessary catchment investigations across all of the demonstration catchments in order to identify pressures and appropriate mitigation measures.

The successful candidates will report to the Project Ecologist and may be required to report occasionally to a Project Steering Committee and to a Project Stakeholder Advisory Group, both to be established by the DHLGH.

Principal Duties:

The catchment agricultural advisers will be expected to:

- Establish and manage local stakeholder groups;
- Organise and carry out local stakeholder and public engagement activities including community meetings, school visits;
- Promote the benefits of protecting High Status Waterbodies;
- Carry out field investigations in all demonstration catchments to identify significant pressures across a range of sectors;
- Carry out biological monitoring **and/or** hydromorphological assessments all demonstration catchments as required;
- Assist in the development of catchment strategic plans;
- Agree implementation plans with landowners;
- Oversee and monitor the implementation of measures;
- Liaise with forestry owners and identify and agree forestry mitigation measures;
- Identify and agree measures across a range of other sectors including on site wastewater treatment plans, industrial discharges, urban wastewater and extractive industries;
- Liaise and work closely with the wider project team;
- Prepare and contribute to reports when required;

- Be the primary point of contact landowners and other stakeholders and the project team in their designated catchment;
- Continually liaise with the community and stakeholders in designated catchment;
- Coordinate and deliver training to community groups and relevant sectoral interests;
- Liaise and work closely with the wider project team;
- Prepare and contribute to reports when required;
- Carrying out any such other relevant duties as may be assigned from time to time.

Office location and working environment:

One catchment scientist will be based in the Avonmore SC 010 in Co. Wicklow and the other will be based in the Graney SC 020 catchment in Co. Clare, at locations to be agreed with the project manager. Candidates will be asked to identify their preferred catchment in the application form. The main project office is located in Croom County Limerick and the successful candidates will be required to attend meetings at this location from time to time.

The co-ordinating section of the Department of Housing, Local Government and Heritage's Water Division is located in the Custom House, Dublin and the successful candidate may also be required to attend meetings there occasionally.

The catchment scientists will be required to travel to other demonstration catchments from time to time to assist in catchment assessments and developing mitigation plans.

Project requirements may necessitate occasional work outside of normal hours. For example, this may include attending stakeholder meetings outside of normal office hours.

ENTRY REQUIREMENTS

Essential:

Candidates must, on or before closing date for the competition:

- Have achieved at a minimum Level 8 on the National Framework of Qualifications in zoology, biology, ecology, plant science, environmental science, environmental engineering or a relevant qualification which is acceptable to DHLGH as equivalent;
- Have a minimum of 3 years' experience relevant to this post;
- Have an excellent understanding and experience of catchment science, catchment assessments and integrated catchment management;
- Demonstrate an expertise in **one** of the following areas :biological river monitoring **or** hydromorphological surveying techniques **or** fluvial geomorphology;
- An ability to identify issues on the ground that pose a threat to water quality, and identify solutions which give due consideration to the activities on site and the achievement of multiple benefits;
- Excellent communication skills;
- Self-motivated and have a proven ability to work under their own initiative;
- Have a positive, enthusiastic, pragmatic, solution driven and flexible approach to work;
- A willingness to actively participate as part of a wider multidisciplinary team;
- An ability to manage their own workload, ensuring that work is carried out on schedule and to a high standard;
- A full driver's licence and access to their own transport;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for the 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;
- Be fully competent, available and fully capable of undertaking the duties attached to the position;

In addition, candidates must demonstrate an appropriate level of competence in those competencies listed in the "key personal competencies for this role" section below.

Desirable:

In addition, it is desirable that candidates have:

- Experience of GIS and of using mobile data collection software;
- A strong working knowledge of relevant national and EU legislation;
- Completed the LAWPRO Catchment Science and Management Course.

Key Competencies for the Role:

In addition to the essential requirements, candidates must use relevant examples in the application form, to demonstrate how they satisfy the competencies listed below.

Competency Heading:	Competency Description:
Judgement, Analysis & Decision Making:	<ul style="list-style-type: none">• Ability to gather, analyse and interpret information from relevant sources, weighing up a range of critical factors;• Makes decisions utilising resources and expertise available, taking account of any broader issues and related implications, whilst also recognising time constraints;• Resourceful and creative, generating original approaches when solving problems and making decisions;• Seeks all relevant information to help overcome existing or potential problems in the team/project• Uses previous knowledge and experience in order to guide decisions;• Makes sound decisions with a well-reasoned rationale and stands by these;• Puts forward solutions to address problems;
Management & Delivery of Results:	<ul style="list-style-type: none">• Takes responsibility and is accountable for the delivery of agreed objectives;• Structures and organises their work effectively and is logical and pragmatic in their approach, delivering the best possible results with the resources available;• Manages and progresses multiple projects and work activities successfully;• Works effectively with others, providing clear information and evidence as to what is required;• Proactively identifies areas for improvement and develops practical suggestions for their implementation;• Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively;• Applies appropriate systems/ processes to enable quality checking of all activities and outputs;• Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.
Interpersonal & Communication Skills:	<ul style="list-style-type: none">• Ability to initiate and maintain relationships to promote and advance the aims of the project (and to harbour an awareness of the impact that external and internal issues/developments will have on the project);• Uses information effectively to influence and persuade others;• Demonstrates confidence and conviction in the information conveyed;• Ability to communicate effectively with others, using the appropriate medium to ensure that the message is clearly understood;• Encourages open and constructive discussions around work issues, projects conviction, gaining

	<p>buy-in by outlining relevant information and selling the benefit;</p> <ul style="list-style-type: none"> • Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances; • Presents information clearly, concisely and confidently when speaking and in writing.
Specialist Knowledge, Expertise and Self Development:	<ul style="list-style-type: none"> • Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department; • Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role; • Maintains a strong focus on self-development, seeking feedback and opportunities for growth.
Drive & Commitment:	<ul style="list-style-type: none"> • Consistently strives to perform at a high level; • Is resilient and perseveres to obtain objective, despite obstacles or setbacks;; • Demonstrates high levels of initiative, taking ownership for projects and demonstrating self-sufficiency; • Demonstrates flexibility and openness to change; • Is personally honest and trustworthy; • Acts with integrity and encourages this in others.

Eligibility to compete and certain restrictions on eligibility:

Citizenship Requirements:

Eligible Candidates must:

- (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 meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants:

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

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 reemployment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment

applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

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

Declaration:

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

Principal Conditions of Service General:

The appointment is to a temporary non-established position in the Civil Service and 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.

Pay:

The PPC (Personal Pension Contribution) salary for this position with effect from 1st February 2022 is as follows:

Higher Executive Officer (PPC):

50,848 – 52,334 – 53,817 – 55,300 – 56,788 – 58,271 – 59,756 (MAX)

61,899 (1st LSI after 3 years satisfactory service on the maximum)

64,038 (2nd LSI after a further three years satisfactory service)

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

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

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who 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 you are a currently serving civil or public servant.

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

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

Tenure and Probation:

The appointment, which is funded under the European Union's LIFE programme is to a temporary, non-established position in the Civil Service on a fixed purpose contract for a period of nine years with effect from the specified start date. The appointment carries no entitlement to established status, by way of limited competition or otherwise.

In accordance with the Protection of Employees (Fixed Term Work) Act 2003, the contract is on a fixed purpose, whole time contract basis only, on the following grounds. This appointment is a temporary one and is for a strictly limited single fixed purpose, ending on 31st March 2028. However, the contract may be extended if project is not completed by that date.

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, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

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

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

In 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 Carer's 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.

Secondment:

Where appropriate, the Department may consider a secondment arrangement with the Department's current staff.

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.

Outside Employment:

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or comprises his/her integrity.

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 (37.5 hours net per week). Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave:

The annual leave for this position is 29 days, rising to 30 days after 5 years' service.

This leave is on the basis of 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 in accordance with the provisions of the sick leave circulars for the public service.

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 Department of Housing, Local Government and Heritage. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

a. Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age:

Scheme members must retire at the age of 70.

c. Pension Abatement

- If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special

arrangements will, 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.

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**

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

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

- **Ill-Health-Retirement**

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

d. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that **a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme**. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. 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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

f. Additional Superannuation Contribution (ASC)

From 1 January 2019 onwards, public servants will pay an additional superannuation contribution (ASC). This arises from the Public Service Stability Agreement (PSSA, 2018- 2020) (the Agreement) and the provisions of Part 4 of the Public Service Pay and Pensions Act 2017 ("the Act") and will place the cost of public service pension benefits on a more sustainable footing. ASC has replaced the pension-related deduction (PRD) which ceased at the end of 2018. While PRD was based on taxable remuneration, ASC is based on pensionable remuneration only. Whereas PRD was a temporary emergency measure, ASC is a permanent contribution in respect of pensionable remuneration.

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

COMPETITION PROCESS:

How to Apply:

An application must be made on the Application Form which is available for download from the Department of Housing, Local Government and Heritage website:

www.gov.ie/housing/recruitment

A document containing detailed instructions on how to complete the application form is also available for download from this website.

Candidates do not need to submit a Curriculum Vitae.

Your fully completed application form must be submitted to recruitment@housing.gov.ie by the closing date and time stated on the Application Form.

The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the Department of Housing, Local Government and Heritage is satisfied that such a person fulfils the requirements.

On receipt of an application you will be issued with an acknowledgement by email. Please note that all further correspondence will be carried out via email.

It is anticipated that the interviews for this post in addition will be held during the summer months of 2022. Without prejudice to the outcome of the selection process you are advised to make whatever provisional arrangements necessary should you be called to attend for interview. More precise instructions in this regard will issue closer to the planned date for interviews.

Candidates must make themselves available, if invited for interview, on the date(s) specified by the Department of Housing, Local Government and Heritage and ensure that the contact details entered on their Application Form are correct.

Selection Methods:

The selection process may include some or all of the following:

- shortlisting of candidates on the basis of the information contained in their application
- initial/preliminary interview
- presentation or other exercises
- a final competitive interview
- any other tests or exercises that may be deemed appropriate.

Shortlisting:

If the numbers applying for the position are such that it would not be practical to interview everyone, the Department of Housing, Local Government and Heritage may decide that a number only will be called to interview. In this respect, the Department of Housing, Local Government and Heritage provide for the employment of a short listing process to select a

group for interview who, based on an examination of the applications, appear to be the most suitable for the position. A shortlisting panel will examine the applications against pre-determined criteria based on the requirements of the position and the Key Competencies for the role. 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. It is therefore in your own interest to provide a detailed and accurate account of your qualifications, experience and competencies in your application.

Confidentiality:

Subject to the provisions of the Freedom of Information Act, 1997 and 2003 applications will be treated in strict confidence.

Security Clearance:

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant 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 Irish and Northern Irish addresses at which the applicant resided. If unsuccessful this information will be destroyed by the Department of Housing, Local Government and Heritage. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other Important Information:

The Department of Housing, Local Government and Heritage will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Department of Housing, Local Government and Heritage are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Department of Housing, Local Government and Heritage will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Department of Housing, Local Government and Heritage may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates' Rights - Review Procedures in relation to the Selection Process:

Request for a review are dealt with in accordance with the *Code of Practice: Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service published by the Commission for Public Service Appointments – the Code can be accessed [here](#).

The Department will consider request (addressed to the HR Manager) for review as follows:-

- Informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage 7.9 of Code)
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code)
- The Candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this affect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedure in relation to allegations of a breach of the Code of Practice.

Candidate Feedback:

In accordance with the principles of the above Code of Practice, the Department is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the Department's policy to provide written feedback to candidates. This will consist of the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates where possible and a comment from the assessment board in relation to the candidate's overall performance under each of the competency headings.

Access to Information:

Interviewers will be advised not to write comments on application forms and HR will destroy these copies on the completion of the competition. Candidates retain the usual access rights to information on completion of the competition.

Candidates' Obligations:

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

Candidates must not:

- Knowingly or recklessly provide false information

- Canvass any person with or without inducements
- Interfere with or compromise the process in any way.

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

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.

Deeming of Candidature to be Withdrawn:

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

Freedom of Information Declaration:

Applicants should note that some or all of the information contained in this application may be released subject to the terms of the Freedom of Information Act, 1997.

If any of the information in this application is considered sensitive, please identify same and specify in writing the reasons for its sensitivity.

The Department will consult with you about sensitive information before making a decision on any Freedom of Information request received.

Special Accommodations:

If you require any special accommodations in relation to any aspect of this competition, please notify the HR Unit of the Department of Housing, Local Government and Heritage recruitment@housing.gov.ie