



28th October 2022

Circular 21/2022:

**2022 Interdepartmental Competition for appointment to
Assistant Principal Officer Standard 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 Officer Standard** may be made.
2. The Assistant Principal Officer Standard is a senior managerial grade in the Civil Service.
3. The vacancies to be filled from this competition will most likely occur in Dublin, with a smaller number of vacancies occurring in regions. Candidates should note that there are currently panels in place for all counties from the 2021 Assistant Principal Officer Standard interdepartmental competition and these panels are due to expire in July 2023, if not exhausted in the interim. New panels from this 2022 Assistant Principal Officer Standard interdepartmental competition will be formed on a demand led basis and where 2021 panels are exhausted
4. It is not envisaged that appointments will be made after **31 October 2024** from a panel established under this 2022 competition.
5. It is envisaged that a separate competition may be held to fill future vacancies in the Civil Service at the grade of Assistant Principal Officer Higher. This future separate competition will be limited to existing civil servants at the grade of Assistant Principal Officer Standard and equivalent with at least 2 years' service completed within the Civil Service, as well as to the top 160 candidates from Stage 1 in this Assistant Principal Officer Standard interdepartmental competition. **Any existing civil servant at a grade below Assistant Principal Officer Standard or equivalent by the closing date that may be interested in applying for the next Assistant Principal Officer Higher interdepartmental competition should therefore ensure that they apply and compete in this Assistant Principal Officer Standard interdepartmental competition.**

The Role

6. Assistant Principal Standard 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 in the Civil Service will 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 Standard are key participants in the management team of Departments and Offices, playing a critical management role in developing/delivering government policy in the economic, financial, international, environmental, public service reforms and/or social arenas.

The skills and competencies for the grade of Assistant Principal Standard, which will be examined in detail during the selection process, are set out in **Appendix 1** and include:

- Leadership
- Judgement, Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment in Public Service Values

Eligibility

7. Candidates for promotion to Assistant Principal Standard must by the closing date of **17th November 2022**:
 - a) be serving in a permanent, temporary or acting capacity in the Civil Service in a grade below that of Assistant Principal; and
 - b) have not less than two years' service in the Civil Service; and
 - c) Demonstrate that they possess the key and general personal requirements detailed at Section 6 above along with the skills and competencies identified as being essential for the role. These are outlined in Appendix 2. It would be desirable to hold third level educational qualifications in a relevant discipline(s) commensurate with the role.
8. Additionally, it should be noted that:
 - a) 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 completed by the closing date, 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 7(b) above.

- b) 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.
 - c) 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.
 - d) Applicants in grades having the same maximum pay scale (or higher) as Assistant Principal Officer Standard **are not eligible to compete in this competition**
 - e) 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.
9. 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.
10. The eligibility requirements in this competition reflect those set out [in General Council Agreed Report 1526](#) in respect of the cross-stream promotion arrangements to apply in the Civil Service.

Salary

11. The Assistant Principal Standard Salary Scale (rates effective from 1 October 2022) for the position are as follows:

Personal Pension Contribution (PPC)

€73,236	€75,933	€78,668	€81,412	€84,151	€85,730	€88,495(LSI1)
€91,270(LSI2)						

This rate will 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.

Non-Personal Pension Contribution (Non-PPC)

€70,743	€73,318	€74,738	€77,341	€79,945	€81,450	€84,072(LSI1)
€86,703(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(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

Important Note

The terms of DPER 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

12. Regional Recruitment

While it is anticipated that the majority of vacancies arising will be in Dublin, a smaller number of vacancies may arise in other regions. On the application form candidates may select up to **a maximum of two regions** from the following:

Carlow	Cavan	Clare
Cork	Donegal	Dublin
Galway	Kerry	Kildare
Kilkenny	Laois	Leitrim
Limerick	Louth	Longford
Mayo	Meath	Monaghan
Offaly	Roscommon	Sligo
Tipperary	Waterford	Westmeath
Wexford	Wicklow	

You should only select locations where you would be prepared to work if offered an appointment. The onus is on applicants to select their correct regions. **Once you have submitted your location choice, changes will not be permitted.** No exceptions will be made.

The number of Assistant Principal vacancies notified to Public Appointments Service with a breakdown by location from previous competitions can be viewed [here](#).

Please note, this is **not** a prediction of future demand for Assistant Principal vacancies from Government Departments/Offices.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that region. **Acceptance of assignment to a position will automatically eliminate you from being considered for positions in your other selected region.**

13. Positions requiring specialist Irish language skills

The Civil Service is fully committed to fulfilling its 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. In this regard individuals who have proficiency in the Irish language and who fulfil all other eligibility criteria set out below may indicate their interest on the application form.

Candidates who indicate their interest and who are successful at the final selection stages will be required to undergo certain assessments though Irish, e.g. interview and written test, prior to being considered for such a position. They must achieve the required level in the Irish language, i.e. demonstrate a minimum Level B2 on the [Europass self-assessment framework](#)

14. Practical Matters

Practical Matters

- Applications should be made online through www.publicjobs.ie.
- 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 aprecruitment@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.
- 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.
- 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.
- 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.

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

15. How to Apply

The application form is available here:

https://www.publicjobs.ie/index.php?option=com_jobsearch&view=jobdetails&cid=166412&campaignId=22434207

The onus is on the candidate to select the correct competition(s).

Click on the button 'Apply now' to access the application webform. This button is located at the end of the job posting page for Assistant Principal Officer 2022 on www.publicjobs.ie. You must complete the application webform in full and click the submit button.

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 applications submitted online will be accepted into the competition. Applications will not be accepted after the closing date. Only one application per person is permitted.

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 PAS or other body is satisfied that such a person fulfils the requirements.

Candidates with Disabilities

The Public Appointments Service has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential.

Should you be successful, the disclosure of a disability for this stage of the process will not be passed onto the employing department unless you request that we do so.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report be to ASU@publicjobs.ie.

The purpose of the report is to provide PAS with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

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 **17th November 2022**. 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](#).

Closing Date

16. The closing date for receipt of completed applications is **not later than 3pm, on Thursday 17th November 2022**.

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

Selection Process

17. The selection process for this competition will 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;
- An online video interview;
- Language tests (oral and/or written), e.g. in the case of applicants for Functional Bilingual positions in the Irish language;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

Applicants must successfully compete and be placed highest on the order of merit at Stage 1 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.

This competition is being conducted in conjunction with an open competition for this grade. Candidates are permitted to apply and to sit the selection tests/interviews etc. only once even if applying for both competitions.

Next Steps after application

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

Reschedule Requests

Reschedule requests will only be considered under exceptional circumstances as deemed acceptable by PAS (e.g. Bereavement/Illness). Please note that PAS may request supporting documentation as evidence. Candidates who are rescheduled will be scored with their rescheduled batch and will not be reinserted into their original batch. Candidates are only permitted to reschedule **once** for any stage of the selection process.

If the Public Appointments Service is not notified of any issues you experience in advance of or on the day of your assessments/interview, we will not be in a position to address these after the fact.

Important General Information

19. **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 31st October 2024 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 this 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 Standard 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 Standard 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.

20. **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 12/2015. Candidates having doubts on any aspect of their eligibility are advised to clarify their position with their HR Section before proceeding with their application.

21. **Conditions of Appointment**

Appointment to the post of Assistant Principal Standard 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 Standard.** 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 Standard, 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.

22. **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.

23. **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.

24. **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

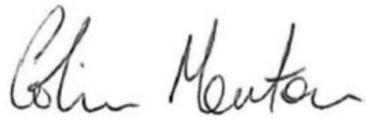
Further information and circulation

25. 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.

26. 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.

27. The Civil Service is an equal opportunities employer.

Mise le meas

A handwritten signature in black ink that reads "Colin Menton". The signature is written in a cursive style with a large initial 'C'.

Colin Menton
Assistant Secretary
Public Service Resourcing

Appendix 1

Key Competencies for effective performance at Assistant Principal Officer level



Assistant Principal Officer Level Competencies

Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Judgement Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Uses judgment to make clear, timely and well-grounded decisions on important issues
	Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at a tissues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/area
	Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Drive & Commitment to Public Service Values	Is self motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity

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 PAS who had played a key role in the selection process.
- Where a candidate remains dissatisfied following any such informal communication, 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 5 working days of either the notification of the decision, or 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 5 working days of the notification of the selection decision.
- 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 Public Appointments Service in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

An informal complaint must be made within **five working days** of the candidate receiving notification of the selection decision. This is necessary to ensure that the Public Appointments Service can intervene if it considers that an error is likely to have been made in the course of the appointment process. The informal complaint will be dealt with by a person within PAS who has a close connection to, and good knowledge of, the selection process.

The complainant should provide details of the allegation and support this with facts that the complainant believes show how the selection process was unfair and how that unfairness impacted them.

Candidates may submit a Formal Complaint under Section 8 to the Chief Executive Officer of the Public Appointments Service. Such a complaint must be made within **five working days** of either the date of notification of the selection decision or the outcome of the informal complaint process.

The outcome of the examination of a complaint will generally be notified to the complainant within 25 working days. If the candidate remains dissatisfied following the outcome of the Formal Section 8 process, they may appeal the decision to the CPSA directly. This appeal must be made in writing to the CPSA directly within **10 working days** of receiving the outcome of the Formal Complaint process.

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 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.

Candidates should note that test scores attained at any stage in this competition may carry forward, should they apply for future competitions conducted by the Public Appointments Service within a 12 month period. This will be determined by PAS on a case by case basis.