



An Roinn Cultúir,
Oidhreacht agus Gaeltachta
Department of Culture,
Heritage and the Gaeltacht



Candidate Information Booklet:

Open competition for the appointment to the position of

Project Senior Scientist/Assistant Project Manager

Waters of LIFE Project

(Fixed purpose contract ending on 20th June 2028)

In the

Department of Housing, Local Government and Heritage

Closing Date: 30th January 2023

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 and Practice of the Commissioners for Public Service Appointments (CPSA).

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

Contact:

Department of Housing, Local Government and Heritage

Custom House

Dublin

Project Senior Scientist for Waters of LIFE Project

(Fixed purpose contract ending seven years from date of appointment)

Title of Position: Project Senior Scientist/Assistant Project Manager (Hereinafter referred to as the Senior Scientist)

Employer: Department of Housing, Local Government and Heritage

Type: Specified Purpose Contract

Location: County Limerick

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 Project aims to help reverse the loss of Ireland's most pristine 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 pristine waters. Many of these waters are small, upland streams.

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

Six project catchments have been selected, comprising five test catchments and one control catchment. The project will aim to encourage multiple benefits for climate action and biodiversity. The project will include a 'Results Based Agri-environmental Payment Scheme' (RBAPS) for participating landowners. 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 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 duration of the project is expected to be 7 years, in 2 phases.

Phase 1 covers the project establishment, recruitment, catchment characterisation and catchment selection (2 years in duration).

Phase 2 covers the implementation of measures, operation of a RBAPS, environmental monitoring and reporting (5 years in duration).

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
- A number of Local Development Companies
- Coillte
- Local Authorities
- DAFM – Forest Service

Job Description

The Senior Scientist is full time position from date of appointment to the end of the project (expected to be 30th June 2028). However, it is envisaged that staff recruited and trained for the project will be given the opportunity to become part of the wider RBMP implementing resource at the end of the project, should they so wish. The Senior Scientist is a leadership role and the person will have direct responsibility for providing scientific and technical support to all areas of the project and will have responsibility to assisting in the delivery and overall management of the project. They will be required to work closely with the Project Team, as well as with Environmental Protection Agency scientific staff, specialist external assistants and other technical collaborators. The key tasks of the Project Senior Scientist will include:

- Delivering on the objectives of the project: to protect and restore water quality in water bodies with a ‘high-status’ objective.
- Planning, organising and overseeing the work of the project catchment and agricultural scientists including:
 - Completion of catchment assessments;
 - Identification of significant issues and pressures on the aquatic environment;
 - Drafting of strategic catchment management plans for the demonstration catchments.
- Procuring and managing external experts to complete specialist investigations including hydromorphological surveys and biological monitoring.
- Assisting in the development and implementation of the project’s results based payments scheme (RBPS).

- Inputting into development and delivery of training for advisors and practitioners in the demonstration catchments.
- Reviewing and approving landowner implementation plans, prepared by local advisers.
- Provision of expertise and advice on the ecology and conservation requirements of habitats and support relevant to the project including objective setting, necessary management measures and impact assessments.
- Liaising with the EPA on the development and implementation of the environmental monitoring programme for the project.
- Assisting in any other research projects that may be undertaken.
- Liaising with project partners on practical inputs to the project and agreeing relevant work programmes.
- Analysing and reporting on scientific outputs, including monitoring results.
- Providing scientific support for the Project Team during processes such as: compensation payments; development of a communications strategy; promoting local community involvement; assessment of the socio-economic impact of project actions; assessment of the ecosystem functions resulting from the project actions; obtaining consents, licences, permits and providing information to assist with appropriate assessment as necessary.
- Providing scientific input into the promotion of public awareness and dissemination of results including assisting in the preparation of information for interpretative panels, project events, project website, social media, dissemination of technical information, project techniques manual and project results booklet.
- Liaising and communicating with stakeholders, the public and media and networking with other projects.
- Assisting the Project Manager in the supervision of contractors as necessary.
- Assistance in the drafting of reports to DHLGH and the European Commission.

Office location and working environment:

The project office is located in Croom, Co. Limerick. The successful candidate for the Senior Scientist role will be required to work in the established office (except when undertaking other project-related work off-site, as required) from the date of appointment for the duration of the project. However, remote or blended working may be facilitated in some circumstances.

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

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 be required to attend meetings there occasionally.

Eligibility Requirements:

Qualifications and Experience:

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 or a relevant qualification which is acceptable to DHLGH as equivalent;
- A minimum of 7 years' experience post-graduation relevant to this post;
- Excellent understanding and experience of catchment science, catchment assessments and integrated catchment management;
- A track record of delivering projects and meeting timelines;
- Excellent communications skills;
- Have experience of managing staff, ideally under remote working conditions;
- Have experience of procurement and contract management;
- A full clean driving licence and access to their own transport.

In addition, candidates must demonstrate an appropriate level of competence in those competencies listed in the 'Key Competencies for this Role' section.

Desirable:

- A postgraduate qualification relevant to this role;
- Experience in collation, management, analysis and dissemination of data and information;
- Have experience of Results Based Payment Schemes;
- The ability to identify and apply appropriate assessment tools and techniques for HS waters bodies and to develop new ecological assessment techniques where required;
- Have having an understanding of pressures acting on high status water bodies and the measures required to mitigate against these pressures;
- Have an understanding of the Health and Safety implications of lone working and working near water;
- An understanding of the Water Framework Directive and River Basin Management Plan Process;
- Knowledge and understanding of Irish and EU Agri-Environmental Policy and legislation;
- Geographical Information Systems (GIS) experience.

Specific Candidate Criteria:

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on 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 and available to undertake, and fully capable of undertaking, the duties attached to the position.

Key Competencies for effective performance at Senior Scientist:

Candidates are required to demonstrate, with relevant examples in the Application Form, how they satisfy the competencies listed below.

Competency Heading:	Competency Description:
Leadership:	<ul style="list-style-type: none">• Actively contributes to the development of the strategies and policies;• 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.

Analysis and Decision Making:	<ul style="list-style-type: none"> • Ability to analyse and interpret scientific and GIS/remotely sensed datasets; • Researches issues thoroughly, consulting appropriately to gather all information needed on an issue; • Understands complex scientific and policy issues quickly, accurately absorbing and evaluating data (including numerical data) Integrates diverse strands of information, identifying inter-relationships and linkages; • Makes clear, timely and well-grounded decisions on important issues; • Considers the wider implications of decisions on a range of stakeholders; • Takes a firm position on issues s/he considers important.
Management and Delivery of Results:	<ul style="list-style-type: none"> • 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 issues 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 and Communication Skills:	<ul style="list-style-type: none"> • 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; • Instils a strong focus on Customer Service in his/her area;

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Must demonstrate expertise in and understanding of: <ul style="list-style-type: none"> ○ Catchment science, catchment characterisation and integrated catchment management. ○ Significant pressures such as agricultural, forestry, waste water treatment plant and hydromorphological pressures on river water quality, their impact on aquatic ecology, and how best to assess measures required and how to monitor improvements. ○ Surveying, mapping, scientific monitoring and reporting relevant to the project. ○ European Union and Irish environmental and agri environmental policy. • Must demonstrate the ability to advice others; including in relation to water quality protection actions, drawing on best practice and innovations in devising solutions.
Drive and Commitment to Public Service Values:	<ul style="list-style-type: none"> • 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.

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 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 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 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 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

The appointment is to a temporary 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

Personal Pension Contribution (PPC) Pay Scale:

The salary scale for the position (rates effective from 1st October 2022) is as follows:

€73,236 €75,933 €78,668 €81,412 €84,151 €85,730 (NMAX)

€88,495 (1st LSI after three years' satisfactory service on the maximum)

€91,270 (2nd LSI after a further three years satisfactory service)

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years 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 you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the appointee's choice. Payment cannot be made until a bank account number, bank sort code, IBAN (International Bank Account Number) and BIC (Bank Identifier Code) has been supplied to the Human Resources Division of the relevant Department/Office. Statutory deductions from salary will be made as appropriate by the Department.

The appointee 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, position in the Civil Service on a fixed purpose contract for a period of seven years with effect from the specified start date. The appointment carries no entitlement to permanent 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 30th June 2028 However, the contract may be extended if project is not completed by that date.**

The successful candidate will be required to undergo a probationary period of 12 months.

The appointment is subject to termination at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2005. In the case of serious misconduct, the employment may be terminated at any time without notice and without penalty.

Secondment

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

Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977-2015 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 as fixed from time to time but will amount, on average, to not less than 41 hours and 15 minutes gross or 35 hours **net of lunch breaks**. Flexibility will be required with regard to extra attendance, which may be required from time to time. The rate of remuneration payable covers any exceptional extra attendance liability that may arise and no additional payment will be made for extra attendance (over and above 41 hours and 15 minutes gross or 35 hours net per week).

Annual Leave

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

Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed

Organisation of Working Time Act 1997

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

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 for the public service.

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 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 Social Protection within the required time limits.

Secrecy, Confidentiality and Standards of Behaviours:

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, especially information with commercial potential, either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The officer will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act 1995 to 2001

The Ethics in Public Office Acts 1995 to 2001 will apply, where appropriate, to this employment.

Prior approval of publications:

An officer will agree not to publish material related to his or her official duties without prior approval by the Secretary General of the Department.

Political activity

During the term of employment the officer will be subject to the rules governing civil servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following web site [gov.ie - Circulars \(www.gov.ie\)](http://gov.ie - Circulars (www.gov.ie)).

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.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should 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

Please Note

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working which, in the Civil Service is on a blended basis. 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.

Important Notice

The foregoing 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.

COMPETITION PROCESS

The Department of Housing, Local Government and Heritage is recruiting for this position under its Recruitment Licence issued by the Commission for Public Service Appointments (CPSA) and in accordance with the CPSA's Code of Practice.

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

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**.

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