



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



Candidate Information Booklet

Open competition for appointment to the position of

Community Engagement Officers (two posts)

for LIFE on Machair Project

**Post 1: Fixed purpose full-time contract for West Connacht (Galway and Mayo)
contract end date 31/01/2028**

and

**Post 2: Fixed purpose part-time (50%) contract for North West Donegal
contract end date 31/01/2028**

in the

Department of Housing, Local Government and Heritage

Closing Date: 3.00 pm on the 15 March 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: heritagerecruitment@housing.gov.ie

Department of Housing, Local Government and Heritage

Custom House

Dublin 1 D01W6X0

Community Engagement Officers (Full-Time West Connacht – Galway and Mayo - and Part-time (50%) NW Donegal)

for LIFE on Machair Project

(2 x Fixed purpose contracts ending 31 January 2028)

Background LIFE on Machair Project

The Department of Housing, Local Government and Heritage (DHLGH) has been awarded EU funding for a €7.4m LIFE Nature and Biodiversity Project, LIFE on Machair. Machair and fixed dune habitats in northwest Ireland are in Unfavourable conservation status according to the most recent national conservation assessments. Wader populations associated with Machair are in steep decline, and several invertebrate species with restricted and declining distributions are closely linked to Machair systems. The project will focus on improving the conservation status of Machair systems inside the Natura 2000 network, at project sites in Counties Galway, Mayo and Donegal. Changes in the conditions of habitats and the ecological conditions for the priority habitat Machair and associated pollinators and waders will be captured through results-based management agreements with landowners and through monitoring programs. The project will also support local communities and tourism operators to work in sustainable ways with the coastal Machair habitats and species.

The LIFE on Machair project commenced in February 2022 and will run for six years, and end on 31 January 2028.

The project will be managed by a multi-disciplinary six-person Project Team, responsible for the day to day implementation of the LIFE on Machair LIFE project, under the direction of the DHLGH. The project team will consist of a Project Manager, two Project Ecologists, one full time Community Engagement Officer in West Connacht and one part time (50%) Community Engagement Officer in NW Donegal, and a Project Administrator. Given the geographical spread of sites, the project will have two offices, one each in counties Mayo and Donegal, subject to review at the end of the first year.

The Role

DHLGH are seeking the appointment of two Community Engagement Officers: one full time in West Connacht (Galway and Mayo), this is where the majority of LIFE on Machair sites are located, and a second part-time (50%) Community Engagement Officer, in North West Donegal. **The Community Engagement Officers must have the ability to communicate in spoken and written Irish.** The persons appointed as **LIFE On Machair** Community Engagement Officers will be responsible for community engagement tasks in their project area, relevant to the EU LIFE20 NAT/IE/000263 '*Protecting and restoring Ireland's network of Machair systems and associated breeding wader and pollinator communities*'. The successful candidates will lead activities that nurture local buy-in and ownership of the project in their project area, in order to ensure longer-term after-project Machair conservation. The successful candidates will report to the Project Manager and will work in close communication with each other to ensure consistent project messaging, each being responsible for the dissemination of information in their project locality via social media, leaflet campaigns, local radio and stakeholder meetings. The successful candidates will also be charged with the development of focus groups and community workshops, to seek input and to field concerns from local landowners and farmers, and support actions relating to sustainable tourism.

Location

The persons appointed will be required to operate in a location as designated by DHLGH.

The successful candidate in each area will be required to use the relevant established offices as their work base (except when undertaking other project-related work off-site, as required) from date of appointment for the contract duration (31 January 2028).

Key Duties and Responsibilities

- Map out relevant stakeholder groups and following from this, develop and maintain effective stakeholder relationships with project local communities, landowners and farmers.
- Develop and coordinate a communications strategy for local and national public awareness, working in tandem with the other Community Engagement Officer and in conjunction with the Project Manager and wider project team members.
- Organise networking, stakeholder engagement, communication and media events.
- Establish focus groups, allowing the communities to voice their opinions, while maintaining an environment positive to the project goals.
- Create content for the project website, leaflets, publications, etc.
- Attend at and present to relevant conferences and events.
- Create and deliver a Schools Programme in conjunction with other relevant agencies, to include presentations, competitions and an annual field day to a local project site.
- Design and organise community workshops to maximise the potential in nature for local sustainable tourism.
- Participate in the delivery of the reporting and dissemination of actions associated with the project, including providing input to the interim and final project reports.

Eligibility Requirements

Qualifications and Experience

Essential:

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

- Have a minimum of **3 years' experience in a community engagement** role and a qualification (such as education, community engagement and/or environmental studies) relevant to this post

And

- Have a full clean driving licence and access to their own transport

And

- **Ability to communicate in spoken and written Irish**

Desirable:

- Experience or knowledge of monitoring and conservation management for coastal habitats and/or pollinators (note that additional training can be provided where required)
- Post-graduate research experience in a related/relevant field.
- An understanding of Irish and EU policy relating to agri-environment schemes and biodiversity conservation and management
- Experience working positively on multi-stakeholder projects.

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

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 Community Engagement Officer Level

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

Competency Heading	Competency Description
Judgement, Analysis and Decision Making	<ul style="list-style-type: none">• Gathers and analyses information from relevant sources, weighing up a range of critical factors• Takes account of any broader issues, agendas, sensitivities and related implications when making decisions• Uses previous knowledge and experience in order to guide decisions• Uses judgement to make sound decisions with a well-reasoned rationale and stands by these• Puts forward solutions to address problems
Management and Delivery of Results	<ul style="list-style-type: none">• Takes responsibility and is accountable for the delivery of agreed objectives• Successfully manages a range of different projects and work activities at the same time• Structures and organises their own and others work effectively• Is logical and pragmatic in approach, delivering the best possible results with the resources available• 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 and Communication Skills	<ul style="list-style-type: none">• Builds and maintains relationships with colleagues and other stakeholders to assist in performing role• Strong negotiating skills with an ability to encourage open and constructive discussions around project issues• Projects conviction, gaining buy-in by outlining relevant information and selling the benefits• Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances• Presents information clearly, concisely and confidently when speaking and in writing• Collaborates and supports colleagues to achieve project goals• Communicates effectively and with ease across a range of stakeholder groups, from local rural / coastal communities to farmers and eNGOs.
Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none">• Has an awareness of EU Nature Directives, nature conservation, and agri-environment related schemes and issues in Ireland• Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the EU LIFE on Machair project, and other aligned LIFE projects in the region, and effectively communicates this to others.• Has a clear understanding of the pressures on coastal communities from the perspective of climate, tourism and amenity.• Focuses on self-development, striving to improve performance

	<ul style="list-style-type: none"> • Demonstrates resilience in the face of challenging circumstances and high demands
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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 re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme

and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

The Department of Environment, Community and 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 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 October 2022** is as follows:

Higher Executive Office Standard Scale

The annualised full time payscale is as follows:

€52,897 - €54,443 - €55,986 - €57,529 - €59,077 - €60,619 - €62,164 (NMAX)

€64,394 (LSI1) - €66,619 (LSI2)

For the part-time (50%) role, this payscale will be adjusted to a to a half-time basis.

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.

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

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 position in the Civil Service **on a fixed-term contract from the date of appointment until the 31st January 2028**. The appointment carries no entitlement to permanent status, by way of limited competition or otherwise.

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.

In accordance with the Protection of Employees (Fixed Term Work) Act 2003, the full time contract is on a fixed-term, whole time contract basis only and the part-time contract is on a 50% equivalent basis **These appointments are temporary and for a strictly limited single fixed-term, not exceeding six years from the date of appointment**, to the position of **Community Engagement Officer (Full time for West Connacht and Part time (50%) in NW Donegal)** of the LIFE₊ on Machair project which will take place across nine project sites predominantly in Gaeltacht areas across West Connacht and North-west Donegal.

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.

Location

The person appointed will be required to operate in one of two office locations, to be established in the project areas of Donegal and Mayo, for the project duration.

Headquarters will be such as may be designated from time to time by the Head of the Department. The successful candidate 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 to 31 January 2028. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross. For those on the 50% role the hours of attendance and conditions will be pro-rated. Candidates should note that the hours of attendance may be adjusted in line with Government Policy. The successful candidates 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.

Annual Leave

The annual leave allowance for successful candidates will be 29 working days per annum rising to 30 days after 5 years' service and is exclusive of the usual public holidays. This annual leave allowance is on a pro-rata basis.

Sick Leave

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

Officers paying the 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.

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).
- **III-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

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity:

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour:

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

Ethics in Public Office Acts:

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

Prior Approval of Publications:

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity:

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

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 operated 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

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

<https://www.gov.ie/en/organisation-information/453df-recruitment-in-the-department-of-housing-local-government-and-heritage/>

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:

heritagerecruitment@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 will be held during March/April 2023. 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

Requests 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 Appointments – the Code can be accessed [here](http://www.cpsa.ie). (www.cpsa.ie)

The Department will consider a 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 (Section 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 effect 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

HR will destroy copies of the application form 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 Accommodation

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 at heritagerecruitment@housing.gov.ie.