



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



## **Candidate Information Booklet**

Open competition for appointment to the position of  
**Community Engagement Officer for LIFE IP Wild Atlantic Nature  
(West Connacht area)**

Fixed purpose full time contract ending 31 December 2029

in the

Department of Housing, Local Government and Heritage

**Closing Date: 3.00 pm on the 13<sup>th</sup> April 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](http://www.cpsa.ie)

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**Contact: Department of Housing, Local Government and Heritage**

**Custom House**

**Dublin 1**

**D01W6X0**

## **Community Engagement Officer for LIFE IP Wild Atlantic Nature (Full-Time, West Connacht)**

(Fixed purpose contract ending 31 December 2029)

### **Background**

LIFE IP Wild Atlantic Nature is a 9-year project Coordinated by the Department of Housing, Local Government and Heritage aimed at conservation and management of Ireland's Natura 2000 network, with a special focus on blanket bog. The project covers over 250,000ha of Natura 2000 lands, comprising primarily blanket bogs and associated peatland habitats. The primary target of LIFE IP Wild Atlantic Nature is delivery of the Prioritised Action Framework (PAF) for Ireland in general, and blanket bog specifically. The project aims to deliver benefits to associated habitats, species and local communities, in addition to being significantly climate and water quality related. Among other activities, the project is demonstrating the Results-Based Payment Scheme (RBPS) approach and developing its roll-out to deliver conservation actions on the ground. Another key remit of LIFE IP Wild Atlantic Nature is the mobilisation of complementary funding for associated activities to conserve and restore peatlands. As part of this remit, LIFE IP Wild Atlantic Nature are a partner on a range of projects including the EU Horizon-funded WaterLANDS project and The Hare's Corner, in association with Burren Beo.

LIFE IP Wild Atlantic Nature commenced in 2021 and will run for nine years, to the 31st December 2029.

### **The Role**

The person appointed as **LIFE IP Wild Atlantic Nature Community Engagement Officer** will be responsible for community engagement tasks in the project area, relevant to the EU LIFE18 IPE/IE/000002 '*Towards implementing the Prioritised Action Framework for Ireland by protecting and restoring Ireland's blanket bog Natura network along the Atlantic seaboard*'. The successful candidate will lead a range of activities that improve public appreciation of the social and ecological value of peatlands, foster local support for peatland conservation, increase stakeholder involvement at community level and develop a sense of community ownership or custodianship towards local peatlands in order to ensure long-term blanket bog conservation. The successful candidate will report to the Project Manager and will liaise on a regular basis with the wider project team to ensure consistent project messaging, clear effective communication of project activities and dissemination of results. The successful candidate will assist with fostering productive relationships with all stakeholders, particularly with local communities, state bodies, local authorities and the agriculture sector.

## **Location**

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

The person appointed will be required to operate in one of two office locations, in Sligo or Mayo, from date of appointment for the contract duration. Blended working is a possibility.

## **Key Duties and Responsibilities**

- Assisting with delivering the LIFE IP Wild Atlantic Nature project objectives
- Organise networking, stakeholder engagement, communication and media events.
- Create content for the project website, leaflets, publications, etc.
- Act as key local contact point for community groups
- Facilitation of community workshops relating to core objectives of LIFE IP Wild Atlantic Nature
- Outreach with communities and farmers regarding peatland restoration actions of the project
- Preparing and delivering presentations and communication materials, as relevant.
- Develop a network for Natura 2000 communities, including website and support material
- Assisting local communities in the development of complementary funding applications
- Represent LIFE IP Wild Atlantic Nature at meetings, workshops, seminars, and conferences, as appropriate.
- Develop relationships with key public representatives to build support and ensure that the project's objectives are communicated effectively.
- Promoting stakeholder engagement in LIFE IP Wild Atlantic Nature
- Organize community bog walks and other events and provide assistance in the development of a fire prevention campaign
- Assist in liaising with landowners when project actions such as habitat surveys are planned to take place
- 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
- Be self-motivated and capable of working on own initiative
- Have experience of report writing, both technical and progress reports for projects.
- Have experience in an environmental science discipline with demonstrated field experience
- Have good written and oral communication skills (in English).

#### **Desirable:**

- Experience or knowledge of monitoring and conservation management for peatlands (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 peatland conservation and management
- Experience working positively on multi-stakeholder projects.
- Experience organising and delivering fieldtrips and other outreach activities such as schools visits, community workshops, training programmes, etc.
- Fluency in Irish or an ability to effectively communicate in the Irish language

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.

<b>Competency Heading</b>	<b>Competency Description</b>
<b>Judgement, Analysis and Decision Making</b>	<ul style="list-style-type: none"><li>• Gathers and analyses information from relevant sources, weighing up a range of critical factors</li><li>• Takes account of any broader issues, agendas, sensitivities and related implications when making decisions</li><li>• Uses previous knowledge and experience in order to guide decisions</li><li>• Uses judgement to make sound decisions with a well-reasoned rationale and stands by these</li><li>• Puts forward solutions to address problems</li></ul>
<b>Management and Delivery of Results</b>	<ul style="list-style-type: none"><li>• Takes responsibility and is accountable for the delivery of agreed objectives</li><li>• Successfully manages a range of different projects and work activities at the same time</li><li>• Structures and organises their own and others work effectively</li><li>• Is logical and pragmatic in approach, delivering the best possible results with the resources available</li><li>• Proactively identifies areas for improvement and develops practical suggestions for their implementation</li><li>• Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively</li><li>• Applies appropriate systems/ processes to enable quality checking of all activities and outputs</li><li>• Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers</li></ul>
<b>Interpersonal and Communication Skills</b>	<ul style="list-style-type: none"><li>• Builds and maintains relationships with colleagues and other stakeholders to assist in performing role</li><li>• Strong negotiating skills with an ability to encourage open and constructive discussions around project issues</li><li>• Projects conviction, gaining buy-in by outlining relevant information and selling the benefits</li><li>• Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances</li><li>• Presents information clearly, concisely and confidently when speaking and in writing</li><li>• Collaborates and supports colleagues to achieve project goals</li></ul>

	<ul style="list-style-type: none"> <li>Communicates effectively and with ease across a range of stakeholder groups, from local rural /coastal communities to farmers and eNGOs.</li> </ul>
<b>Specialist Knowledge, Expertise and Self Development</b>	<ul style="list-style-type: none"> <li>Has an awareness of EU Nature Directives, nature conservation, and agri-environment related schemes and issues in Ireland</li> <li>Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of LIFE IP Wild Atlantic Nature Project, and other aligned LIFE projects in the region and effectively communicates this to others</li> <li>Has a clear understanding of the pressures on coastal communities from the perspective of climate, tourism and amenity.</li> <li>Focuses on self-development, striving to improve performance</li> <li>Demonstrates resilience in the face of challenging circumstances and high demands</li> </ul>

### **Eligibility to compete and certain restrictions on eligibility**

#### **Citizenship Requirements**

Eligible Candidates must be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- b) A citizen of the United Kingdom (UK); **or**
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

**To qualify candidates must 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 **1<sup>st</sup> March 2023** is as follows:

#### **Higher Executive Office Standard Scale**

The annualised full time payscale is as follows:

€53,955 - €55,532 - €57,106 - € 58,680 - € 60,259.- € 61,831- € 63,407 (NMAX)

€ 65,682(LSI1) - € 67,951(LSI2)

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/Formal 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 31<sup>st</sup> December 2029**. 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 contract is on a fixed-term, whole time contract basis only. **This appointment is temporary and for a strictly limited single fixed-term, ending on the 31<sup>st</sup> December 2029**, to the position of **Community Engagement Officer** of LIFE IP Wild Atlantic Nature which will take place along the Atlantic seaboard predominantly in West Connacht and 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, in Sligo or Mayo.**

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 date of appointment for the contract duration. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations. Blended working may be possible for this role.

### **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. Candidates should note that hours of attendance may be adjusted in line with Government Policy. The successful candidate 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 the position is 29 working days per annum rising to 30 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](http://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 III-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 III-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](http://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 Acts 1997, 2003 and 2014. The officer will agree not to disclose to 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 policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

### **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](mailto: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 in early May 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**

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 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 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**

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](mailto:heritagerecruitment@housing.gov.ie).