



**Competition to fill the post of
HR Manager in the Department of Finance
(Principal Officer Higher)
Closing Date: 6th June 2023**

The Department of Finance invites applications from eligible candidates for a competition for HR Manager. This is a senior management role that reports to the Secretary General and is a member of the Executive Board.

The Department of Finance's mission is to lead in the achievement of the Government's economic, fiscal, banking and financial policy goals, having regard to the goals set out in the Programme for Government. The Department is an inclusive, high performance, knowledge based, professional and learning organisation.

This role provides a unique opportunity to contribute to making our country a better place for people today and in the future. If successful in this competition you will be responsible for the delivery of the Departments HR Business Strategy and outputs and you will play a crucial role in ensuring the work of the Department contributes to its mission.

The Department of Finance is committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve.

The Department encourages applications from diverse, qualified candidates to ensure it is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion when making appointments.

Human Resources is responsible for the development and delivery of the Departments HR Business Strategy and the provision of a wide range of HR services to management and staff. The Departments HR strategy is focused on five key elements:

1. Organisational Structure;
2. Workforce and Succession Planning;
3. Organisational Learning and Development;
4. Performance Management and
5. Employee Engagement initiatives

Growing our people and enhancing our culture will deliver an inclusive and better place to work in an environment where staff can be the best they can be, where talented people are engaged, valued and choose to work to provide a world class service and expertise to the State.

1. Job Description

The HR Managers key objective is to develop and lead the implementation of a comprehensive HR Business Strategy that meets the business needs of the Department and to develop and implement appropriate HR policies, practices and programmes to achieve the required outcomes from this strategy

Key responsibilities include:-

- As a member of the Executive Board provide support to senior management in the organisation in achieving the organisation's objectives through the management and operation of a HR Strategy.
- Developing and managing HR policies that effect the HR Strategy.
- Managing the allocation of staff resources through the Workforce Planning framework to ensure the successful achievement of the Department's overall objectives (including matching staff skills and competencies to post requirements and succession planning).
- Provide advice, guidance and assistance to senior management in HR matters, including involvement, where appropriate, in case management, assignment decisions, disciplinary and sick leave cases, etc.
- Provide leadership, management and development of the human resources team to ensure the provision of appropriate HR services delivery of the highest standard, to the business, line managers, and all staff.
- Ensure that the HR function is appropriately structured to meet the business goals of the Department/Offices/Agencies as appropriate
- Primary reporting is to the Sec Gen and can be daily depending on issues
- Works closely with Executive Board (EB) members and the Senior Management Group (SMG); HR team; Other Governments Departments and agencies; Civil Service HR forums, Departmental Council and, AHCPS, FORSA and SIPTU trade unions.

Essential Requirements for Role

- A relevant qualification of at least level 8 in the national framework of Qualifications, for example in the areas of Human Resources or Business related qualifications
- A number of years of HR experience (minimum of 3 years or more) at a senior level in the Civil and Public Service and/or Private Sector.
- Demonstrable knowledge and understanding of the HR/IR environment, employment law and related processes in the Civil and Public Service and/or Private Sector or the ability and willingness to quickly acquire such knowledge and understanding.
- A proven ability to lead, manage, develop and work as part of a team
- A proven record of willingness to take the initiative and adopt a proactive approach.

- A strong commitment to the implementation of strategic change.
- Experience of interacting with stakeholders at the most senior levels.
- Need to be able develop and maintain high levels of trust and confidentiality with all stakeholders.
- Proficient in IT skills including Word, Excel and PowerPoint
- Must have excellent interpersonal, leadership, problem solving, negotiation, communication (including verbal, written and presentation skills), coaching and strategic thinking

Desirable Requirements

- A recognised third level/Masters qualification in HR or related discipline is desirable
- Membership of CIPD, or be eligible for membership of CIPD, or IITD is desirable

Location

The Department of Finance and its offices are located in Dublin 2.

Blended/ Hybrid Working will apply, in line with the Department of Finance Blended Working Policy, which is 2/3 days in the office, and as business needs require.

Pay

The Salary Scale for the position of Principal Officer (Higher) PPC is as follows: (rates effective from 1st March 2023):

€104,618 - €108,925 - €113,254 - €117,572 - €121,255 - €125,135 (LSI1) -
€129,016 (LSI2)

The Personal Pension Contribution (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. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

2. Eligibility

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). 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 UK 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 the UK 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.

It is the responsibility of applicants to ensure that they meet the eligibility criteria. Eligibility may not be confirmed until an applicant comes under consideration for promotion. An invitation to participate in any phase of the competition or being placed on the panel does not, therefore, constitute acceptance of eligibility. Any query about eligibility should be addressed to Department of Finance HR at recruitment@finance.gov.ie.

3. Selection

Selection, depending on the number of candidates, **may** involve:

- 1. Short-listing of candidates for interview on the basis of the information contained in their application and relevant experience. The short-listing exercise will, insofar as is possible be conducted by the Interview Board. This will take place as soon as possible after the closing date for applications. Suitable applicants will be short-listed based on the essential requirements for the post outlined in this Notice and a candidate's short statements. Those shortlisted will then be invited for interview.
- 2. A competitive interview which will focus on establishing the level of candidates' experience and qualifications in respect of the requirements for the position, as

set above and the generic competencies for the Principal Officer grade as set out in *Appendix 2*. It is envisaged that interviews will be held as soon as possible.

4. Feedback

At all stages of the process applicants will be notified of the outcome. Feedback will be provided on written request.

5. Codes of Practice

The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice published by the Commission for Public Service Appointments (CPSA).

The Code of Practice reflects the following key recruitment principles:

- Probity
- Merit
- Best practice
- Consistency
- Transparency
- Appointments promoting equality, diversity and inclusion

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting www.cpsa.ie

6. Complaints and Requests for Review

Complaints/requests for review will be considered by the Department of Finance in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints/reviews should be addressed to the David Gray, Department of Finance, Government Buildings, Merrion Street, Dublin 2 D02 R583. Where possible, the Department will attempt to initially deal with such matters informally as provided for in Sections 7 and 8.

7. Sick leave

Candidates must be suitable from the point of view of health, with particular regard to sick leave; in relation to health and sick leave Circular 05/2018. Candidates should note that sick leave records for existing civil or public servants are not checked until an appointment is being made. Admission to the competition does not therefore imply that a candidate meets the health and sick leave criteria.

8. Conditions of appointment

It should be noted that 30 days is the maximum annual leave entitlement for an officer appointed as a Principal Officer as a result of this competition. In circumstances where an

existing civil servant previously had an annual leave entitlement in excess of 30 days the maximum annual leave entitlement will apply on promotion (with no compensatory element applicable).

9. Applications

Candidates wishing to apply for this post should submit the following:

9.1 Curriculum Vitae – focusing on recent experience, maximum length 3 pages;

9.2 A short statement for all of the following:

1. Please outline why you are suitable for the role of HR Manager (Principal Officer Higher) in the Department of Finance and what you specifically would bring to the role in relation to your experience, skills, qualifications and competencies. (maximum 300 words);
2. What has been your greatest management/leadership achievement that you were responsible for delivering, what barriers had to be overcome, who was involved (maximum 300 words)
3. Describe a strategy/policy you initiated and delivered to address a business objective or problem. (maximum 300 words)

9.3 Completed Cover Application Form (Appendix 3)

Please take care when completing your application and ensure that you include all relevant details. Your application will form part of the assessment process where shortlisting is applied and also where candidates are called for interview.

All documentation must be emailed to recruitment@finance.gov.ie with the subject line “HR Manager 2023” by **1:00pm on 6 June 2023**. Please ensure your name is on each document submitted. Late or incomplete applications will not be accepted.

10. Candidates with Disabilities

The Department of Finance has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodation made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

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

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

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

11. Data Protection

As part of this competition process, applicants will be required to submit personal data in their application form and their CV. Applicants should note the **Candidate Privacy Statement**.

The processing of personal data necessary for the purpose of this competition is lawful as provided for under Article 6(1) (e) of the General Data Protection Regulation and Section 71 (2) (a) of the Data Protection Act 2018.

12. 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.

13. References

Candidates should begin to consider names of people who will be suitable referees and that Dept. of Finance HR might consult (three names and contact details). The referees do not have to include a current employer but should be in a position to provide a reference. The referees should be able to provide relatively recent information on the candidate's performance and behaviour in a work context.

Candidates may wish to select referees that can provide such information from different perspectives or in different contexts. Candidates can be assured that Department of Finance HR will only contact referees should the candidate come under consideration after the preliminary interview stage. Please note should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and other relevant checks required for the particular role.

14. Circulars to Note

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) and the Minister's consent will have to be secured prior to employment by any Public Service body.

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

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).

Human Resources
Department of Finance

15 May 2023

Appendix 1 - Principal Conditions of Service

General

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations 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.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

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

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

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness

The employee may, in these circumstances, make an application to the employer for

an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role.

Headquarters

The Head Office of the Department of Finance is in Government Buildings on Merrion Street Upper, Dublin 2. Your headquarters will be such as may be designated from time to time by the Head of the Department, but you may reasonably expect to be located within the Merrion Street Campus.

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 or 35 hours net per week. 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.

Annual Leave

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

Sick Leave

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

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 employing Department. 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

- a) 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.
- b) 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 Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education 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:

- (i) If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
- (ii) 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.
- (iii) 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:

- 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.
- 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.
- 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.

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 Head of the Department /Organisation 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.

IMPORTANT NOTICE

The above 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.

Appendix 2 - Principal Officer Level Competencies

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

Appendix 3:

Cover Application Form

HR Manager in the Department of Finance (2023)

Candidate's Name:

Email Address:

Tel No.

Note: The email address provided will be used for all correspondence in connection with this competition. You should ensure that you furnish an email address (and a telephone number in case of an emergency) where there will be no delay in communications reaching you.

It is intended that shortlisting and/or final interviews will be conducted as soon as possible after the closing date. The onus is on each applicant to make themselves available for interview. Reasonable efforts will be made to facilitate applicants, however, there is no guarantee that alternatives will be offered.

Special Requirements

In order for us to facilitate you for the interview process, please give details of any special requirements you may have.

I wish to apply for above post and have provided all documents as outlined below.

Click applicable boxes

Curriculum Vitae ☐

Short Statements ☐

Completed cover application form ☐

Candidate's Signature: _____ **Date:** ____/____/_____
eSignature will suffice