



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

Photographic Archive Assistant Information Booklet

Prepared by the Department of Housing, Local Government and Heritage

Gov.ie/housing

Open competition for appointment to the position of

Photographic Archive Assistant (Executive Officer)

in

the Department of Housing, Local Government and Heritage

Closing Date: 3.00pm on 03/08/2023

The Department of Housing, Local Government and Heritage is committed to a policy of equal opportunity.

The Department of Housing, Local Government and Heritage

Custom House

Dublin 1

D01 W6X0

Contact: heritagerecruitment@housing.gov.ie

Photographic Archive Assistant (Executive Officer)

Background

The Department's mission is to support sustainable development, with a particular focus on strategic planning, the efficient delivery of well-planned homes in vibrant communities, the sustainable management of our water resources, the nurturing of Ireland's heritage and the promotion of effective local government.

The Department's [Statement of Strategy](#) sets out how it will achieve its goals. Further information on the Department can be found [here](#).

The National Monuments Service

The National Monuments Service (NMS), an integral part of the Heritage Division of the Department of Housing, Local Government and Heritage, is charged with, and committed to, conserving and managing Ireland's unique archaeological heritage for the benefit, education and enlightenment of present and future generations, as a support to the economy and sustainable employment and in compliance with statutory requirements.

NMS is responsible, on behalf of the Minister for Housing, Local Government and Heritage, for implementing the National Monuments Acts 1930 to 2014 in regard to protection of archaeological monuments and historic shipwrecks and the licensing or other regulation of a range of activities, including archaeological excavation, use of detection devices (on land or underwater) for archaeological purposes and diving on or interference with historic wrecks and underwater archaeological objects. It also provides, on behalf of the Minister, archaeological advice to planning authorities and a range of other bodies responsible for carrying out or regulating development, both on land and underwater (including maritime and inland waters). The NMS is responsible for maintaining and developing the Archaeological Survey of Ireland as the national inventory of known archaeological sites and monuments and for the related Historic Wreck Inventory.

While the day to day management of national monuments owned by or in the guardianship of the Minister for Housing, Local Government and Heritage is dealt with by the Office of the Public Works (OPW), the NMS liaises closely with the OPW in that regard and provides archaeological advice on all aspects of the conservation, management and presentation of these national monuments. It also maintains an Archive containing both internally generated records relevant to archaeological heritage and reports and archive material relating to all licensed archaeological excavations. In addition to dealing with particular cases, the NMS has a key role in developing national policy and standards in relation to the archaeological heritage and participating in international co-operation in that regard (including in relation to World Heritage Properties). It also deals with the preparation of proposals for new or revised legislation to protect the archaeological heritage.

Further information on NMS may be found [here](#).

The Role

The Photographic Archive Assistant (Executive Officer) position is full-time and the successful candidate will be required to work in a role that is challenging, diverse and rewarding. The Photographic Archive Assistant will report to the Senior Photographer in the Photographic Unit in NMS or an appropriate senior grade in the NMS. The Photographic Archive is responsible for the NMS Photographic Records and the provision of Photographic Services to the Department. The Photographic Archive Assistant will have a number of responsibilities and a varied role including assisting the Senior Photographer in managing the unit's workflow and maintenance of the current image database along with their own independent Archive Duties. The nature of this work is technical and diverse to include the following duties and responsibilities.

Location

The post will be located in the Custom House, Dublin 1.

Key Duties and Responsibilities

An outline of the principal duties of the position includes:

- Acting as an Assistant Photographer when required.
- Processing, scanning and archiving imagery for NMS.
- Assisting with video content creation and editing for the Department.
- Organizing and adding structure to digital all analogue and photographic collections across the Department.
- Assisting in preparing NMS photographic exhibitions in galleries and at various events.
- Working closely with the Department's Communication team and Press Office.
- Administrative work within the Photographic Unit, including addressing requests for use of images.

Please note that this job description is intended as a basic guide to the scope and responsibilities of the position.

ENTRY REQUIREMENTS

Essential:

Candidates must, on or before the **closing date meet the following job specific requirements:**

Essential Requirements:

1. Hold a minimum Level 7 qualification on the National Framework of Qualifications in professional photography with at least 3 years' relevant experience working in the photographic industry.
2. Proven experience in producing high quality photographic imagery and/or video, particularly of heritage, architecture and landscape.

3. A thorough knowledge of photographic principles with a creative approach to capturing images.
4. An excellent technical knowledge of modern camera and lighting equipment.
5. Excellent skills in digital image manipulation and image management.
6. Good IT skills, including proficiency in the use of MS Office application and Adobe suite programs (Photoshop and Bridge).
7. Experience scanning slides and negatives.
8. Full Irish driver's license.

Important Note:

Applicants must provide a portfolio of relevant current work containing **10** images. A weblink to an online portfolio should accompany the initial application, which may include both photographic images and or video.

Applicants who are invited to interview, will be required to bring **10** printed images of your work to the interview. Images are to be printed at a maximum size of A4 (12x 8 inches). Applicants should select any images that highlight their creativity, skill, experience and knowledge of photographic principals relevant to heritage, architecture and natural heritage.

Desirable:

- Drone pilot's license or flight experience.
- Holding a current Safe Pass card.
- Experience of 3D modelling software such as Agisoft Metashape.
- Video editing skills using Adobe Premier.
- Experience of archiving imagery with Digital Asset Management systems such as Portfolio Extensis.
- A reasonable level of physical fitness as the duties of the NMS photographer entails regular fieldwork in remote locations as well as working at heights (e.g.scaffolding).
- Level 8 degree qualification on the National Framework of Qualifications in photography.

Experience and Skills the candidate should demonstrate:

- Experience working both independently, with minimum supervision and in a team oriented, collaborative environment.
- Strong interpersonal skills.
- The ability to communicate in a clear and effective manner, both orally and in writing.
- Effective organization skills and the ability to prioritize workload, taking ownership of tasks to see them through to satisfactory conclusion.
- The willingness to actively share information, knowledge and expertise to help the team meet its objectives.

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

Key Competencies for Effective Performance at this Level

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

Analysis and Decision Making
<ul style="list-style-type: none">• Effectively deals with a wide range of information sources, investigating all relevant issues• Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.• Identifies and understands key issues and trends• Correctly extracts and interprets numerical information, conducting accurate numerical calculations Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence
Delivery of Results
<ul style="list-style-type: none">• Takes ownership of tasks and is determined to see them through to a satisfactory conclusion• Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation• Constructively challenges existing approaches to improve efficient customer service delivery• Accurately estimates time parameters for project, making contingencies to overcome obstacles• Minimises errors, reviewing learning and ensuring remedies are in place• Maximises the input of own team in ensuring effective delivery of results• Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal and Communication Skills
<ul style="list-style-type: none">• Modifies communication approach to suit the needs of a situation/ audience• Actively listens to the views of others Liaises with other groups to gain co-operation• Negotiates, where necessary, in order to reach a satisfactory outcome• Maintains a focus on dealing with customers in an effective, efficient and respectful manner• Is assertive and professional when dealing with challenging issues• Expresses self in a clear and articulate manner when speaking and in writing
Drive and Commitment to Public Service Values
<ul style="list-style-type: none">• Is committed to the role, consistently striving to perform at a high level• Demonstrates flexibility and openness to change Is resilient and perseveres to obtain objectives despite obstacles or setbacks• Ensures that customer service is at the heart of own/team work Is personally honest and trustworthy• Acts with integrity and encourages this in others

ELIGIBILITY TO APPLY 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) 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 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).

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 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.

Salary

The PPC (Personal Pension Contribution) salary for this position with effect from **1st March 2023** is as follows:

Executive Officer Standard Scale PPC

€33,812 – €35,714 – €36,788 – €38,884 – €40,763 – €42,580 – €44,391 – €46,164 – €47,955
€49,696 – €51,492 – €52,692
€54,403 (1st LSI after three years' satisfactory service on the maximum)
€56,127 (2nd LSI after a further three years' satisfactory service)

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

Candidates should note that 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 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 is to an established 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. 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 by the Office of the Attorney General and you will be given a copy of the Department of Public Expenditure and Reform'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 the following circumstances your contract may be extended and your probation period suspended.

- 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 employer 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, and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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.

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.

Assignment/Location

The headquarters will be such as may be designated from time to time by the Department. When absent from home and headquarters on duty you will be paid appropriate travelling expenses and subsistence allowances, subject to normal Civil Service regulations.

Hours of Attendance

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

Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy. The appointee 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 from time to time.

Annual Leave

In addition to the usual public holidays the annual leave for this position is 23 working days, rising to 24 after 5 years' service, 25 after 10 years' service, 26 after 12 years' service, and 27 after 14 years' service.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service in accordance with the provisions of the sick leave circulars for the public service.

Officers paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct 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 Employment Affairs and 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 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 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(s).

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/>

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.

The interviews for this person will be held in person in the Department of Housing, Local Government and Heritage's offices in the Custom House, Dublin 1, D01 W6X0. 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

