



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



Co-funded by  
the European Union

## Candidates Information Booklet

Please read carefully

Open competition for the appointment to the position of:

**Project Stakeholder Relationship and Communications Manager**

**Waters of LIFE Integrated Project**

**(Fixed purpose contract ending on 31<sup>st</sup> March 2028**

**Department of Housing, Planning and Local Government)**

Closing Date: 3:00 PM on 2<sup>nd</sup> November 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 of Practice of the Commissioners for Public Service Appointments (CPSA)

Codes of Practice are published by CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

### Contact:

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

**Custom House**

**Dublin**

[www.gov.ie/housing](http://www.gov.ie/housing)

*The Waters of Life project has received funding from the LIFE Programme of the European Union*

<b>Catchment Scientist for the EU LIFE Integrated Project “Waters of Life” at Department of Housing, Local Government and Heritage</b>
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**Title of Position:** Stakeholder Relationship and Communications Manager

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

**Type:** Specified Purpose Contract

**Location:** Various

The Department of Housing, Local Government and Heritage (DHLGH) is the Government Department responsible for housing and water, physical and spatial planning, local government, weather forecasting and for conserving and managing Ireland's unique heritage for the benefit of present and future generations.

The European Union's EU LIFE programme is part of the EU's funding for environment and climate action. Information about the LIFE programme is available at [https://cinea.ec.europa.eu/life\\_en](https://cinea.ec.europa.eu/life_en)

### **Waters of Life Integrated Project**

The Waters of LIFE Integrated Project aims to help reverse the loss of Ireland's most pristine or high status objective river waters. The ongoing loss of high status waters is among the most concerning, protracted and persistent water quality trend in Ireland. Other water quality trends have well-understood cause and effect, with detailed plans in place to mitigate impacts. More actions are necessary to protect high status objective waters.

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

A total of six project catchments have been selected, five active demonstration catchments where measures will be trialled and evaluated and one control catchment. These are:

1. Blackwater SC 060 (Cork)
2. Lee SC 060 (Cork)
3. Island SC 020 (Galway/Roscommon)
4. Graney SC 020 (Clare)

5. Avonmore SC 010 (Wicklow)
6. Sheen SC 010 (Kerry) (Control)

The locations of these sub catchments is shown on the project website at <https://watersoflife.ie/catchments/>

Part of selecting suitable measures in the active demonstration catchments will be encouraging co-benefits for climate action and biodiversity. The project will include a 'Results Based Agri-environmental Payment Scheme' (RBAPS) for participating landowners, in catchments 1, 2 and 3. Engaging and communicating with stakeholders and the public will be an important element of the project.

The project team will operate as a separate intact team for the duration of the project. The catchment scientists will form part of the project team and report the project ecologist. The team will work in close cooperation with other River Basin Management Plan projects and implementation bodies such as the Local Authority Waters Programme (LAWPRO) and the Local Authorities' Blue Dot Catchment Programme. The project officially started on 1<sup>st</sup> November 2019, but was delayed due to Covid 19, and is expected to run until 31<sup>st</sup> March 2028.

**Phase 1** covers the project establishment, recruitment, catchment characterisation and catchment selection. This phase will end on 30<sup>th</sup> June 2022

**Phases 2&3** cover the implementation of measures, operation of a RBAPS, environmental monitoring and reporting and will run from 1<sup>st</sup> July 2022 to 31<sup>st</sup> March 2028.

The DHLGH is the lead authority for the project and there are 16 different project partners, including:

- Dept. of Agriculture, Food and the Marine
- Teagasc
- Environmental Protection Agency
- 10 LEADER Companies
- Coillte
- Local Authorities
- DAFM – Forest Service

### Job Description:

The Stakeholder Relationship and Communications Manager position is a full-time specified purpose contract position from date of appointment to 31<sup>st</sup> March 2028. However, the contract may be extended if the project has not been completed by that date.

### *Overview*

The successful applicant will form part of the core project team consisting of the project manager, project administrator, GIS/data manager and senior project scientist.

They will provide support to the 5 catchment-based scientists. The main role will be to develop and manage the delivery of stakeholder engagement and communication strategies and initiatives that promote the project's work, deliver engaging messages, help secure project buy in, promote adoption of measures and build and enhance stakeholder relationships.

## *Principal Duties*

The principle duties of the Stakeholder and Communications Manager Role will be:

### **Stakeholder Relationship Management**

- Carry out stakeholder mapping at both national and local (demonstration catchment) level, with the assistance of the catchments team and LAWPRO Community Waters Officers, and develop, enhance and maintain effective stakeholder relationships.
- Develop and manage stakeholder engagement strategies to support the delivery of the project at both national and local level.
- Liaise/collaborate with Government Departments, National & Regional Authorities and Agencies, LAWPRO, CAROs, Local Authorities, relevant community fora and voluntary groups, NGOs, media and others.
- Develop and manage the delivery of a programme of networking and stakeholder engagement initiatives and events to promote the Waters of LIFE project to secure buy-in from key individual stakeholders and stakeholder groups.
- Manage the stakeholder advisory group and provide a secretariat to that group.
- Identify synergies and co-benefits that can be realised by working closely with other organisations (e.g. LAWPRO, Water Forum, EPA, etc.) who have extensive existing communication and stakeholder engagement strategies

### **Communications**

- Develop and manage delivery of national and local communications strategies to support the achievement of the project's objectives
- Consider the development of notice boards, signs and other novel community engagement and knowledge sharing techniques across multiple media
- Identify and tell appropriate stories, including narrative framings and values-based communications that appeal to a wide range of diverse audiences, and help identify community-based social marketing techniques that may be effective in driving uptake of additional voluntary measures alongside the results-based payment schemes.
- Communications should also identify and clearly highlight actions and behaviours with multiple benefits for water, climate and biodiversity in the demonstration catchments and share these for use by others nationally.
- Identify media and PR opportunities and develop and manage positive relationships with relevant national and local media outlets. .
- Organise and manage communications and media events.
- Develop and implement a digital and social media strategy, ensuring communication media remain current and relevant to the audience.
- Create content for the project website, to include but not limited to leaflets, publications, videos, infographics, maps, and other novel and engaging tools and channels
- Oversee the development, distribution, and maintenance of all print and electronic

materials.

- Attend at and present to relevant conferences and events
- Create a Schools Programme in conjunction with other relevant agencies, to include presentations, competitions and an annual field day to a local project site in each demonstration catchment

#### *Office location and working environment*

While home working will be facilitated to a significant extent, the main project office is located in Croom County Limerick and the successful candidates will be required to attend at this location from time to time. The successful candidate will also be required to visit the project demonstration catchments on a relatively frequent basis and to the extent necessary to satisfactorily carry out the duties of the role.

The co-ordinating section of the Department of Housing, Local Government and Heritage's Water Division is located in the Custom House, Dublin and the successful candidate may also be required to attend meetings there occasionally.

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

## ENTRY REQUIREMENTS

### Essential:

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

- Experience of community/stakeholder engagement and communicating in the areas of water and/or climate and/or biodiversity.
- Excellent communication skills– effective communicator both written and verbal with demonstrated ability to explain scientific concepts to a range of different audiences across different media
- Excellent IT skills including experience with MS Word, Excel PowerPoint and Outlook and Adobe Creative Suite (or equivalent multimedia production software)
- Track record of successfully running social media and digital content accounts and publicity campaigns to include metrics and reporting on KPIs identified in conjunction with the core project team.
- Track record of successfully organising outreach and education activities and events to a variety of stakeholders.
- Track record of successful print media and public engagement campaigns.
- Experience working positively on multi-stakeholder projects.
- Excellent time management skills with the ability to meet deadlines while working on multiple projects.
- Self motivated and have a proven ability to work under their own initiative
- A full clean driving licence and access to their own transport

In addition, candidates must demonstrate an appropriate level of competence in those competencies listed in the “key personal competencies for this role” section below

### Desirable:

It is desirable that candidates have the following qualifications/skills.

- A minimum of 3 years’ experience in a community engagement role and a NQF Level 8 qualification (such as behavioural science, education, community engagement, social sciences and/or environmental studies) relevant to this post
- Design, photography and videography skills and demonstrated ability to identify, capture, edit and output content across a range of different audio and visual

media, and/or demonstrated ability to act as a producer/manager for a team or contractor(s) sourcing and creating content.

- Experience or knowledge of catchment science and management (training can be provided where required).
- Post-graduate research experience in a related/relevant field.
- An understanding of Irish and EU policy relating to the Water Framework Directive and agri-environment schemes and biodiversity conservation and management.

### Key PERSONAL Competencies for the Role:

In addition to the essential requirements, candidates must use relevant examples in the application form, to demonstrate how they satisfy the competencies listed below.

Competency Heading	Competency Description
<b>Judgement, Analysis &amp; Decision Making</b>	<ul style="list-style-type: none"> <li>• Gathers, analyses and interprets information from relevant sources, weighing up a range of critical factors</li> <li>• Makes decisions utilising resources and expertise available, taking account of any broader issues and related implications, whilst also recognising time constraints</li> <li>• Resourceful and creative, generating original approaches when solving problems and making decisions</li> <li>• Seeks all relevant information to help overcome existing or potential problems in the team/project</li> <li>• Uses previous knowledge and experience in order to guide decisions</li> <li>• Makes sound decisions with a well-reasoned rationale and stands by these</li> <li>• Puts forward solutions to address problems</li> </ul>
<b>Management &amp; Delivery of Results</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and is accountable for the delivery of agreed objectives.</li> <li>• Structures and organises their work effectively and is logical and pragmatic in their approach, delivering the best possible results with the resources available.</li> <li>• Manages and progresses multiple projects and work activities successfully</li> <li>• Works effectively with others, providing clear information and evidence as to what is required.</li> </ul>



	<ul style="list-style-type: none"> <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 &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>• Builds and maintains relationships with colleagues and other stakeholders to promote and advance the aims of the project (and to develop an awareness of the impact that external and internal issues/developments will have on the project)</li> <li>• Strong negotiating skills with an ability to encourage open and constructive discussions around project issues.</li> <li>• Uses information effectively to influence and persuade others</li> <li>• Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.</li> <li>• Communicates effectively and with ease across a range of stakeholder groups from local rural communities, to landowners, representative bodies and eNGOs</li> <li>• Communicates using the appropriate medium to ensure that the message is clearly understood</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> </ul>
<b>Specialist Knowledge, Expertise and Self Development</b>	<ul style="list-style-type: none"> <li>• Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department</li> <li>• Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role</li> <li>• Maintains a strong focus on self-development, seeking feedback and opportunities for growth.</li> </ul>
<b>Drive &amp; Commitment</b>	<ul style="list-style-type: none"> <li>• Consistently strives to perform at a high level</li> <li>• Is resilient and perseveres to obtain objective, despite obstacles or setbacks</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates high levels of initiative, taking ownership for projects and demonstrating self-sufficiency</li> <li>• Demonstrates flexibility and openness to change</li> <li>• Is personally honest and trustworthy</li> <li>• Acts with integrity and encourages this in others</li> </ul>
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## **Eligibility to compete and certain restrictions on 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 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 be eligible 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 noneligibility)

### **Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### **Declaration:**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

### **Employer of Choice**

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.

## **Principal Conditions of Service General**

### **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.

### **Salary**

The Salary Scale for the position is as follows: (rates effective from 1<sup>st</sup> October 2023):

### **Personal Pension Contribution (PPC)**

€57,963   €59,560   €61,163   €62,758   €64,358   €66,667   €68,179   €69,695  
€71,214(NMAX)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

### **Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy.

Payment will be made weekly/fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

### **Tenure and Probation:**

The appointment, which is funded under the European Union's LIFE programme is to a temporary position in the Civil Service on a fixed purpose contract for a period of nine years with effect from the specified start date. The successful candidate will be required to undergo a probationary period of 12 months.

In accordance with the Protection of Employees (Fixed Term Work) Act 2003, the contract is on a fixed purpose, whole time contract basis only, on the following grounds. This appointment is a temporary one and is for a strictly limited single fixed purpose, ending on 31<sup>st</sup> March 2028. However, the contract may be extended if project is not completed by that date.

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.

The appointment, which is strictly temporary, carries with it no entitlement to permanent status (by way of limited competition or otherwise).

### **Secondment:**

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

### **Unfair Dismissals Acts 1977-2015**

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

### **The Organisation of Working Time Act**

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

### **Official Secrecy and Integrity:**

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

### **Civil Service Code of Standards and Behaviour:**

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

### **Ethics in Public Office Act 1995 to 2001:**

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

**Political activity:**

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

**Personnel Code:**

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

**Outside Employment:**

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or comprises his/her integrity.

**Hours of Attendance:**

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

**Annual Leave:**

The annual leave for this position is 29 days, rising to 30 days after 5 years' service. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of 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 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 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 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 at 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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 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 for Public Servants please see the following website:

[www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

## **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:

[www.gov.ie/housing/recruitment](http://www.gov.ie/housing/recruitment)

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 [recruitment@housing.gov.ie](mailto:recruitment@housing.gov.ie) by the closing date and time stated on the Application Form.

The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the Department of Housing, Local Government and Heritage is satisfied that such a person fulfils the requirements.

On receipt of an application you will be issued with an acknowledgement by email. Please note that all further correspondence will be carried out via email.

It is anticipated that the interviews for this post in addition will be held during the autumn months of 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 published by the Commission for Public Service Appointments – the Code can be accessed [here](#).

The Department will consider request (addressed to the HR Manager) for review as follows:-

- Informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage 7.9 of Code)
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code)
- The Candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this affect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedure in relation to allegations of a breach of the Code of Practice.

### **Candidate Feedback**

In accordance with the principles of the above Code of Practice, the Department is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the Department's policy to provide written feedback to candidates. This will consist of the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates where possible and a comment from the assessment board in relation to the candidate's overall performance under each of the competency headings.

### **Access to Information**

Interviewers will be advised not to write comments on application forms and HR will destroy these copies on the completion of the competition. Candidates retain the usual access rights to information on completion of the competition.

### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not impersonate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **Deeming of Candidature to be Withdrawn**

Candidates who do not attend for interview or other test when and where required by the Department of Housing, Local Government and Heritage, or who do not, when requested, furnish such evidence as the Department of Housing, Local Government and Heritage require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Freedom of Information Declaration**

Applicants should note that some or all of the information contained in this application may be released subject to the terms of the Freedom of Information Act, 1997.

If any of the information in this application is considered sensitive, please identify same and specify in writing the reasons for its sensitivity.

The Department will consult with you about sensitive information before making a decision on any Freedom of Information request received.

### **Special Accommodations**

If you require any special accommodations in relation to any aspect of this competition, please notify the HR Unit of the Department of Housing, Local Government and Heritage [recruitment@housing.gov.ie](mailto:recruitment@housing.gov.ie)