



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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Candidate Information Booklet

OPEN COMPETITION FOR APPOINTMENT TO THE POSITION OF

**Project
Administrator
for
the Wetlands Restoration Scheme
under the EU Just Transition Fund**

(Fixed purpose contract end December 2026)

in the National Parks and Wildlife Service of the
Department of Housing, Local Government and Heritage

Closing Date: 3.00pm on 21st December 2023

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

The Department of Housing, Local Government and Heritage will run this campaign in compliance with the Codes and Practice of the Commissioners for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on www.cpsa.ie

Contact: heritagerecruitment@housing.gov.ie

The Department of Housing, Local Government and Heritage
Custom House
Dublin 1
D01 W6X0

Project Administrator for Wetlands Restoration Scheme under the EU Just Transition Fund

Background

The Department of Housing, Local Government and Heritage (DHLGH) has been awarded funding of €12m from the EU Just Transition Fund 2021-2027 for a wetlands restoration scheme to be undertaken on a range of wetland sites, in Ireland's Just Transition Fund (JTF) territory. (See Appendix 1 for detail of the JTF territory).

The National Parks and Wildlife Service (NPWS) is an executive agency within DHLGH. NPWS/DHLGH, as scheme beneficiary, will be responsible for the implementation of the scheme and will report to the national managing authority for the JTF programme in Ireland (the Eastern Midland Regional Authority/EMRA).

The scheme will support a set of actions for wetlands restoration offering a global approach to the need to restore and rehabilitate this specific feature of the EU JTF territory.

It will focus on restoration works across a range of wetland sites including raised and blanket bog, fens and other wetlands sites including many sites within Ireland's Natura 2000 network. Restoration plans and drainage management plans will be developed for each site selected to be part of the project.

The restoration plans will outline in detail all necessary conservation measures to be implemented in order to maintain or enhance the conservation status of each habitat within each of the project sites and in Natura 2000 project sites to meet the Site Specific Conservation Objectives of each Qualifying Interest habitat, in the JTF territory. Such measures will include: blocking of drains (for example with peat dams), construction of bunds, imposition (or amendment) of grazing regimes, erection of fencing for stock control, control of scrub/invasive species and tree felling where appropriate. Development of visitor amenities around selected project sites is also a key action as well as an element of research, education and awareness raising of the project.

The Wetlands Restoration Scheme commenced in Autumn 2023 and will run to end December 2026. The project will be managed by a small multi-disciplinary Project Team, responsible for the day to day implementation of the Wetlands Restoration Scheme, under the direction of the NPWS, an executive agency within DHLGH.

Location

The person appointed as Project Administrator will be required to operate in an NPWS office, whose location will be determined by DHLGH, but which will be within the project area of the Just Transition Fund Territory for the project duration. The scheme will have one office to be located in Ireland's JTF territory (see Appendix 1 for map).

The person appointed will be required to operate in a location as designated by NPWS, DHLGH. The Project Administrator will initially be located in NPWS offices, 90 North King Street, Dublin 7 (for a minimum of 2 days a week).

There will be a possible relocation to another area in the Midlands Just Transition Territory in an office which will be established by the Project Manager, subject to Departmental approval. The successful candidate will be required to work in the established office (except when

undertaking other project-related work off-site, as required) from date of appointment to December 2026.

Job Description

The person appointed as the **Project Administrator** will be responsible for administrative tasks relevant to the **Wetlands Restoration Scheme** under the EU Just Transition Fund.

The successful candidate will be responsible for the financial and day to day administration of all areas of the project and the development of financial and administration systems, in conjunction with the Project Manager.

The successful candidate will report to the Project Manager and will participate in the delivery of the reporting and dissemination of actions associated with the project. The job will include providing a secretarial service to the Project Steering Group, which will meet throughout the course of the project. The post will also involve fostering productive relationships with all project stakeholders, including, in particular, the local communities.

Further details of Ireland's Just Transition Territorial Plan can be found at:

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/242759/5e5abd6d-c125-4b11-9f76-53f213470446.pdf#page=null>

The Wetlands Restoration Scheme actions are contained under Priority 2.1.1 of the EU Just Transition Fund programme - Supporting the restoration and rehabilitation of degraded peatlands and regeneration and repurposing of industrial heritage assets which can be found at: <https://www.gov.ie/pdf/?file=https://assets.gov.ie/243228/342f5bab-eb77-45a5-b1be-20264e2a5218.pdf#page=null>

The Key Actions of the NPWS Wetlands Restoration Scheme are:

- Restoration and rehabilitation of degraded peatland sites across and adjacent to the EU JTF Territory including fens, raised and blanket bogs and other wetlands types and includes preparation measures such as feasibility and design studies including restoration/rehabilitation plans, development and implementation of conservation measures and site monitoring and reporting on the conservation measures.
- Development of amenity facilities around selected project sites e.g. walking trails, signage, board walks, bog bridges etc.
- Education, awareness-raising and community engagement activities presenting the benefits of the restoration measures to the wider public.
- Stakeholder engagement activities which could include landowner negotiations (including incentive payments or land purchase).

Key Duties and Responsibilities

- Assisting in the establishment of the project office
- Development of appropriate financial and system controls in agreement with the Project Manager and in compliance with European Commission requirements
- Co-ordination of all project purchasing and adherence to green procurement procedures
- Preparation of progress, monthly, quarterly and annual reports in accordance with the Common Provisions relating to the project and relevant guidelines

- Development of appropriate administrative systems to support the Project Team
- Undertaking general office management duties and the provision of administration support to the Project Team
- Financial monitoring and application of all necessary financial system controls to ensure compliance with requirements, including maintenance of accurate and up to date financial records for the entire project
- Organising and processing payments, accounts and budgets to ensure compliance with national guidelines and Just Transition Fund reporting requirements
- Full ownership of Project website
- Sole responsibility for establishing and managing the project social media channels
- Maintaining books of account and record management for income, expenditure and revenue
- Participating in the delivery of the reporting and dissemination of actions associated with the project, including providing input to the interim and final project reports
- Establishing and maintaining a detailed record keeping system, particularly in relation to procurement activities
- Acting as secretariat to the Project Steering Group and other project Advisory Groups which may be established.
- Liaising and communicating with stakeholders (particularly members of the communities' local to the project sites), the general public and local and national media.
- Provide assistance to Community Engagement Officers in developing schools programmes local to project areas.

Eligibility Requirements

Qualifications and Experience

Essential:

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

- Have achieved at a minimum Level 6 on the National Framework of Qualifications in Business Administration or Public Service Administration or a relevant qualification which is acceptable to DHLGH as equivalent
and
- Have a minimum of 3 years' experience relevant to this post (including procurement and financial management)
and
- Have 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 Competencies for this Role' section above.

Desirable:

- Experience of financial management systems

- Comprehension of written Irish and the ability to communicate in spoken Irish
- An understanding of the nature conservation challenges that the project is undertaking to address in the project regions of West Connacht and/or Donegal.

Specific Candidate Criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on grounds of character
- Be suitable in all other relevant respects for the appointment to the post concerned; and if successful, they will not be appointed to the post unless they agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Key Competencies for effective performance at Project Administrator level

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

Competency Heading	Competency Description
Judgement, Analysis and Decision Making	<ul style="list-style-type: none"> • Structures and organises their own work effectively in addition to planning and organising resources and people, in order to meet objectives within agreed timescales • Works effectively as part of a team and as a leader • Resourceful and creative, generating original approaches when solving problems and making decisions • Manages and progresses multiple projects and work activities successfully • Logical and pragmatic in approach, delivering the best possible results with resources available • Applies appropriate systems /processes to enable quality checking of all activities and outputs
Management and Delivery of Results	<ul style="list-style-type: none"> • Ability to gather, analyse and interpret information from relevant sources, weighing up a range of critical factors • Makes decisions utilising resources and expertise available, taking account of any broader issues and related implications, whilst also recognising time constraints • Seeks all relevant information to help overcome existing or potential problems in the team/project • Uses previous knowledge and experience in order to guide decisions • Makes sound decisions with a well-reasoned rationale and stands by these • Puts forward solutions to address problems
Interpersonal and Communication Skills	<ul style="list-style-type: none"> • Ability to initiate and maintain relationships to promote and advance the aims of the project (and to harbour an awareness of the impact that external and internal issues/developments will have on the project) • Uses information effectively to influence and persuade others • Demonstrates confidence and conviction in the information conveyed • Ability to communicate effectively with others, using the appropriate medium to ensure that the message is clearly understood
Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none"> • Proactively identifies areas for improvement and develops practical suggestions for their implementation • Demonstrates determination and commitment to achieving the objectives of the project

	<ul style="list-style-type: none"> • Takes responsibility and is accountable for work, striving for quality results by ensuring standards are adhered to • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively • Demonstrates an understanding of nature conservation challenges in Ireland especially in the context of the issues addressed in the region of the project focus.
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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.

*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

To qualify candidates must be eligible by the date of any job offer.

If your visa expires, this may result in your being stepped down from your employment until such time as you have regularised your permission to work in the State.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER)

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

Department of Health and Children Circular (7/2010)

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

Department of Environment, Community & Local Government

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.

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.

PRINCIPAL CONDITIONS OF SERVICE

General

The appointment is to a temporary 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.

Pay

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

Higher Executive Officer Standard Scale

€54,764 - €56,365 - €57,963 - €59,560 - €61,163 - €62,758 - €64,358 (NMAX)

€66,667 (LSI1) - €68,970 (LSI2)

A 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).

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who **is not required** to make a Personal Pension Contribution.

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

Important Note

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

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

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

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

Tenure and Probation

The appointment is to a temporary fixed term position with a contract end date of December 2026 in the Civil Service. The successful applicant will serve a one year probationary period.

Unfair Dismissals Acts 1977-2005

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of the employment by reason only of the expiry of the fixed-term contract without it being renewed.

Outside Employment

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

Location

The successful candidate will be required to work in NPWS offices, 90 North King Street, Dublin 7 (for a minimum of 2 days a week) from appointment. A separate project office is to be established in the Just Transition Fund Territory, i.e. Kildare, Laois, Longford, Offaly or Westmeath. The successful candidate will be required to work in this office for the remaining duration of the project. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowance, subject to normal Civil Service regulations.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross 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

The annual leave allowance for successful candidates will be 29 working days per annum rising to 30 after 5 years' service.

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

- 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.

Important Notice

The foregoing represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

COMPETITION PROCESS

How to Apply

An application **must** be made on the Application Form which is available for download from the Department of Housing, Local Government and Heritage website:

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

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**.

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 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 - heritagerecruitment@housing.gov.ie.