



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office

INFORMATION BOOKLET

Open Competition for appointment to the position of:

**Information & Communications Technology (ICT)
Specialists**

Central Statistics Office (CSO)

Closing Date: 19th December 2019

Candidates are advised to carefully study this Information Booklet before completing the corresponding application form.

CSO is an equal opportunity employer and is committed to principles of good recruiting practice. This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie.

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|---------------|---|
| Position: | Information & Communications Technology (ICT) Specialists (Executive Officer) |
| Organisation: | Central Statistics Office (CSO) |
| Location: | CSO's Office Cork and Dublin |
| Salary: | €30,278 - €50,834 |

Central Statistics Office (CSO) Background

The CSO is Ireland's national statistical institute. It is an independent Office within the Civil Service under the aegis of the Taoiseach and is responsible for the collection, compilation and dissemination of statistics about the economic, social and other general conditions of the State.

With a staff of over 750 located across three locations in Cork and Dublin and an additional 100 field-staff deployed throughout the country the CSO strives to keep society fully informed by producing accurate, objective, timely, accessible and trustworthy Official Statistics. The CSO conducts a wide range of statistical inquiries and its outputs touch on most aspects of the Irish economy and society. CSO outputs include the Census of Population and a wide range of statistical outputs on areas such as employment, unemployment, income and earnings, economic indicators such as GDP and GNP, retail sales and Government finances. The Office also produces a wide variety of statistics on business sectors, society and the environment. In all, the CSO publishes over 300 statistical releases and publications each year, all of which are available online on www.cso.ie.

The Technology Directorate comprises of approximately 100 staff responsible for the provision and support of Technology systems and services. There are three main divisions within the Technology Directorate dealing with Applications, Infrastructure and Census Technology with teams based in Dublin and Cork. Technology solutions are provided via a combination of internal staff and external suppliers.

CSO as an Employer

The CSO has an established culture of promoting the continuous personal and professional development of its staff. This includes the provision of in-house coaching/mentoring for new staff, the delivery of in-house courses to continuously up-skill staff, as well as supporting and sponsoring staff who are pursuing recognised professional qualifications. Our staff may receive paid study leave and exam leave. The CSO actively encourages staff to undertake further education in order to develop their careers in the CSO.

The CSO has a flexible attendance scheme in place which allows staff flexibility around times of attendance. The CSO promotes a culture of staff engagement, innovation and wellbeing. In 2016 the CSO was named Ireland's best large employer at the inaugural National Workplace Wellbeing awards, which recognise employers that make a significant contribution towards improving the health and wellbeing of their employees.

Executive Officer / ICT Positions

The CSO is holding a competition to establish the following panels for the appointment of ICT Specialists/Executive Officer Level in the CSO:

- Software Development (Cork)
- Infrastructure and Operations (Cork, Dublin)

Software Development - this role will suit candidates with an interest in developing a career in areas such as software development and testing, web development, database administration and data analysis.

Infrastructure and Operations Specialist - this role will suit candidates with an interest in developing a career in areas such as infrastructure and network support, technical and user support, operations and server support, ICT security, and Cloud computing.

Candidates can apply for positions in any of the panels, provided they meet the relevant essential qualifications and experience set out below.

An Executive Officer in the ICT area may be required to provide flexibility in the hours of attendance. Successful candidates should also be aware that the dynamic and flexible environment within which the IT team operates will require them to fulfil other roles in the broader IT field as and when there is a business requirement to do so. Successful candidates may also need to complete relevant certification courses. The nature of the work in the ICT area requires that all Executive Officers have a keen awareness of management issues and functions, together with knowledge of modern management techniques.

Key duties of the post and responsibilities of ICT Specialist/Executive Officer

The specific technical duties of these posts will largely be determined by the area to which you are assigned but in general will include some or all of the following;

- Design, develop and support end -to- end business application solutions, or infrastructure and operations solutions, across a broad set of leading technologies including reporting, interfacing and business intelligence solutions;
- Be readily approachable by staff from business areas seeking assistance on issues relating to ICT including explaining complex technical information to a non-technical audience;
- Take ownership to ensure issues are resolved or escalated to the proper resources to resolve in a timely manner with minimum disruption to the operational areas;
- Have a flexible, team-oriented approach to work, including the ability to be self-motivated;
- Work within a given set of standards and guidelines and engage with project management processes;
- Ensure adherence to all IT security policies and procedures;
- Participate in project groups and quality improvement initiatives both in relation to ICT projects and non-ICT specific projects;
- Assist with the procurement of ICT services and products as may be required;
- Develop and maintain a broad knowledge of technology solutions, current trends and techniques and proactively pursue new technology developments;
- Undertake such training and development (including relevant certification courses) as may be required to ensure that you stay up to date with the technologies in your area of operations;
- be capable of performing the duties appropriate to an Executive Officer on ICT duties in the Central Statistics Office;
- Such other duties as may be assigned from time to time by your supervisor.

Essential Entry Requirements

Candidates must have, on or before the closing date:

ICT Specialist - Software Development:

Essential - Level 6 on the National Framework of Qualifications (NFQ) major award or higher, in a computing or computational discipline relevant to software development

Or

2 years relevant ICT experience in the area of ICT software development (programming, web development or database administration) and at least 1 professional qualification in a relevant area of ICT.

ICT Specialist - Infrastructure and Operations:

Essential - Level 6 on the National Framework of Qualifications (NFQ) major award or higher, in a computing or computational discipline relevant to ICT infrastructure and operations

Or

2 years ICT experience in the area of Infrastructure and Operations support (this can include areas such as infrastructure and network support, technical support, operations and server support, ICT security, and Cloud computing) and at least 1 professional qualification in a relevant area of ICT.

For both streams the successful candidates must also be able to demonstrate:

- Proven evidence of planning and organising resources to meet goals, targets and objectives;
- Proven evidence of ensuring that all tasks completed are completed to a very high standard;
- Evidence of ability to share ideas and information with people, with the purpose of achieving a particular result;
- Capability of working on their own initiative or as part of a team;
- Ability to communicate in a clear and effective manner, both orally and in writing, influencing others where relevant.

Applicants should have all the abilities required of an Executive Officer. In particular, applicants must demonstrate, by reference to specific achievements in their career to date, that they possess or have the capacity to acquire those qualities, skills and knowledge required for the role of Executive Officer as identified by the CSO. A description of the competencies is set out in

Appendix 1

Eligibility to Apply and Certain Restrictions on Eligibility

European Economic Area Citizens

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

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 debarred from applying 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 1st 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 are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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.

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.

Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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 and/or the collective agreement outlined above. 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.

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”). Scheme members must retire at the age of 70.

Competition Process

How to apply

An application form accompanies this Information Booklet. This application form must be completed and submitted correctly to **competitions_eo@cso.ie**, not later than **12 noon on Thursday 19th December 2019**. All sections of the form must be fully completed. Incorrectly submitted application forms will not be accepted, so please note the following information carefully:

The application form is an editable Word document. Once completed, please save the document as “Your name.doc”. You will be required to submit the application form by email with the subject title “EO ICT – your name” to the following address **competitions_eo@cso.ie**

A Curriculum Vitae is not required and should **not** be submitted.

Closing date

Your application must be submitted not later than 12 noon on Thursday 19th December 2019. Applicants are advised to submit applications 24 hours in advance, in case of any unforeseen events. No late applications can be accepted.

If you do not receive an acknowledgement of receipt of your application by **Friday 20th December 2019** please contact Margaret O’Mahony on (021) 4535769.

It is envisaged that the interviews for this post may take place in Cork and Dublin and are likely to be held in **January 2020**.

The CSO will issue electronically as many communications as possible. You are advised to check your emails, including your spam inbox, on a regular basis as the onus is on each applicant to

ensure that s/he is in receipt of all communication from the CSO. There may, however, still be a necessity to issue some correspondence by hard copy mail. The CSO accepts no responsibility for communication not accessed or received by the applicant.

Selection Process

The selection may include some or all of the following elements:

- shortlisting of candidates based on the information contained in their application form;
- competitive preliminary interview;
- completion of online questionnaire(s);
- presentation or other exercises;
- final competitive interview; and
- work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate.

On completion of the selection process a panel will be formed in order of merit from which candidates may be called. This panel will remain in place for a period of 2 years from the date of establishment of the panel.

Should similar type vacancies including temporary positions, arise elsewhere in the Civil Service candidates may be drawn from this competition.

Shortlisting

If the number applying for the position is such that it would not be practical to interview everyone, the CSO may decide that a number only will be called to interview. In this respect a short-listing board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. The board will select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. 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 on the application form.

Panel Formation and Feedback

On completion of the interview process, the following panels will be formed.

- **Panel A: Software Development (Cork)**
- **Panel B: Infrastructure and Operations (Cork)**
- **Panel C: Infrastructure and Operations (Dublin)**

The candidates will be ranked in order of merit based on performance at the interview.

These panels will remain in place for a period of two years, or until the exhaustion of the panels whichever is the earlier. Feedback on the selection process will be available by written request following the completion of all stages of the selection process.

Availability and Admission

During the selection process, the onus is on all applicants to make themselves available on the date(s) specified by the CSO and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form. The CSO will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the CSO is 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 CSO 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 Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

References

It would be helpful if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). Please be assured that we will only collect the details and contact referees should you come under consideration after the final interview stage.

Confidentiality

Applications will be treated in strict confidence subject to the provisions of the Freedom of Information Act, 2014.

Security Clearance

You will be required to complete and return a Garda eVetting form should you 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 you resided.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country.

It is your responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Code of Practice

This competition is being organised in accordance with the Code of Practice (01/17) titled *Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service Appointments (CPSA). The CSO will consider any requests for review in accordance with the provisions of this code. A copy of the Code may be accessed at www.cpsa.ie

The CSO is an equal opportunity employer. Assignments will be made based on qualifications and the ability to carry out the responsibilities of the grade or post.

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

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:

- a) 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
- b) Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

The onus is on candidates to make themselves available for interview and requests for postponements will not be considered. Candidates who do not attend for interview when and where required by the Central Statistics Office, or who do not, when requested, furnish such evidence, as the Central Statistics Office require regarding any matter relevant to his/her candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to our attention. Feedback will be provided on written request.

Data Protection Acts, 1988 to 2018

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information will be retained by the CSO's HR division for employment purposes. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 to 2018.

To make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Central Statistics Office, Skehard Road, Cork, T12 X00E. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes

Principle Conditions of Service

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.

The appointment is to an established position in the Civil Service on a probationary contract for a period of one year from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant supervisor(s) to determine whether the appointee:

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

Prior to completion of probation a decision will be made as to whether or not the appointee will be retained pursuant to Section 5A (2) of the Civil Service Regulations Acts 1956-2005. This decision will be based on the appointee's performance being assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the appointee by the CSO and the appointee will be given a copy of the Department of Public Expenditure and Reform guidelines on probation.

Pay

The Executive Officer (EO) Standard Salary scale will apply to this position.

Personal Pension Contribution

PPC (Personal Pension Contribution) salary for this position, with effect from 1st January 2020 is as follows:

| | | | | | |
|----------------------|----------------------|---------|---------|---------|---------|
| €30,278 | €32,036 | €33,028 | €34,965 | €36,702 | €38,380 |
| €40,053 | €41,691 | €43,346 | €44,954 | €46,614 | €47,712 |
| €49,274 ¹ | €50,834 ² | | | | |

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

This rate will also 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.

Important Note

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation. Increments may be awarded annually subject to satisfactory performance and 2 Long Service Increments (LSI) are currently payable after 3 and 6 years satisfactory service at the maximum of the scale.

Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subjected to satisfactory performance, in line with current Government policy.

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

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. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

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

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956 – 2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Central Statistics Office 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 certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

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

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

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

Organisation of Working Time Act 1997

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

Location

An officer's headquarters will be such as may be designated from time to time by the Head of the Department. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, 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 43 hours and 15 minutes gross per week or 37 hours net of lunch breaks. The position holder will be required to work a five-day week. The hours of attendance are normally Monday to Thursday 9.00am to 5.45pm and 9.00am to 5.30pm on Friday. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

Annual leave will be 23 days rising to 24 days after 5 years' service, 25 days after 10 years' service, 26 days after 12 years and 27 days after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient 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. Appointees, who will be paying the 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 CSO. Payment of salary during illness will be subject to the appointee 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 <http://www.per.gov.ie/pensions>

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 66 (rising to 67 in 2021 and 68 in 2028) in line with changes in State Pension age.
- **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 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).

Ill-Health-Retirement

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

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 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.

Secrecy, Confidentiality and Standards of Behaviour – Official Secrecy and Integrity

You will, during the term of your appointment, be subject to the provisions of the Official Secrets Act 1963 as amended by the Freedom of Information Act 2014. You will agree not to disclose to third parties any confidential information - especially that with commercial potential - either during or subsequent to the period of employment. You will also be subject to the Civil Service Code of Standards and Behaviour.

Character

A candidate for and any person holding the office must be of good character.

Civil Service Code of Standards and Behaviour

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

Ethics in Public Office Act 1995

The Ethics in Public Office Act 1995 will apply, where appropriate, to your employment.

Statistics Act 1993

On appointment, you will become an Officer of Statistics under the Act and you will be required to sign an undertaking not to divulge any information obtained in the course of your duties to any unauthorised person or body.

Prior approval of publications

Appointees will agree not to publish material related to official duties without prior approval by the Minister.

Political Activity

During the term of your employment you will be subject to the rules governing Civil Servants and politics.

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 compromises his/her integrity.

Important Notice

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

Appendix 1 – Competency Framework

| EXECUTIVE OFFICER | |
|---|---|
| People Management | <ul style="list-style-type: none"> • Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues • Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise • Values and supports the development of others and the team • Encourages and supports new and more effective ways of working • Deals with tensions within the team in a constructive fashion • Encourages, listens to and acts on feedback from the team to make improvements • Actively shares information, knowledge and expertise to help the team to meet it's objectives |
| Analysis & 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 & interprets numerical information, conducting accurate numerical calculations • Draws accurate conclusions & 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 & 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

- 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

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
- Demonstrates a willingness to learn & acquire new skills on a continual basis
- Takes the initiative in keeping abreast of new developments & applying them