



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office



Suirbhéanna**CSO**
CSOSurveys

Open Competition for appointment to the position of Permanent / Temporary Household Survey Coordinator in the Central Statistics Office

Closing date: 3pm on Tuesday 28th January 2020

INFORMATION BOOKLET

**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.

Central Statistics Office (CSO)

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 sanctioned staff of 825 for 2019, located in Cork and Dublin, the CSO strives to keep society fully informed by producing accurate, objective, timely, accessible and trustworthy Official Statistics. The CSO is a dynamic and innovative environment in which to work, with strong professional relationships with international bodies.

Overview of Role

Title of Position

Survey Coordinator, Household Surveys in the Central Statistics Office.

Location

Official headquarters for the Survey Coordinator Household Surveys will be as designated by the Central Statistics Office.

Job Description

To efficiently manage the data collection operation in a designated area as directed by the Central Statistics Office.

Duties

Management of the data collection team

This involves ensuring that the work returned by the Survey Interviewers in a designated area is of the highest standard. Responsibilities here include ensuring that specific deadlines are met, staff are motivated, and the work of the Survey Interviewers is carried out in the most effective and cost-efficient manner. Other duties include involvement in the recruitment and delivery of training to Interviewers in a designated area. The Survey Coordinator must also ensure that ongoing training needs are met and that all Interviewers are fully trained to carry out the duties assigned to them.

Ensuring that data quality is maintained to a high standard

Survey Coordinators should ensure that the prescribed sample size for the designated area is achieved and that non-response is kept to a minimum. He/She should also ensure that the data is collected in the prescribed manner and that the quality of this data is maintained by carrying out regular checks on the data collected as defined by HQ. He/She should also work pro-actively with his/her Interviewers to encourage reluctant respondents to participate with relevant surveys.

Liaison with headquarters

As Coordinators work offsite from CSO headquarters, Coordinators should be in regular contact with headquarters. This generally involves interaction by e-mail and phone contact together with regular Coordinator group meetings. Coordinators are expected to be pro-active and enthusiastic in relation to suggestions for survey improvements and implementation of same.

Adherence to deadlines

Specified deadlines will be applied to data and administrative returns. These deadlines may change from time to time depending on work requirements. Coordinators are expected to meet any specified deadlines and ensure that their Interviewers also comply with these deadlines.

Management of Change

Modes of data collection are constantly being updated. Coordinators are expected to keep abreast of such changes and to assist in the implementation of change as required.

Training

Partake in training as required.

Other duties

The appointee will be required to perform any survey duties, which may be assigned to them from time to time as appropriate to the position of Survey Coordinator. In the main the duties will consist of managing the field operation of specific surveys in a designated area. These duties may change from time to time as the needs of the survey dictate.

Full time position

The position will be full-time and during the term of this contract, the appointee may not engage in private practice or be connected with any outside business, which may interfere with the performance of official duties.

Applicants should have all the abilities required of a Survey Coordinator. 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 Survey Coordinator as identified by the CSO.

A description of the competencies is set out in Appendix 1.

Personal and Job Specifications for Household Survey Coordinator

Personal Specification

2.1 Essential Requirements

To be eligible for consideration candidates must:

- a) be a citizen of the European Economic Area (EEA);
- b) have fluent English, both written and spoken;
- c) have excellent communication skills with experience of personal interaction with the public, preferably through face to face interviewing or related work;
- d) have proven experience of staff management preferably in an off-site capacity and the organisation of work for groups in the recent past, i.e. within the past three years;
- e) proven ability for achieving work of high quality demonstrating a concern for achieving this;
- f) ability to monitor work output ensuring good quality and targets of the Office are met which would lead to improving response rates;
- g) demonstrate high level of managerial skills with particular emphasis on leading and successfully delivering change in work practices;
- h) be a self-starter with the ability to work on own initiative and ability to meet tight deadlines;
- i) be enthusiastic about the job and have given some thought about how potential difficulties might be overcome;
- j) have experience of computer hardware, be computer literate including familiarity with Microsoft packages;
- k) be available to work flexible hours;
- l) have successfully completed the Leaving Certificate examination or equivalent;
- m) hold a current full driving licence and have the full-time use of a car;
- n) have a clear understanding of the work of the CSO;

2.2 Desirable Qualifications

- a) Additional qualifications in human resources or related area.
- b) Fluency in Irish is desirable but not a requirement.

Eligibility to apply and certain restrictions on eligibility

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. 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 28th 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 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.

Maximum Recruitment Age

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 the following specified email address

competitions_supervisor@cso.ie

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 line “Survey Coordinator – your name” to the following address **competitions_supervisor@cso.ie**
- A Curriculum Vitae is not required and should not be submitted.

Closing date

Your application must be submitted not later than **3pm on Tuesday 28th January 2020**

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 30th January 2020 please contact Fionnuala O’Riordan on (021) 4535139

The interviews for this post will take place in Cork and Dublin and are likely to be held in February.

The CSO will issue electronically as many communications as possible. You are advised to check your emails 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:

- Submission of Application form;
- Shortlisting of candidates on the basis of the information contained in their application form;
- A competitive interview.

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 Central Statistics Office candidates may be drawn from this competition.

Shortlisting

If the CSO determines that 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.

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

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

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 on the basis of 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 on the grounds of health and physical fitness
- 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

Candidates who do not attend for interview or other test when and where required by the CSO, or who do not, when requested, furnish such evidence as the CSO requires in regard to any matter relevant to their 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 for Permanent Survey Coordinators and an unestablished position for Temporary Survey Coordinators in the Civil Service on a probationary contract for a period of one year from the date of appointment for permanent Coordinators and on a pro-rata basis for Temporary Survey Coordinators. 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 annual salary scale with effect from 1st January 2020 for this position is as follows:
PPC [Personal Pension Contribution] Scale:

€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(LSI1)	€50,834(LSI2)				

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 and 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.

The rate of pay offered to Permanent Survey Coordinators will be **€30,278 per annum** and will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the appointee's choice. Temporary Survey Coordinators will be paid on a pro-rata basis

depending on hours worked. This rate of pay is subject to revision from time to time by direction of the Minister for Public Expenditure Reform.

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) may be payable after 3 and 6 years satisfactory service at the maximum of the scale.

Important Note

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay 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.

Atypical work allowance

The work of the Coordinator is 'atypical' in that the appointee will have to be available outside normal hours to support a team of Interviewers as necessary. Furthermore, the appointee must work flexibly as a team of supervisors, in conjunction with the CSO, to provide cover for colleagues in adjacent areas during temporary periods of absence, due to annual leave and illness etc. In recognition of this atypical work situation an additional annual once off allowance of **€3,688.08** will be paid (or on a pro-rata basis where applicable). This payment is in the nature of pay and is reckonable for pension purposes. As a staff member in receipt of this payment, the appointee will be required to give full flexibility with regard to attendance as the requirements of the job dictate. Once the conditions for this payment are met, this payment will be made to the appointee on an annual basis in April of each year.

Hours of attendance

Hours of attendance will vary in accordance with the requirements of the work but will amount on average to 43.25 hours per week. The appointee will be obliged to keep a record of the hours and forward these records on completed OWT1 forms to Field Administration Unit on a weekly basis as outlined in the Organisation of Working Time Act, 1997 (Organisation of Working Time (Records) (Prescribed Form and Exemptions) Regulations, 2001.

Organisation of Working Time Act 1997

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

Headquarters

The headquarters will be such as may be designated from time to time by the Director General of the Central Statistics Office.

When absent from headquarters on duty, the appointee will be paid appropriate travelling expenses and subsistence allowances subject to the normal Civil Service regulations.

Use of Car

Coordinators must hold a current full clean driving licence and own or have the full-time use of a car during the period of employment. Prior to using a car for official purposes, a form of undertaking will have to be signed by the appointee. This form will be issued to you by the CSO.

The onus will be on the appointee to satisfy themselves by consulting their Insurance Company that their existing motor policy covers their driving while employed on Coordinator duties. Officers who are required to pay higher premiums to effect insurance cover for their own cars because they necessarily carry goods or equipment while travelling on official business may be recouped, on the production of the necessary receipts, and a letter from the insurance company detailing the reason for the extra expenditure involved.

When travelling by car on official duties it is not permissible to carry passengers who are not Survey personnel or to be driven by another person who is not employed on survey work by the CSO.

In the event that the appointee becomes unable to comply with the above provisions the appointee's appointment will terminate automatically.

Annual Leave

The annual leave allowance will be 23 working days a year for permanent Survey Coordinators. 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. Temporary Survey Coordinators will receive payment in lieu of annual leave.

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 & 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 & 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 66 (rising to 67 and 68) 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).

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 [upon request](#).

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: www.singlepensionscheme.gov.ie.

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.

Appointees will for the term of this contract be appointed an Officer of Statistics under the Statistics Act, 1993. Appointees will agree to abide by the rules governing Officers of Statistics as set out in the Act.

Appointees will 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.

Ethics in Public Office Act 1995

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

Statistics Act 1993

The appointee will become an Officer of Statistics under the Act and s/he will be required to sign an undertaking not to divulge any information obtained in the course of his/her 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

The appointee 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

SURVEY COORDINATOR	
People Management	
• 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 its objectives	
Analysis & Decision Making	
• 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	
• 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	
• 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.	