



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office

INFORMATION BOOKLET

Open Competition for appointment to the position of:

**Legal Advisor
(Assistant Principal level)
In the
Central Statistics Office**

Closing Date 3.00pm Thursday 24th September 2020

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.
Legal Advisor (Assistant Principal Level)

Position:	Legal Advisor
Organisation:	Central Statistics Office
Location:	Skehard Road, Cork
Salary:	€67,659 - €83,740 (see Principal Conditions of Service for details)

Central Statistics Office (CSO)

The Central Statistics Office (CSO) was established in 1949 as Ireland's national statistical office. It operates under the legal framework of the Statistics Act, 1993 and Regulation (EC) 223/2009 on European Statistics (*as amended*). The mandate of the CSO, as set out in the Act of 1993, is "The collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State". The CSO is also responsible for coordinating the official statistics of other public authorities and for developing the statistical potential of administrative records.

The CSO has in excess of 800 permanent staff located in its Cork, Rathmines and Swords offices. In addition, more than 100 permanent and temporary field-staff are deployed throughout the country to conduct the continuous household surveys and passenger inquiries at airports and seaports. While the work of the Office is statistical, it has expanded its corporate activities in line with the growth in the breadth and diversity of its outputs, and the Corporate Affairs directorate under which this role will operate comprises in excess of 140 staff, working in areas as diverse as HR, Facilities, Communications, Procurement, Finance, International Affairs and Policy & Planning.

The CSO has recently completed work on a new 10-year vision, CSO 2030, which describes an ambitious organisation, spearheading key dimensions of the public sector data strategy for Ireland, consolidating the position of official statistics as an objective source of truth in an information-saturated world, while engaging at the most senior levels in domestic and international developments in the ethical use of official statistics as a public good.

The Office is active at an international level working alongside peer national statistical institutes and operates as an innovator in the modernisation of statistical production and advanced data management. Due to the data intensive nature of its activities, the work of the Office is undertaken in line with the most demanding standards of data governance and Irish and European data protection law. The Office places a particular priority on robust data management processes and fastidious governance, compliance and oversight in this regard.

Overview of the role

This senior role is new and offers the incumbent the challenge of shaping the form and content of a proposed Legal and Enforcement Unit, which will sit within a newly-established Enforcement, Legal and Governance Division (ELG), to which a Principal Officer Head of Division has recently been appointed. The creation of the new Division, and of the new Legal and Enforcement Unit within it, represent a significant corporate investment for the CSO and stand as evidence of the commitment of the organisation, not just to acting in compliance with the rule of law in its activities, but to contributing actively to the development of legal context in which official statistics for Ireland are produced and in exercising the power of the law to support the Office in achieving its objectives.

In support of its expanding remit, the Office now wishes to appoint a Legal Advisor at Assistant Principal level. This senior position represents an unparalleled opportunity for an ambitious, enthusiastic and dedicated legal professional with a strong commitment to the principles of public service to influence and contribute to the evolution of Ireland's national statistical office as it anticipates and meets modern demands for objectively compiled, compliantly processed data to inform everyone, from the lay-person to the expert, about the evolution of Irish society, our economy and our country.

This Legal Advisor post sits within the Enforcement, Legal and Governance Division in the Corporate Affairs Directorate of the Central Statistics Office. This Division is headed by a Principal Officer and includes the following existing CSO functions:

- **Data Office**, responsible for the development, coordination and ongoing management of CSO data management policy and compliance activities; hands-on operational data governance, education and support to business units and engagement with external experts and stakeholders to maintain CSO at the cutting edge of excellence in data governance.
- **Procurement Support Unit**, which works alongside procuring business areas to assist them in procurement compliance, procurement planning and contract management.
- **Internal Audit**, supports the Office to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

In recruiting the Legal Advisor, it is intended to expand the current divisional functions to incorporate a new **Legal and Enforcement Unit**, to be headed by the Legal Advisor. This key post is tasked with all dimensions of Statistics Act related enforcement activity and with the provision of legal scrutiny and advice generally across the Office. Principal responsibilities in this area will include:

- Scoping and developing the Legal and Enforcement Unit, responsible for the delivery of legal services to the Office across a range of areas, including on statistical matters;
- Providing a comprehensive legal service (advice and interpretation) in respect of but not limited to: the GDPR/Data Protection (including support to the CSO's Data Protection Officer), Freedom of Information, Withholding Act, Children First legislation, Procurement and Contract law, the Statistics Act and existing or emerging domestic or European statistical legislation; general statutory interpretation;
- Line responsibility for litigation management, including managing liaison with/briefing Counsel/CSSO etc, where required;

- Operation of the Office's enforcement activities, where the powers of the Statistics Act are enforced in support of the Office's ability to fully prosecute its mandate;
- Working alongside relevant functional experts, overseeing development of the Office's input to relevant regulations and legislation;
- Providing legal advice to Officers of Statistics in relation to any legal issue arising in the discharge of their statutory functions;
- Engaging in the drafting or revision of Statutory Instruments, in conjunction with the Office of the Attorney General;
- Assisting with the drafting of requests for tenders, contracts and public procurement advice generally;
- Liaising and managing relationships with contracted legal advisors, where relevant;
- Advising on development of the Office's approach to Governance, Compliance and Corporate Risk Management;
- Supporting the Head of Division and the Management Board in building and proactively developing a high performance, innovative and responsive organisation;
- Efficient administration and record keeping practices; and
- Any other related legal services as required by the Central Statistics Office.

The ideal candidate will have prior direct experience in the area of data protection. Previous direct experience in at least two of the following areas would be particularly desirable, along with the ability to quickly develop knowledge in the others: statistical law, public procurement law, corporate governance, compliance and litigation.

Essential requirements for this position include:

- Having been called to the Bar and be enrolled as a Barrister in the State or having been admitted and be enrolled as a Solicitor in the State;
- At least 3 years post-qualification experience;
- Familiarity with the legal frameworks applicable to state bodies generally and the requirements of the Code of Practice for the Governance of State Bodies in particular;
- Relevant academic qualifications or direct professional experience in at least two of the following areas relevant to the work of the Office: GDPR/data protection, corporate governance & compliance, public procurement and contract law, employment law, Freedom of Information, administrative law;
- Have a proven ability to develop expert competence in the diverse range of areas for which the Legal and Enforcement Unit has responsibility;
- The ability to quickly analyse large volumes of information; to demonstrate excellent judgement in reaching logical or evidence-based conclusions; the willingness to act decisively in making recommendations; to engage constructively in debate and to adopt a corporate perspective in decision making; to excel at presenting complex issues in accessible ways, both verbally and in writing;
- Have an ability to write high-quality legal submissions;
- Have the capacity to undertake high volumes of work to strict deadlines under pressure; and
- Have excellent written and verbal communication and relationship management skills with the ability to fully engage with a range of stakeholders in a constructive manner.

Evidence of the following is highly desirable:

- An understanding of the importance of Official Statistics in the operation of democratic societies and the role of the CSO in the Irish context, or the ability to quickly acquire same;
- High levels of personal integrity, motivation and energy; a glass-half-full, self-starting attitude; tenacity and determination to deliver good outcomes; and
- A commitment to personal and professional credibility.

Applicants should have all the abilities required of an Assistant Principal. 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 Legal Advisor (Assistant Principal level) as identified by the Public Appointments Service Assistant Principal level competency framework. A description of the competencies is set out in Appendix 1.

Location of the post

The post will be located at the CSO offices at Skehard Road, Cork where the Social and Business Directorates are largely located. However, the CSO also has a large presence in Dublin at two locations; Ardee Road where the Economic Directorate is situated (as well as areas such as Environmental statistics) and Swords Industrial Park where the Census team is located.

Eligibility to compete and certain restrictions on eligibility

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen; or
- (d) 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; or
- (e) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland

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

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.

Competition Process

How to Apply

Applications should be made online through csocareers.thehirelab.com

All sections of the form must be fully completed. Before applying candidates should log-on to csocareers.thehirelab.com and if you have not already done so you must register as a 'New User' to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application.

Once you have created a profile you must then access the application form, complete and submit it.

Once you have submitted your application form it is suggested that you return to your csocareers.thehirelab.com account and ensure that it has been successfully submitted via 'My Applications'.

Only applications fully submitted online will be accepted into the campaign. Applications will not be accepted after the closing date.

Closing Date

Your application must be submitted on the csocareers.thehirelab.com website not later than 3pm, Thursday 24 September 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 within 24 hours of applying, please email: competitions_AP@csso.ie

You are advised to check your message board on a regular basis as email notifications of updates/tests/Interviews etc issued to your message board may sometimes be filtered into your Junk/Spam email folders.

You are also advised to check all these folders regularly. The onus is on each applicant to ensure that she/he is in receipt of all communication from the Central Statistics Office (CSO). The CSO accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the CSO and should make sure that the contact details specified on the application form are correct.

It is envisaged that the interviews for this post are likely to be held in October/November 2020.

Given the current Covid-19 pandemic, in the interest of safety of candidates and our staff, all face to face interviews have been postponed at this time. Interviews will be conducted using an on-line video platform, further technical information will issue to all candidates deemed qualified/suitable for interview.

Selection Process

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

- shortlisting of candidates based on the information contained in their application form;
- presentation or other exercises;
- final competitive interview;
- 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 1 year 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 only a certain number 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 shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience in your application.

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.

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). The referees do not have to include your current employer but should be in a position to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work

contexts. Please be assured that we will only contact referees should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

The Importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

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.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition. A third party must not personate a candidate at any stage of the process.

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 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 his/ her candidature, will have no further claim to consideration.

Use of Recording Equipment

CSO does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This is to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Requests for Feedback

Feedback in relation to the selection process is available by written request. Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed.

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.

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. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. 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.

Principal Conditions of Service

General

The appointment is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Civil Service and the Department of Public Expenditure and Reform.

Salary: Assistant Principal PPC

The salary scale for this position (with effect from 1st September 2019) is as follows:

PPC [Personal Pension Contribution] Scale:

€67,659, €70,104, €72,537 €74,977, €77,411, €78,816(NMAX), €81,274 (LSI1), €83,740.00 (LSI2)

¹=After three years satisfactory service at the maximum.

²=After six years satisfactory service at the maximum.

The PPC rate will apply where the appointee is a new entrant, or 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.

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.

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 permanent 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. However, where extra attendance is required to carry out designated duties or assignments, no overtime or additional remuneration is payable. The CSO has a flexible attendance scheme in place which allows staff flexibility around times of attendance.

Annual Leave

The annual leave allowance will be **30** working days a year. 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.

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 in 2021 and 68 in 2028 in line with changes in State Pension age).
- 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 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 CSO.

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

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 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

An officer will agree not to publish material related to his or her official duties without prior approval by the Head of the Department / Organisation or by another appropriate authorised officer.

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: Assistant Principal competency framework

ASSISTANT PRINCIPAL	
Leadership	
<ul style="list-style-type: none"> • Actively contributes to the development of the strategies and policies of the Department • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise • Leads and maximises the contribution of the team as a whole • Considers the effectiveness of outcomes in terms wider than own immediate area • Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks • Develops capability of others through feedback, coaching & creating opportunities for skills development • Identifies and takes opportunities to exploit new and innovative service delivery channels 	
Analysis & Decision Making	
<ul style="list-style-type: none"> • Researches issues thoroughly, consulting appropriately to gather all information needed on an issue • Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) • Integrates diverse strands of information, identifying inter-relationships and linkages • Makes clear, timely and well-grounded decisions on important issues • Considers the wider implications of decisions on a range of stakeholders • Takes a firm position on issues s/he considers important 	
Management & Delivery of Results	
<ul style="list-style-type: none"> • Takes responsibility for challenging tasks and delivers on time and to a high standard • Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances • Ensures quality and efficient customer service is central to the work of the division • Looks critically at issues to see how things can be done better • Is open to new ideas initiatives and creative solutions to problems • Ensures controls and performance measures are in place to deliver efficient and high value services • Effectively manages multiple projects 	
Interpersonal & Communication Skills	
<ul style="list-style-type: none"> • Presents information in a confident, logical and convincing manner, verbally and in writing • Encourages open and constructive discussions around work issues • Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors • Maintains poise and control when working to influence others • Instils a strong focus on Customer Service in his/her area • Develops and maintains a network of contacts to facilitate problem solving or information sharing • Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system 	
Drive and Commitment	
<ul style="list-style-type: none"> • Is self-motivated and shows a desire to continuously perform at a high level • Is personally honest and trustworthy and can be relied upon • Ensures the citizen is at the heart of all services provided • Through leading by example, fosters the highest standards of ethics and integrity 	
Specialist Knowledge, Expertise and Self Development	
<ul style="list-style-type: none"> • Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department • Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities • Is considered an expert by stakeholders in own field/ area • Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role 	