



**Seirbhís Thithe
an Oireachtais
Houses of the
Oireachtas Service**

The Houses of the Oireachtas Service intends to hold a competition to recommend a candidate for appointment by the Taoiseach to the position of

Captain of the Guard (Assistant Principal Officer)

Houses of the Oireachtas Service

Closing Date: 12th February 2021

The Houses of the Oireachtas Service is committed to a policy of equal opportunity.

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**Captain of the Guard (Assistant Principal Officer)
Houses of the Oireachtas Service**

Job Title: **Captain of the Guard**
(Assistant Principal Officer)

Office: Houses of the Oireachtas Service, Leinster House,
Kildare Street, Dublin 2

Location of Employment: Dublin, Ireland

The Houses of the Oireachtas Service, on the proposal of the Taoiseach, is running a competition to select the best qualified candidate who has the required knowledge, skills and attributes to meet the requirements of the role of Captain of the Guard of the Houses of the Oireachtas for consideration for appointment by the Taoiseach. The Taoiseach has absolute discretion whether or not to appoint a candidate to the position from this competition.

The role of the Captain of the Guard is an Officer of the Houses of the Oireachtas under the Staff of the Houses of the Oireachtas Act 1959, as amended by the Houses of the Oireachtas Commission Act 2003 - 2018: *“Each of the following officers, namely, the Superintendent, Houses of the Oireachtas, and the Captain of the Guard, Houses of the Oireachtas, shall be appointed by the Taoiseach after consultation with the Chairman of Dáil Éireann and the Chairman of Seanad Éireann, after both Chairmen have consulted with the Houses of the Oireachtas Commission.”*

About the Houses of the Oireachtas Commission and the Houses of the Oireachtas Service

The Houses of the Oireachtas (the Irish Parliament) consists of two Houses, Dáil Éireann and Seanad Éireann. The Houses of the Oireachtas Commission (“the Commission”) is the governing body which oversees the provision of services to the Houses and their Members by the Houses of the Oireachtas Service (“the Service”) (the parliamentary administration) in accordance with the Houses of the Oireachtas Commission Acts 2003-2018. The Commission is accountable to the Houses in the performance of its functions and for ensuring value for money. The Commission is financed from the Central Fund on a triennial basis and has control over current expenditure and, to a considerable degree, over its staffing numbers.

The primary functions of the Commission are:

- to provide for the running of the Houses;
- to act as a governing body of the Service;
- to consider and determine policy in relation to the Service; and
- to oversee the implementation of that policy by the Secretary General.

The Commission has no role in regulating parliamentary business.

The Commission is chaired by the Ceann Comhairle (Speaker) of Dáil Éireann and consists of 11 members, including the Cathaoirleach (Speaker) of Seanad Éireann, and the Clerk of the Dáil/Secretary General, who is also the Chief Executive of the Commission. All other members of the Commission are Members of either Dáil Éireann or Seanad Éireann. Appropriate corporate governance procedures and structures are in place to enable the Commission to effectively discharge its functions as a governing board, including a Finance Committee and an Audit Committee.

The **Houses of the Oireachtas Service** is the independent civil service agency which supports the running of both Houses and provides administrative services on behalf of the Commission as the governing authority. The mission of the Service is to provide high quality parliamentary services to the Houses of the Oireachtas, their Committees, the Members and the Houses of the Oireachtas Commission. The values of the Service are built around Impartiality, Accountability, Openness, Collegiality and Innovation.

The key strategic objectives of the Service are to be:

- An Effective Parliament;
- An Open and Engaged Parliament;
- A Digital Parliament;
- A Well Supported Parliamentary Community.

The Service's budget for the three-year period to end 2021 is €422m. There are approximately 529 civil servants of the State employed in the Service. Service staff have significant day-to-day contact with the 218 Members of the Houses and their staff. Further information on the role of the Houses, the Commission and the Service is available on www.oireachtas.ie.

Background Information:

The Captain of the Guard is an Officer of the Houses of the Oireachtas and works as Deputy Head of the Superintendent's Unit. The primary function of the unit is to maintain security and decorum in the Parliamentary Chamber and across the Leinster House complex and its environs, ensuring that a secure and safe work environment is provided for Members, their staff and the staff of the Service. The unit must also ensure that the Houses of the Oireachtas are a secure, safe and welcoming place for visitors, reflecting our vision as "*A Parliament which works for the People*".

The Captain of the Guard works closely with the Superintendent, who is an Officer of the Houses of the Oireachtas. The Captain reports to the Superintendent and has responsibility for the day to day management of the staff in the area. The staff of the Superintendent's Unit include two teams the Ushers and the Service Officers. The Ushers team currently comprise a management team (Head Usher, Deputy Head Ushers, Team leaders) and 52 Ushers. The Service Officer team currently comprise a management team (Head and Deputy Head Services Officers) and 19 Service Officers. Ushers are employed in Leinster House as part of the security team and are in regular contact with Members of both Houses as well as all the staff of the Houses of the Oireachtas. Ushers are generally the first point of contact for visitors to the Houses and are responsible for conducting tours through Leinster House and explaining its history and operation to visitors. Services Officers are responsible for providing a safe and

secure environment at a number of entry points in the Leinster House complex and satellite buildings and carry out a wide range of support activities such as; reception of visitors, distribution of post and dealing with deliveries. Regular late attendance to facilitate the sittings of the House and its Committees is a requirement of this role.

Roles & Responsibilities of the Post

The key aspects of the role of Captain of the Guard:

- As Captain of the Guard, the appointee will have responsibility for the management of the Parliamentary Ushers whose main role is to deliver the Security function to the Houses of the Oireachtas and for the management of the Service Officers functions. The person appointed will be responsible for the day to day delivery of best practice security services to all Members, staff and visitors to the Houses of the Oireachtas as part of a modern parliamentary service.
- The Captain of the Guard is responsible for leading the implementation of the Safety Statement requirements of the Superintendents Unit and to ensure that Leinster House Complex accommodation complies with all health and safety legislation working with key stakeholders and in conjunction with the Facilities Management Unit. The Captain of the Guard has a critical role for best practice implementation of the requirements to include fire safety management, first aid, and compliance with the COVID 19 response.
- The Captain of the Guard has a critical role in leading and motivating staff of the Superintendents Unit to achieve high standards in undertaking their duties which reflect the values of the House of the Oireachtas Service and to ensure that staff have the required training to be operate effectively.

As a senior manager in the Superintendent's Unit, the Captain of the Guard is accountable for the governance of all matters assigned to them and they must ensure that all functions are undertaken effectively with due regard to quality, efficiency and value for money in achieving its objectives.

The Captain of the Guard will work closely with all units, particularly the Facilities Management Unit, which has responsibility for the provision of all services in the Leinster House Complex, the Communications and Broadcasting Unit, with responsibility for the management of visits and tours in the Houses of the Oireachtas, and the Inter-Parliamentary Unit on protocol matters. Externally, the appointee will develop relationships with all our public service partners, such as the Office of Public Works, An Garda Síochána and the Defence Forces.

The Captain of the Guard is accountable to the Superintendent and to the Head of Corporate and Member's Services and the Clerk of the Dáil/Secretary General in relation to the performance of their duties and will report directly to the Commission as required.

The Captain of the Guard will have specific responsibility to:

Lead and Manage the Parliamentary Ushers

- Lead and oversee the Management of the Parliamentary Ushers to ensure that responsibility is delegated appropriately, empowering staff to make effective decisions

and develop and implement the necessary reforms to achieve the highest standards of outputs and performance.

- Ensure that all policies and practices are aligned with the requirement for a secure, safe and welcoming workplace for Members and their staff, Oireachtas Service staff and visitors to the Houses of the Oireachtas.
- Work collaboratively with internal and external stakeholders regarding the delivery of relevant services.
- Management of relevant areas including the post room facilities, manage the performance of staff and ensure that all relevant statutory requirements are met including Health and Safety, FOI, Data Protection and any other regulatory functions and reporting requirements.
- Management and administration of the Performance Management and Development System (PMDS) for all staff in accordance with the relevant timelines.
- Management of the implementation of the training programme for the section staff to ensure that they have the appropriate knowledge and skills to implement and discharge the functions of their roles, including maintaining a high level of vigilance necessary to make the Leinster House complex a safe place to work for Members and Staff.
- Report to the Oireachtas Commission and Management Board as required to advise and present on areas under the remit of the role including its budgetary responsibility.

Chamber Attendance and Parliamentary Conduct

- Manage and implement agreed protocols for:
 - Conduct and general behaviour in and around the Houses of the Oireachtas;
 - Addressing disorderly behaviour in the Houses of the Oireachtas and their committees (Members, visitors, media).
- Daily chamber attendance during major items of Parliamentary business and during Parliamentary votes.
- Work in collaboration with the Inter- Parliamentary Unit and the Communications Unit on:
 - Ceremonial aspects of special parliamentary sittings, e.g. Addresses by Heads of State/Government, elections of Ceann Comhairle/Cathaoirleach, Taoiseach, Budget Day;
 - State visits, distinguished visitors, VIPs, Deputations, Delegations.

Security

- Manage the discharge of functions in relation to the maintenance of order in Chambers and across the Leinster House Complex.

- Manage access control systems in place to make Leinster House a secure and safe work environment for Members and staff.
- Represent the Oireachtas on the Interdepartmental Group on National Security, necessitating liaison with the Gardaí, Army, and the Departments of the Taoiseach, Foreign Affairs and Trade, Defence and Justice and Equality as required.
- Liaise and coordinate security matters with other institutions adjacent to the Leinster House perimeter e.g. Dept. of the Taoiseach, AG's office, Finance, Agriculture, Library, Museum and National Gallery as required.

Visitor Management /Access

- Management of the system for visitor management and access, having regard to increased level of security risk worldwide, coupled with the increased numbers (both staff and visitors).
- Support the work of the Communications and Broadcasting team to deliver access for visitors/groups so that the arrangements are aligned with our goals in “A Parliament Which Works for the People”.
- Complete and implement the e-Visitor System and develop an online visitor system.

Health and Safety Implementation

- To support the Facilities Management Unit in the review of the Safety Statement to take account of Covid 19 and best practice advice from safety consultants assigned to advise on the effective implementation the Safety, Health and Welfare at Work Act 2005 and to ensure that all risk assessments are conducted and updated.
- In conjunction with key stakeholders, to lead on the implementation of all Health and Safety compliance matters for the Leinster House campus and its environs e.g. Fire drills and other statutory requirements etc.

Tours and Event Management

- Work in collaboration with the Inter-Parliamentary Unit and Communications Unit to provide for the reception of visitors in line with agreed requirements of diplomacy and protocol for the Houses of the Oireachtas.
- Responsibility for the Management of guided tours, media events and room bookings in consultation with Communications and Broadcasting Unit.

Governance

- Management of resources and expenditure on allocated subheads within the Section including the provision of section estimates and management and control of budgets;
- Manage the procurement processes in the Superintendents area as required, including development and presentation of procurement specifications to maintain ongoing best practice procurement, and contract management to ensure quality product sourcing within the Section is implemented and maintained.
- Report as required to the Management Board and Commission in relation to matters under the remit of the Office of the Superintendent
- Support the development of a Risk Management Strategy for the Houses of the Oireachtas.
- Responsible for the management of corporate governance arrangements in the unit including risk management, business continuity planning, FOI.

Participate in the Management Team

As an Assistant Principal Officer, the person appointed will be a key member of the senior management team of the Houses of the Oireachtas Service. The appointee will be expected to contribute actively to the ongoing and strategic leadership and management of the Service, particularly the enhancement of its systems and practices to support the delivery and development of services into the future.

The configuration of duties in this post will, as in the case of any Assistant Principal post in the Civil Service, be liable, on an ongoing basis, to alteration/development in light of political reform measures, organisational changes and modernisation being implemented in the Service.

Qualifications and Experience

Requirements for the Position

The person appointed will be expected to have the requisite knowledge, skills and ability to be able to discharge all the functions of the position and to demonstrate the competencies developed for Assistant Principal Officer level posts at **Appendix A** in meeting the requirements of the role.

The ideal candidate must demonstrate that they have:

- A proven track record of excellent staff management skills with evidence of achievement and experience in their career to date including leading change and managing largescale teams to deliver services and high performance in business-critical areas in a comparable organisation.

- Demonstrated evidence of Leadership capability with the experience and ability to build strong team relationships with the capacity to work in an effective and co-operative manner within the Oireachtas Service.
- Excellent organisational and change management skills and the ability to engage with staff at all levels in the Service
- Excellent communication and interpersonal skills, with the ability to network effectively and to influence others.
- A proven track record of managing security to demonstrate the knowledge, capacity and experience to discharge the security responsibilities of the role.
- Resilience, self-reliance and a proven capacity for sound judgement in pressurised situations, with the ability to work well under pressure delivering results to tight deadlines and high standards.
- Proven experience at the appropriate level to demonstrate the ability to work effectively and with integrity in a political environment with Oireachtas Officeholders and Members of the Houses and other key stakeholders.
- Have the capacity and relevant applicable experience to deal with all aspects of the work of the Service at Assistant Principal Officer Level in this role.

Person Specification:

Realising the challenging objectives of the role will require a wide range of expert knowledge and demonstrable ability, drive and enthusiasm for the role.

COMPETITION PROCESS

How to Apply

Applications should be made to Recruitment@Oireachtas.ie. All sections of the application form must be fully completed. Only applications fully submitted to Recruitment@Oireachtas.ie and submitted on the official application form will be accepted into the campaign. **Applications will not be accepted after the closing date.**

Closing date

Your application must be submitted to Recruitment@Oireachtas.ie not later than **1.00pm on Friday 12th February 2021** "Captain of the Guard" should be inserted into the subject line. If you do not receive an acknowledgement of receipt of your application within 48 hours of applying, please contact **Orla Scott at (01) 618 3444** or email Orla.Scott@Oireachtas.ie.

The Oireachtas Service accepts no responsibility for any communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the Oireachtas Service and should make sure that the contact details specified on the application form are correct.

Selection Methods

The Selection method may include:

1. Shortlisting of candidates on the basis of the information contained in their applications
2. A remote interview;
3. A competitive preliminary interview;
4. Presentation or other exercises;
5. A final competitive interview;

Shortlisting

The number of applications received may exceed that required for the establishment of a pool of candidates for this position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Oireachtas Service may decide that a limited number only will be called to interview. In this respect, the Oireachtas Service provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criterion based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the role 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.

Confidentiality

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

Security Clearance

Police vetting will be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed

by the Oireachtas Service. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information

The Oireachtas Service will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Oireachtas Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Oireachtas Service 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, including the nomination by an Taoiseach, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

This appointment shall be made pursuant to section 7 of the Staff of the Houses of the Oireachtas Act 1959, as amended by the Houses of the Oireachtas Commission Acts 2003-2018. Section 7 provides for a consultation process but the final appointment to this position is at the absolute discretion of the Taoiseach. Accordingly, the successful candidate from this competition is not guaranteed appointment to the position of Captain of the Guard. This process is designed to assist the Taoiseach in the making of his decision. The Taoiseach has absolute discretion whether or not to appoint a candidate to the position from this competition.

Eligibility to Compete and certain restrictions on eligibility

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.

Character

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

Citizenship Requirement

Eligible Candidates must:

- (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 and has a stamp 4 visa; 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 and has a stamp 4 visa 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 and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement (ISER):

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

Career Breaks

Subject to satisfying the eligibility requirements, the competition is open to staff who are on a career break, provided their career break conforms to the provisions of the Department of Finance Circular (4/13), or on secondment arrangements. Staff who are on career break under the Incentivised Career Break Scheme 2009 are not eligible to apply.

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

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

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

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

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare

any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Principal Conditions of Service

Permanent position as Captain of the Guard in the Houses of the Oireachtas Service

1. General

The appointment is subject to the Houses of the Oireachtas Act 1959, as amended by the Houses of the Oireachtas Commission Acts 2003-2018, 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 appointee will be subject to the Civil Service Code of Standards and Behaviour.

2. Captain of the Guard (Assistant Principal Officer Standard) Personal Pension Contribution (PPC) with effect from 1st October 2020

€69,012 €71,506, €73,988, €76,477, €78,959 €80,392 (NMAX), €82,899 (LSI1),

€85,415 (LSI2)

This rate will apply to new entrants who are members of the Single Scheme and will also apply where the appointee is a civil or public servant appointed on or after 6th April 1995 and is making a personal pension contribution.

A different rate may apply where the appointee is an existing civil or public servant appointed on or before 6 April 1995 and is not required to make a personal pension contribution.

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

Candidates should note that 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. Increments may be awarded subject to satisfactory performance.

Statutory deductions from salary will be made as appropriate by the Office.

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.

3. Tenure:

- a. The appointment is to a permanent position on a probationary contract in the Civil Service. (Further vacancies including temporary positions may be filled from this competition should the need arise).

- b. The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph and paragraph d. below, this will not preclude an extension of the probationary contract in appropriate circumstances.
- c. 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
- d. Prior to completion of the probationary period a decision will be made as to whether or not you will be retained, or the probationary period extended. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The details of the probationary process will be explained to you by the Houses of the Oireachtas Service.
- e. In the event that you are considered not suitable for the position of Superintendent, having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of the contract and any extensions thereof.
- f. Notwithstanding paragraphs d. and e. above, 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 the contract may be extended, and the probationary period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers' Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a 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 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.

4. **Headquarters**

Office headquarters will be in Dublin. When absent from home and headquarters on duty, an officer will be paid appropriate travelling expenses and subsistence allowances subject to normal civil service regulations.

6. **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered

appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a

teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **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 [via this link](#) or upon request to the Oireachtas Service.

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

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution in accordance with the Public Service Pay and Pensions Act 2017.

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

6. **Hours of Attendance** Hours of attendance will be as fixed from time to time under section 23 of the Staff of the Houses of The Oireachtas Act, 1959. Late-night working and extra attendance is a requirement of this role arising from the exigencies of the Houses of the Oireachtas Service. No additional payment will be made for extra attendance (over and above 43.25 hours gross) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time, however a compensatory leave scheme is in operation.
7. **The Organisation of Working Time Act 1997** The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.
8. **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. The appointee 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 Houses of the Oireachtas Service and payment 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 directly within the required time limits.
9. **Annual Leave** The annual leave for this position is 30 working days. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.
10. **Outside Employment** The position is whole time and the officer may not engage in private practice or be connected with any outside business which would interfere, or be incongruent, with the performance of official duties.
11. **Official Secrecy and Integrity** The appointment will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. Successful candidates will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.
12. **Civil Service Code of Standards and Behaviour** The appointment will be subject to the Civil Service Code of Standards and Behaviour.
13. **Political Activity** The appointment will be subject to the rules governing civil servants and politics.
14. **Ethics in Public Office Acts 1995 and Standards in Public Office Act 2001** The provisions of these Acts apply, as appropriate, to this position.
15. **Personnel Code**

Further details and circulars regarding these terms and conditions can be found in An Cod Pearsana and are available on the following web site www.circulars.gov.ie.

Please note;

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

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.

In applying for this position, it is understood that you have consented to the above conditions.

Candidates Rights:

Subject to section 7 of the Houses of the Oireachtas Act 1959, as amended by the Houses of the Oireachtas Commission Acts 2003-2018, this competition process will be undertaken in line with best practice to select a candidate on merit, using a fair and transparent process that is applied consistently to all candidates.

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Oireachtas Service. When making a request for review the candidate must submit their request within 5 working days of notification of the initial decision. Candidates must support their request outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request with evidence. The review will be conducted by an independent reviewer external to the organisation who is independent to the Selection Board. Decisions will be notified to the candidate within 10 working days of the receipt of the request. The decision of the independent reviewer is final.

Requests for Feedback

Feedback in relation to the selection process is available on request.

Candidates' Obligations:

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Personate a candidate at any stage of the process
- 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.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in your being excluded from the selection process. Any person who contravenes this provision, or who assists another person (s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Contravention of the Provisions

Any person who contravenes the above provision 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, if a person found guilty of an offence was, or is a candidate at a recruitment process.

- They will be disqualified as a candidate and excluded from the process;
- Has been appointed to a post following the recruitment process, they will be removed from that post

Use of Recording Equipment

The Oireachtas Service 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 policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service management (Recruitment & Appointments) Act, 2004.

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

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

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;
and if successful, they will not be appointed to the post unless they:

Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed

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 Oireachtas Service, or who do not, when requested, furnish such evidence as the Oireachtas Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to the Oireachtas Service, including all forms issued by the Oireachtas for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further 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 the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

Data Protection Acts, 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 you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 - 2018. To make a request under the Data Protection Acts 1988 - 2018, please submit your request in writing to: The Data Protection Officer, Oireachtas Service, 91 Merrion Square West, Dublin 2, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Appendix A

General Competencies for the Assistant Principal Officer Level

CAPTAIN OF THE GUARD
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 • Clearly defines objectives and goals and delegates effectively, encouraging ownership and responsibility for tasks • Develops the capability of others through feedback, coaching and 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 • 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 • 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 • Encourages open and constructive discussions around work issues • Promotes teamwork within the section, but also works effectively on projects across Departments and Sectors • Maintains poise and control when working to influence others • Instills 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

- 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 the Service 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