



Tithe an
Oireachtais
Houses of the
Oireachtas

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of
Head of Library (Assistant Principal Higher level)
in the Oireachtas Library
in the Houses of the Oireachtas Service
Closing Date: 10 November 2022

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

The Houses of the Oireachtas Service will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

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

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HR UNIT,

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Background Information

Job Title:	Head of Library (Assistant Principal Higher level)
Office:	Library & Research Service, Houses of the Oireachtas Service, 91 Merrion Square West Dublin
Location of Employment:	Dublin, Ireland

Applications are sought to fill the post of Head of Library (Assistant Principal Higher level) in the Houses of the Oireachtas Service. A panel will be formed, the assignment from which is envisaged to be to the Library & Research Service. Assignment(s) from the panel to other units within the Houses of the Oireachtas Service that may require a Head of Library may also be considered for re-assignment between units.

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 2003-2021. 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 (the Service) is the Public Service body which provides administrative services to the Houses of the Oireachtas and their Members. The Service is headed by the Secretary General/Clerk of the Dáil. The role of the Service is to provide professional advice, services and facilities to the Commission, to the Houses of the Oireachtas and their Committees and to Members of the Houses. The Houses of the Oireachtas Service (Service) comprising over 600 staff 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. Apart from the civil service element, business supports are provided to 220 Members and to over 500 political staff employed by Members and political parties. The mission of the Service is to be an innovative and responsive parliamentary service that proudly supports the Houses of the Oireachtas in

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effectively discharging their constitutional functions, supports members as parliamentarians and representatives of the People, and promotes an accessible and engaged Parliament. The values of the Service are built around Impartiality, Accountability, Collegiality, Innovation, Focus on People, and Inclusivity.

The key strategic outcomes and goals of the Service are:

- An Effective Parliament.
- An Inclusive and Well-Supported Parliamentary Community
- An Open, Engaged and Sustainable Parliament.
- A Digitally Transformed Parliament.
- Towards a Bilingual Parliament.

There are currently four divisions each headed by an Assistant Secretary

1. Corporate and Members' Services
2. Parliamentary Services
3. Parliamentary Information and Research Services
4. Office of Parliamentary Legal Advisors

In addition, the Seanad Office headed by the Clerk of the Seanad provides administrative supports to Seanad Éireann.

The Service's budget for the three-year period to end 2024 is €462m. Service staff members have significant day-to-day contact with the 220 Members of the Houses of the Oireachtas and their staff. Further information on the role of the Houses, the Commission and the Service is available on www.oireachtas.ie.

The Oireachtas Library

The Oireachtas Library was established in the early 1920s with the foundation of the state and the transfer of library collections from the Chief Secretary's Office, Dublin Castle, to Leinster House. Today the Oireachtas Library and the Parliamentary Research Service (established 2006) comprise the Library & Research Service (L&RS). The L&RS provides impartial information and research services to support the work of both Houses, individual Members and Committees in respect of their parliamentary duties.

The L&RS (together with the Records Management Unit) is managed by a Principal Officer, Head of Library and Research Services. Approx forty staff work in the L&RS and Records Management Unit (RMU). The L&RS and RMU are part of a directorate, headed by an Assistant Secretary, that includes communications, web, broadcasting, education, and the Parliamentary Budget Office. The Oireachtas Library currently comprises 14 staff including the Head of Library, 2 Senior Librarians, 7 Assistant Librarians and 4 administration staff.

The Oireachtas Library's priorities are aligned to the five strategic outcomes of the Houses of the Oireachtas, and its services include:

- Customised enquiry and reference services to individual Members (TDs and Senators). These services are designed to support Members to be well-informed in carrying out their parliamentary and representational duties.
- Library and information services to support the research needs of specialist business units within the parliamentary administration including Parliamentary Budget Office, Office of the Parliamentary Legal Advisors, and Committee Secretariat.
- Information skills training designed to increase users' (e.g. Parliamentary Assistants) capability to undertake their own information and research work.
- Management of the Oireachtas Library's collections (electronic, digital, print) to meet the wide-ranging information and research needs of the parliamentary community.

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- Management of the process by which documents are officially laid before either or both the Houses of the Oireachtas.
- Management of significant special/heritage collections.

Further information on the Library & Research Service and access to our online catalogue, special collections and selected research outputs can be found on www.oireachtas.ie/library.

Why work in the Oireachtas Library?

This is an exciting opportunity to work for the Houses of the Oireachtas (national parliament) as Head of Library, a senior management role. The Oireachtas Library, which celebrates its centenary in 2024, supports the parliamentary community including Members (TDs and Senators) and is highly regarded. The Head of Library will have the opportunity of shaping the future direction of the Oireachtas Library and of leading its team of innovative librarians and administrative staff. The Head of Library will also engage with colleagues across all areas of the parliamentary administration including corporate, procedural, legal, communications, and research.

The Oireachtas Library is part of an international community of parliamentary libraries and we engage with parliamentary colleagues around the world via networks including IFLA Library and Research Services for Parliaments Section.

The Houses of the Oireachtas aims to be an employer of choice offering a range of benefits to staff including flexible working arrangements (including a blend of office and remote working), onsite facilities, such as gym and a range of subsidised catering facilities.

Role and Responsibilities of the Post

Role of the Head of Library

The successful candidate will be responsible for the strategic development and management of the Oireachtas Library to support the information and research requirements of the parliamentary community.

Principal duties

The successful candidate will:

1. Lead the strategic development of the Oireachtas Library
2. Lead the library team and support its continued high performance. Review the structure and staffing of the Oireachtas Library and make recommendations for its future development.
3. Benchmark the Oireachtas Library's services against best practice in parliamentary libraries internationally. Ensure these services are delivered to a high standard, are responsive and reflect the changing needs of the parliamentary community.
4. Advise the parliamentary administration on the physical space requirements of the Oireachtas Library including the future development of Reading Room services.
5. Prepare the Oireachtas Library's three-year budget, and manage the annual budget with a focus on value for money.
6. Work with the Senior Librarian team on the strategic development of information services, library systems and content.
7. Collaborate with Digital Transformation colleagues on the ongoing development of the

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Oireachtas Library's ICT infrastructure.

8. Collaborate with the Records Manager on the development of the Oireachtas Archives. Promote greater awareness of the Oireachtas Library's special/heritage collections nationally and internationally.
9. Promote the Oireachtas Library in the Houses of the Oireachtas and in national and international fora. Strengthen relationships with parliamentary libraries internationally and with the Irish library community.
10. Contribute to the overall development of the Library & Research Service as a member of its management team.

Principal Reporting Relationship

The principal reporting relationship is with the Principal Officer, Head of Library and Research Services. The Head of Library currently has two direct reports (Senior Librarian, Information Services; and Senior Librarian, Systems and Content Services).

Essential Entry Requirements

Candidates must, on or before the closing date of application, possess:

1. A qualification of at least level 8 in the National Framework of Qualifications
2. A post-graduate qualification (level 9 in the National Framework of Qualifications) in librarianship, information/records management or equivalent area
3. Proven experience of strategic management and leading change initiatives in a library or archive.
4. Proven experience of managing specialist staff and developing high performance teams.
5. Proven experience of using technology innovatively to manage collections and deliver information services
6. Excellent communication, interpersonal and team working skills. The ability to work well with colleagues across all areas of the parliamentary administration.
7. The ability to prioritise and manage workloads and multiple projects in a dynamic work environment and to work within deadlines.

Desirable

1. Project management qualification
2. Good knowledge of Irish current affairs
3. Evidence of commitment to CPD and contribution to relevant professional association(s).

Irish Language

As part of the move towards a bilingual parliament, support and training is provided for those who wish to become fluent in Irish. The Service also welcomes those with any level of the Irish language.

Working Environment

The Service operates a Blended working scheme. This provides for a combination of working from the Services' work premises and working from home which is agreed between the staff member and the line manager in line with the working parameters of the scheme. Staff may apply to avail of this scheme which is dependent on business needs.

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 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 the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or 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**General**

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Salary

The Head of Library (Assistant Principal Higher) salary scale for the position is as follows: (rates effective from 01 October 2022):

Personal Pension Contribution (PPC):

€80,389	€83,447	€86,513	€89,576	€92,640	€94,429	€97,469	€100,516
					NMAX	LSI 1	LSI 2

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

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

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

Subject to satisfactory performance increments may be payable in line with current Government Policy. Statutory deductions from salary will be made as appropriate by the Service.

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/Formers 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 Houses of the Oireachtas Service 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.

Headquarters

Headquarters will be such as may be designated from time to time by the Head of the Department / Organisation. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations. Houses of the

Oireachtas Service and its environs are currently based around Kildare Street, Dublin 2.

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. At present they amount to 41 hours and 15 minutes gross per week. Flexibility is required with regard to late-night working and extra attendance, which is required from time to time arising from the exigencies of the Houses of the Oireachtas Service. No additional payment will be made for extra attendance (over and above 35 hours gross) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

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.

Official Secrecy and Integrity

The appointee will be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act 2014. The appointee will agree not to disclose to unauthorised third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment in accordance with the provisions of the Act.

Civil Service Code of Standards and Behaviour

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

Political Activity

During the term of employment, the officer will be subject to the rules governing public servants and politics.

Ethics in Public Office Acts

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

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.

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

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

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

III-Health-Retirement

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

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

Appointment post III-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, **there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension**, that existed prior to the application nor is there an entitlement to same.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

Pension Accrual

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

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

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

Please Note

As an Employer of Choice, the Civil Service has many flexible and family friendly working policies including some opportunities for remote working which, in the civil service is on a blended basis. 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.

IMPORTANT NOTE

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(s).

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 through 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 1p.m. on Thursday 10th November 2022. The title ‘**Head of Library**’ 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: **Finbarr Monahan at (01) 618 3444** or email: Finbarr.Monahan@Oireachtas.ie.

The Oireachtas Service accepts no responsibility for 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 competitive preliminary interview;
3. An exam/test;
4. The submission of a piece of research;
5. A final competitive interview.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the 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 job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Confidentiality

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

Security Clearance

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which 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.

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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 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. A panel may be formed from which future vacancies may be filled from this campaign.

Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition

Candidates Rights:

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. The Oireachtas Service will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission). When making a request for review the candidate 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.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Assistant Secretary, Head of Members' and Corporate Services) considers the matter could be resolved they should seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

A request for Informal review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the Oireachtas Service who had played a key role in the selection process.

Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision

Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

Head of Library (Assistant Principal Higher) in the Houses of the Oireachtas Service

The candidate must address his/her concerns in relation to the process in writing to the, Assistant Secretary, Head of Members' and Corporate Services, outlining the facts that they believe show an action taken or decision reached was wrong.

A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.

Any extension granted of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Assistant Secretary, Head of Members' and Corporate Services.

The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by the Oireachtas Service that may have compromised the integrity of the decision reached in the appointments process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the Service, in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Assistant Secretary, Head of Members' and Corporate Services, in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong.

The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Oireachtas Service has fallen short of the principles of this Code.

On receipt of a complaint the Oireachtas Service may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the Oireachtas Service to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback

Feedback in relation to the selection process is available on request. Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes which must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

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 and 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 Code of Practice

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.

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 you register with the Oireachtas Service or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes. To make a request to access your personal data please submit your request by email to: Dataprotection@oireachtas.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Appendix 1 - Competencies

HEAD OF LIBRARY (ASSISTANT PRINCIPAL HIGHER)	
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 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