



**Tithe an
Oireachtais**
Houses of the
Oireachtas

Candidate Information Booklet

Open competition for appointment to the position of

Kitchen Porter

in the Houses of the Oireachtas Service

Closing Date: 12 February 2026



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

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Background Information

Title: Kitchen Porter in the Houses of the Oireachtas Service

Office: Catering Section, Houses of the Oireachtas Service, Dublin 2

Salary range: From €588.77 to €959.94 per week (as of 01 August 2025)

Annual leave: 25 Days, including Good Friday

Hours of attendance: 39 hours net (of breaks) per week

Contract type: Whole-time non established (subject to 12-month probation period). Please [CLICK HERE](#) to view the Principal Conditions of Service applicable to the role, including full details of pay scale and incremental points.

Competition closing date: Your application must be returned to recruitment@oireachtas.ie not later than 3pm on Thursday, 12 February 2026.

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

The Houses of the Oireachtas is the home of the national parliament of Ireland. The Houses of the Oireachtas Commission (the Commission) is the statutory corporate body responsible for the running of the Houses of the Oireachtas (Dáil Éireann and Seanad Éireann) and Oireachtas Committees, and the administration and management of the Houses of the Oireachtas Service (the Service).

Comprising over 700 staff members, the Service is the independent civil service agency which supports the running of both Houses and provides advice, facilities and administrative services on behalf of the Commission as the governing authority.

The Service is headed by the Secretary General/Clerk of the Dáil. In addition to a Deputy Secretary, there are five divisions, each headed by an Assistant Secretary:

- Parliamentary Services
- Corporate and Members' Services
- Parliamentary Information and Research Services
- Office of Parliamentary Legal Advisors
- Parliamentary Digital Services and Transformation

The Service is guided by the vision of ‘A Democratic Parliament Working Effectively for the People’. The Service’s mission is to support our parliamentary democracy by providing excellence in its parliamentary services. The values of the Service are built around excellence, people-focus, inclusivity, innovation, impartiality and accountability.

The key strategic outcomes and goals of the Service are:

- An Effective and Excellence Driven Parliament
- A Workplace of Choice and a People-Focused Parliament
- A Secure and Sustainable Parliament
- A Transparent, Accessible and Internationally Engaged Parliament
- An Innovative and Digital-First Parliament
- A Bilingually Enabled Parliament

Benefits of Working for the Houses of the Oireachtas Service

Continuous Professional Development

The Service encourages continuous learning for all staff. A dedicated Training and Development Unit provides access to in-person and online training courses. Financial support for courses up to PhD level is offered through an Advance/Refund of Fees Scheme. Additional professional development opportunities include mentoring and coaching, leadership and management development programmes.

Staff Facilities

Onsite staff facilities include a full-service restaurant, self-service restaurant, a coffee dock, a creche and a fitness room. The Oireachtas Library provides access to news media, academic books, journals, research databases and membership of professional networks.

Culture and Employee Experience

The Service is home to a dedicated Health and Wellbeing team, which organises special events focused on mental and physical health. A ‘Green Team’ of employees from across the organisation works to enhance our sustainability and environmental practices. Staff are also encouraged to engage with each other through the events of our internal staff networks, a social club, a choir, and annual volunteering opportunities.

Equality, Diversity and Inclusion (EDI)

The Service recognises the diversity of our workforce as a positive benefit to all and is committed to promoting a culture of inclusion. As the national parliament, we strive to be leaders in creating a truly accessible, inclusive working environment where everyone is treated fairly, and where all our staff members are supported to be their authentic selves and reach their true potential.

Working Environment

The Service offers a number of schemes for staff, including Cycle to Work, annual Travel Pass, eyesight tests and flu vaccinations.

Bilingual Parliament

We are committed to growing our capacity to work through the first official language of the State, the Irish language. As part of the move towards a bilingual parliament, support and training is provided for anyone who wishes to improve their Irish or learn as a beginner. There is a lending library of books for all levels along with regular coffee mornings and guest lectures.

The Section

The Service's bar and catering facilities consist of a table-service restaurant ('the Members' Restaurant'), the Ceann Comhairle's private dining room, a self-service restaurant, a coffee dock and two bars (the Members' Bar and the Visitors' Bar). These facilities fall within the overall responsibility of the Members' Services (Catering) Section and are operated by the Catering Manager and the Bar Manager.

The Members' Restaurant offers a la carte lunch and a la carte dinner. The self-service restaurant provides breakfast, lunch, dinner, snacks and light meals Monday to Friday. The Coffee Dock provides light refreshments, some confectionary, scones and sandwiches. The Members' Bar serves refreshments and bar-food lunch, and the Visitors' Bar serves light snacks and refreshments.

Role and Responsibilities

The Kitchen Porter is based in the Catering Section of the Service. The successful candidate will assist the kitchen staff in all back-of-house duties across the catering facilities in the Leinster House complex.

The key responsibilities of the role include:

- checking that all kitchen and floor areas are free from waste/rubbish and keeping all exits and walkways clear and clean;
- maintaining good stock rotation in all fridges/freezers and dry goods areas and ensuring that the hygiene policy is followed;
- assisting in the pot-wash/wash-up area;
- undertaking a weekly deep clean on all equipment, floor areas and trolleys;
- assisting in the waste management/recycling programme in the kitchen areas and the bin yard;
- implementing the daily housekeeping plan on all kitchen equipment and in the general area of the kitchen;
- collecting and storing laundry;
- ensuring the correct use of all chemicals and storage of same in a safety-oriented environment;
- informing the Second Head Chef/Catering Manager of any maintenance issues that arise and ensuring that corrective actions are taken; and
- informing the Second Head Chef/Catering Manager of the necessary stock purchasing requirements.

Please note that the above list of responsibilities is not exhaustive but serves to reflect the types of duties and responsibilities for the role of Kitchen Porter. Other duties and responsibilities appropriate to the role may be assigned by the Service as required. The Kitchen Porter role is subject to change in line with the business requirements or political reforms of the Service, as is the case with any other state industrial position in the organisation.

The principal reporting relationship is with the Catering Manager.

Panel

A panel may be formed from this competition from which future whole-time, part-time and temporary non established positions, should they arise, may be filled by candidates who successfully meet the requirements of the role.

Entry Requirements

Essential Requirements

Candidates must possess and be able to demonstrate:

- previous experience in a busy commercial kitchen
and
- excellent knowledge of Hazard Analysis and Critical Control Point (HACCP).

Essential Competencies

Candidates must possess and be able to demonstrate the four key competencies identified for effective performance in this role:

Kitchen Porter

Teamwork

- Plays a full and constructive part in the team
- Is supportive and helpful to colleagues
- Works as a member of the team to make sure that the job is done well

Delivery of Results

- Approaches and carries out all work in a thorough and organised manner
- Completes work on time consistently and to a high standard
- Takes responsibility for the standard of their own work

Customer Service & Communication Skills

- Listens to customers and is respectful, courteous and professional
- Communicates clearly and fluently

Specialist Knowledge, Expertise & Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively
- Understands the importance of Health & Safety in the workplace and follows safety guidelines
- Understands the importance of setting and maintaining standards of cleanliness in the work environment

Desirable Requirements

The ideal candidate will possess:

- relevant health and safety qualifications
and
- certified manual handling experience.

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 (EEA). The EEA consists of the Member States of the European Union (EU), 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 has a stamp 4 permission* or stamp 5 permission.

*Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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, National Development Plan Delivery and Reform (DPENDR) letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the DPENDR 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.

Employer of Choice

As an employer of choice, the Service has many flexible and family friendly policies, for example work-sharing and shorter working year for example. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Principal Conditions of Service

General

The appointment is to a State Industrial post which is subject to the section 23(3) of the 1990 Industrial Relations Act. By virtue of their designation under the 1990 Industrial Relations Act industrial employees are covered by a range of general employment legislation. State industrial staff are represented by the Joint Industrial Council for State Employees. The appointee will be subject to standards in line with the Civil Service Code of Standards and Behaviour. The appointment is to a non-established whole time state Industrial post.

Salary

The Kitchen Porter salary scale is as follows (weekly rates effective from 1 August 2025):

1	2	3	4	5	6	7	8	9
€588.77	€623.48	€642.14	€659.85	€684.86	€710.36	€735.88	€754.19	€774.98
10	11	12	13	14	15	16	17	
€793.25	€817.14	€840.54	€863.92	€888.77	€912.17	€936.06	€959.94	
					NMAX	LSI1	LSI2	

Your salary will be payable weekly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply a bank account number and IBAN to the HR section.

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 the Payment of wages Act 1991 (as Amended). In accordance with that Act, the Service will advise you in writing of the amount and details of such overpayment and give at least one week’s notice of the deduction to take place and will

deduct the overpayment, at the amount that is fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

Personal Pension Contribution (PPC)

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.

Tenure and Probation

The appointment is to a whole-time non established position on a probationary contract in the Houses of the Oireachtas Service.

The probationary contract will be for a period of one year from the date specified on the contract.

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. 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, Infrastructure, Public Service Reform and Digitalisation'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 the following circumstances, your contract may be extended and your probation period suspended.

- 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 employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation, and
- Any other statutory provision providing that probation shall –
 - (i) stand suspended during an employee’s absence from work, and
 - (ii) be completed by the employee on the employee’s return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period.

Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Organisation of Working Time Act 1997 (as Amended)

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

Headquarters

Headquarters will be such as may be designated from time to time by the Service. When required to travel on official duty, the appointee will be paid at the applicable appropriate rate. The 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 39 hours net of breaks for State Industrial employees. Standard work hours are 9.00am to 5.00pm but are subject to the requirements of the House of the Oireachtas Service. Additional payment and/or time off in lieu may be offered for extra attendance, which may arise from time to time.

Regular overtime is a requirement of some posts within the Service and where overtime is required it is compulsory and can be without notice.

Annual Leave

The annual leave for this position is 25 days per year, including Good Friday. 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.

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. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department Social Protection to pay any benefits due under the Social Welfare Acts directly to the Service. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

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.

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 <https://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 at the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

If the appointee has previously been employed in the civil or public service and is in receipt of a pension from the civil or public service or where a civil or 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 Service will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the civil or public service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013 which, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

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

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2 or 3**

of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme **will immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health-Retirement

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

Applicants will be required to attend the Chief Medical Officer's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for ill-health retirement.

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 ill-health retirement 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 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.

Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the 2012 Act. However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. The pay and pension entitlement of such an appointee will be established in the context of their public service employment history.

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.

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 unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The appointee will be subject to standards in-line with the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts

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

Prior approval of publications

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

Political Activity

State Industrial employees are free to engage in politics and may stand for local election. State Industrial employees should serve, and be seen to serve, all governments of whatever composition objectively and impartially. Flowing from this, it is normal custom and practice for employees to avoid becoming involved in controversies concerning Government policy.

Important Notice

Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

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.

Competition Process

How to Apply

Candidates are required to email their completed application form as an attachment to recruitment@oireachtas.ie with the subject line of **Kitchen Porter**.

Forms must be typed. Handwritten forms will not be accepted.

Candidates must complete all sections of the application form in full.

Candidates should note that the information they supply in the application form will play a central part of any eligibility sifting and shortlisting processes that follow. The decision to include you on the list of candidates going forward to the next stage of the recruitment process may be determined based on the information you supply at the application stage.

Anything you write in your application form may be discussed in more depth, should you be called to interview. The board may look for additional competency examples of where you demonstrated the skills required for this post, so you should think of a number of examples where you demonstrated each of the skills.

Do not forward any certificates with the form. However, candidates may be asked to provide original certificates and transcripts at the interview stage of the process.

CVs and cover letters will not be accepted.

Closing Date

Your application must be submitted no later than **3pm, Thursday, 12 February 2026**.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email: sarah.casey@oireachtas.ie.

Applications will not be accepted after the closing date.

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 methods may include:

1. shortlisting of candidates on the basis of the information contained in their applications.
2. a competitive preliminary interview.
3. remote interviewing.
4. completion of online questionnaire(s).
5. work sample/role play/media exercise/presentation, and any other tests or exercises that may be deemed appropriate.
6. 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 Service may decide that a limited number only will be called to interview.

In this respect, the Service provides for the employment of a shortlisting 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. 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.

An expert board will examine the application forms against agreed criteria based on the requirements of the position. The shortlisting may include both essential and desirable requirements. It is therefore in your own interest to provide a detailed and accurate account of your qualifications, skills and experience on the application form.

Candidates Requiring Reasonable Accommodation

The Service is committed to equality of opportunity for all candidates. If you have a disability or require reasonable accommodation during the selection process, we encourage you to share this with us on your application form so that we can support you. Examples of reasonable accommodation adjustments include the provision of extra time in your interview or assessment or assistive technology.

You are the expert on your specific requirements, and so we will be guided by you. Please

note that in endeavouring to support your requirements we may ask for additional documentation. You can ask for assistance by contacting Thomas Lynch at (01) 618 4382 or Thomas.Lynch@oireachtas.ie.

Any reasonable accommodation required will be kept confidential and used solely for the purpose of the selection process.

Confidentiality

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

Security Clearance

Security clearance 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 all relevant 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 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 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.

The Service reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications, for example, from the submitted application form. It is important, therefore, 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 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 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 expert board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

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 Service. When making a request for an informal or formal review, the candidate must submit their request in writing. Candidates must support their request by 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 of the selection Board. The decision of the independent reviewer is final.

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 office holder 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, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address their concerns in relation to the process in writing to the Assistant Secretary, 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 of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Secretary General of the Service.
- 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 submit a complaint where they believe there was a breach of the process that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint to the Assistant Secretary, Members' and Corporate Services, Houses of the Oireachtas Service in the first instance.

The complainant must outline the facts that they believe show that the process followed was wrong 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 Service has compromised the integrity of the decision reached in the appointment process

On receipt of a complaint the Assistant Secretary, Members' and Corporate Services may determine to engage with the complainant on an informal basis.

There is no obligation on the 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, a complainant may not seek a further review of the same process, other than in the most exceptional circumstances that will be determined by the Service at its sole discretion.

Requests for Feedback

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

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- 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.

A third party must not impersonate a candidate at any stage of the process.

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.

Use of Recording Equipment

The 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.

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

- where they have not been appointed to a post, they will be disqualified as a candidate; and
- where they have been appointed subsequently to the recruitment process in question, they 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 Service, or who do not, when requested, furnish such evidence as the 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 Service, including all forms issued by the Service 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 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 unit of the Service. 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).