



CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Public Appointments Service intend to hold a campaign for the purpose of recommending a qualified person(s) for appointment to the position of

Chief Executive Officer The Higher Education Authority

**5 year fixed-term contract
Closing Date: 3pm Thursday 6th June 2019**

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service will run this campaign in compliance with the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004 which are available at

https://www.publicjobs.ie/documents/Guidelines_for_Campaigns_Not_coveredby_CPSA_Code.pdf

CONTACT: CIARÁN OMAN, SENIOR EXECUTIVE RECRUITMENT

Email ciaran.oman@publicjobs.ie

Telephone Number: (353) 1 858 7495

PUBLIC APPOINTMENTS SERVICE, CHAPTER HOUSE
26 – 30 ABBEY STREET UPPER, DUBLIN 1, D01 C7W6

Main Number: (353) 1 858 7400

URL: www.publicjobs.ie

This recruitment campaign is being complemented by an Executive Search Process

Chief Executive Officer The Higher Education Authority

The Higher Education Authority is seeking to identify and appoint a chief executive (CEO) to lead and guide the organisation over the next number of years.

The Board of the Authority wishes to source a high calibre candidate who can meet the exacting standards of public sector leadership in a complex and evolving sector and who has the necessary attributes to manage the evolution of the HEA, that is already underway, and which will gather pace with the planned introduction of new legislation. The new CEO must quickly secure the confidence, trust and engagement of all our organisation's stakeholders, both internal and external, and become a capable and respected leader within the vital tertiary education landscape.

The HEA is an equal opportunities employer with a commitment to gender equality and to encouraging and supporting applications from diverse and under-represented backgrounds.

Background

The National Strategy for Higher Education to 2030 sets out a new vision for higher education in Ireland. In the decades ahead, higher education will play an ever-greater role in making Ireland a country recognized for innovation, competitive enterprise and continuing academic excellence, in addition to an attractive place to live and work, with a high quality of life, cultural vibrancy and inclusive social structures.

The Higher Education Authority (HEA) plays a key leadership role in driving change in the higher education system and ensuring a strong accountability and performance focus across institutions. The Authority has accountability and oversight responsibilities for a significant area of the public sector - the management of a state spend of over €1.35 billion per annum in Higher Education Institutes.

Through the management of the Irish Research Council, the Authority also has a mandate to enable and sustain a vibrant and creative research community in Ireland.

To deliver on its mandate the HEA must effectively manage a progressive and pioneering organisation comprised of highly skilled team members.

Higher Education Authority Vision, Principles and Mission

The HEA takes a proactive leadership role in the development, governance and oversight of a coherent and well-co-ordinated system of interconnected higher education institutions.

The 'HEA Strategic Plan 2018 to 2022' sets out the vision, principles and mission which guide the organisation:

Vision

In 2022, the HEA is overseeing and guiding the performance of the Irish higher education system which is:

- Delivering excellence and innovation
- Accessible, sustainable, autonomous and accountable
- Fit-for-purpose, stepping up to achieve - and exceed - national ambitions: economically, societally and culturally
- Globally connected and internationally renowned for the experience that it offers students and the outcomes it delivers, whilst protecting valuable institutional diversity

Principles

In its overarching pursuit of the best possible student experience and public research system for Ireland, the HEA - internally and externally - is guided in its activities by the following principles:

- Consultative and engaged;
- Open and effective in the pursuit of continuous improvement;
- Fair and objective;
- Equality and inclusion;
- Accountable and transparent;
- Evidence-based and results-driven;
- Respectful of institutional autonomy - while holding institutions to account for high performance

Mission

- Oversee the sector's performance through a fair balance of institutional accountability and autonomy;
- Fund the institutions transparently, encouraging excellence, value-for-money and maximum impact;
- Develop the Irish higher education system in accordance with national societal and economic objectives, and international best practice;
- Advise the Minister and the Department of Education and Skills based on robust evidence, to further enhance system performance, and lead internationally in higher education and research policy development

Role of the Chief Executive

This is one of the most senior positions within the higher education system in Ireland. It is an exciting opportunity for a strong and inspiring leader to contribute to the next phase of change in the higher education system and to positively influence economic, social and cultural development in Ireland.

Reporting to the Board of the HEA, the Chief Executive will bring vision, strategic leadership and effective management across all the functions of the HEA in order to ensure that it discharges these functions effectively and maximises its impact on the higher education sector.

The post holder will develop effective external stakeholder relationships and engage strategically with senior decision-makers in order to help shape current and future higher education and to drive outcome focused delivery and accountability across the higher education system in Ireland.

Responsibilities of the CEO

Lead a fit for purpose HEA organisation to enable it, together with s(he), to:

- Shape strategic change in the higher education system in Ireland
- Promote the pivotal role that the higher education system plays in the sustainable development of the economy and the development of a rich social and cultural life of Ireland
- Provide leadership in the development of policy proposals and advice by the Executive for consideration by the Board - having regard to the development requirements of the higher education system in Ireland, the needs of enterprise and higher education research in Ireland, the economic constraints, public sector organisational challenges and relevant international developments
- Shape and sustain the constructive engagement of a diverse range of key stakeholders with the ambitious vision for the future of higher education in Ireland, building on the National Strategy for Higher Education to 2030
- Guide a continually improving higher education system in Ireland and influence how it is achieved through collaboration, clustering, strategic dialogue at institutional level, rationalisation and consolidation and the establishment of new types of higher education institutions
- Manage the implementation of the policies, decisions and other programmes approved and/or determined by the Authority as well as any programmes and activities assigned to the Authority by the Minister for Education and Skills
- Ensure an appropriate, effective and adequate governance oversight of the higher education system
- Articulate an independent overview of the higher education system in Ireland at both a national and international level and promote and develop the system in Ireland as a best in class benchmark internationally
- Represent the organisation as principal spokesperson, in all media and with all key stakeholders including the public service users, providers, Government, Oireachtas and senior civil servants
- In the immediate term, work with the Department of Education and Skills in the development of a new Higher Education Act.

Governance and accountability-HEA and the higher education system

- Reporting to the Board, the Chief Executive acts as the Accounting Officer
- Agree and deliver on the annual Performance Delivery Agreement with the Department of Education and Skills
- Provide appropriate oversight to ensure that higher education institutions adhere to the highest standards of governance in accordance with the agreed Codes of Governance
- Ensure, through the strategic dialogue process, that national objectives set out in the Higher Education Performance Framework are delivered by the higher education institutions and report regularly to the Minister Education and Skills through the Systems Performance Reports
- Ensure that the organisation always acts with the highest levels of probity and achieves value for money from the resources entrusted to it
- Ensure that the HEA is compliant with relevant legislation, best practice in corporate governance and public sector directives
- Support the Board, and Board Committees, in the discharge of their responsibilities through the provision of advice, corporate performance and risk management reporting as well as structured and precise information regarding the work of the HEA
- Ensure that effective and demonstrable risk management arrangements are in place throughout the organisation including the identification, monitoring and managing of corporate and directorate risks
- Ensure that the functions and associated authority delegated by the Board to the Chief Executive, and further sub-delegated to senior managers, are governed and discharged in a robust and effective manner with clearly defined accountability and responsibility and authority to each individual staff member
- Ensure that the HEA's own planning, governance and operational arrangements continue to be up to the task of leading transformation
- When requested to do so, appear before Oireachtas Committees to account for the work of the HEA

Lead a progressive, fit-for-purpose organisation

- Lead and effectively manage the various functions of the HEA to achieve its strategic outcomes and business plan objectives
- Prepare the organisation and develop the HEA team as it transitions to the requirements of new legislation
- Develop any new functions of the HEA that are required by the Department of Education and Skills and position the HEA organisation as a leading authority on education in Ireland
- Ensure that the senior management team works as a high- performing unit that maintains an appropriate balance of focusing on the internal and external strategic challenges and opportunities whilst overseeing the effective implementation of organisational objectives
- Provide strong and inspiring leadership to staff in the organisation that supports and enables a learning and performance-oriented culture, where everyone understands their role in achieving the vision, mission and objectives of the HEA
- Ensure that the performance management system aligns the objectives, development and performance of individual members of staff to the achievement of the strategic objectives and business plan objectives

- Ensure that development projects on resource planning, financial systems and business processes are finalised and implemented
- Foster an open and inclusive environment which encourages diverse backgrounds and perspectives and supports the recruitment and advancement of underrepresented groups

Job Requirements

Candidates for the post of Chief Executive should demonstrate:

- A track record of substantial achievement and delivery at senior management level in the education sector, civil or public service or in the private sector
- Strategic insight into the opportunities and challenges surrounding higher education
- A well-developed understanding or capacity to quickly acquire a detailed understanding of the higher education system, policy and planned reforms in Ireland and of the relationships between education policy and policies for economic and social development at all levels - international, EU, national and regional
- Experience of successfully operating at senior executive level and the capacity to work effectively with a board
- Proven ability to plan, develop and implement high level strategy or policy and to lead and manage large scale change management programs in a complex environment
- Significant experience of organisational development and management and demonstrated ability to lead, manage and develop a senior team
- An ability to manage significant resources and to oversee effective financial management and corporate governance systems, preferably within a complex service environment
- Demonstrable experience of effective engagement with diverse stakeholders and the ability to influence senior figures in the public/civil service and professional bodies and to operate effectively within a complex stakeholder environment
- Excellent skills in public speaking and active engagement with the media and a proven ability to communicate effectively and concisely to the diverse range of audiences
- Strong analytical and strategic thinking and an ability to evaluate complex information to solve problems and make effective decisions
- A high level of drive and resilience and a strong commitment to the development of a world class higher education system in Ireland
- Evidence of a strong commitment to their own ongoing learning and professional development
- An appropriate level of education/qualifications for a post at this level
- Experience and understanding in encouraging gender equality and a diverse and inclusive work environment with an open and supportive approach to recruiting and advancing persons from underrepresented backgrounds

Key Competencies for effective performance:

The attention of candidates is drawn to the key competencies that have been developed for Chief Executive Officer and equivalent level posts.

The competency framework has identified 10 key individual competencies associated with effective performance, clustered into 4 main dimensions as illustrated below:

Leadership	Judgement	Managing Relationships	Personal Drive for Results
<ul style="list-style-type: none">• Establishing Vision and Purpose• Providing Developmental Leadership	<ul style="list-style-type: none">• Judgement and Systemic Perspective• Steering through the political environment• Environmental Awareness	<ul style="list-style-type: none">• Managing critical Relationships• Communication	<ul style="list-style-type: none">• Managing for Results• Personal Drive and Accountability• Performance Focus• Professional Integrity

Principal Conditions of Service

General

The appointment is made under the Higher Education Act 1971.

Salary

The salary for the post is €162,583 (€165,428 from 1st September 2019) PPC rate (single point scale).

This rate will apply where the appointee is newly recruited to the civil or public service or is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate may apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a personal pension contribution.

Important Notes relating to Salary:

The rate of total remuneration may be adjusted from time to time in line with Government pay policy as applying to public servants generally.

The salary for the purposes of calculating superannuation benefits may differ from the above depending on individual circumstances.

Annual Leave

Annual Leave will be 30 working days. This leave is exclusive of public holidays.

Hours of attendance

Working hours will be in accordance with the standard arrangements for HEA and will equate to no less than 37 hours (net of rest breaks) per week.

No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Location

This position is currently based at 3 Shelbourne Buildings, Shelbourne Road, Dublin 4.

Additional Conditions of Service**Tenure**

This is a five-year fixed-term contract

The appointee must serve a probationary period, which normally will last for twelve months. Should the appointee's services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the appointee, on completion of the period will be finally appointed. Should the appointee's services be unsatisfactory, the appointment may be terminated at any time during the period.

Duties

The appointee will be expected to perform all acts, duties and obligations as appropriate to this position (which may be revised from time to time).

Outside Employment

The position is whole-time, and the appointee must avoid involvement in outside employment/business interests in conflict or in potential conflict with the business of HEA. The express approval of the Board is required for any such outside employment / business interests.

Sick Leave

Sick leave with full pay may be allowed at the discretion of the Higher Education Authority in accordance with established procedures and conditions for the public service generally.

Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the HEA depending on the status of the successful appointee:

- In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers);
- An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on his/her substantive grade i.e. the grade at which the individual is employed in his/her parent organisation;
- An individual who was a member of a "pre-existing public service pension scheme" as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will be a member of the HEA's Staff Superannuation Scheme and Associated Spouses and Children's Scheme;
- At the time of being offered an appointment, the HEA in consultation with the Department of Education & Skills and the Department of Public Expenditure and Reform if necessary, will,

in the light of the appointee's previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply for the duration of the appointment. Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee's status;

- In accordance with the provisions of the Superannuation (Miscellaneous Provisions) Act, 2004 staff may not retire before their 65th birthday unless it is on grounds of ill-health. Different retirement arrangements apply to staff employed in the public service prior to the aforementioned 2004 Act;
- The following points should be noted:
 - **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 existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
 - **Pension Abatement:** The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which, as outlined below, render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment. Special arrangements will, 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, 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 cesser 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 that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
 - **Pension Related Deduction:** This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009. For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>
 - **Eligibility to compete:** Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

- **Incentivised Scheme for Early Retirement (ISER):** It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.
- **Department of Health and Children Circular (7/2010):** The Department of Health Circular 7/2010 dated 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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.
- **Collective Agreement: Redundancy Payments to Public Servants:** The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.
- **Declaration of previous public service employment history:** Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment- in-lieu in respect of service in any Public Service employment

IMPORTANT NOTICE

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

The above outlines the principal conditions of service and is not intended to be a 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.

Eligibility

Citizenship

Candidates should note that eligibility to compete for posts is confined to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Certain Restrictions on Eligibility

Eligibility to compete may be affected where applicants were formerly employed by a Public Sector body and previously availed of a Public Service Redundancy or Incentivised Retirement Scheme including:

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.

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 Sector body] as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to

re-employment. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

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

THE SELECTION PROCESS

How to Apply

Applications must be made by submitting an on line application and attaching a single document with the following elements included:

- **A comprehensive CV, including an organisation chart** (See **Senior Executive CV Guidance** note [here](#))
- **The 'Key Achievements Form'** (Available [here](#))
- **A short cover letter/ personal statement** (*i.e. no more than 2 pages*) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

Closing Date 3pm Thursday 6th June 2019

We acknowledge receipt of all applications. If you do not receive an acknowledgement of receipt of your application within 3 days of applying, please email Gareth.higgins@publicjobs.ie you can expect to receive emails from us at the relevant stages notifying you to check your secure publicjobs.ie message board for campaign updates. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the dates specified by the Public Appointments Service.

Selection Process

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s);
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview which may include a presentation.

Shortlisting

The number of applications received for a position generally exceeds that required to fill 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 Public Appointments Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Public Appointments Service provide for the employment of

a shortlisting process to select a group 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 shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts.

Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

If you feel you would benefit from a confidential discussion about any aspect of this significant opportunity, please contact Ciarán Oman on 01 858 7495 or email ciaran.oman@publicjobs.ie

Important information

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

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Public Appointments Service is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

The Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of candidates for recommendation. 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, the Public Appointments Service may at its discretion, select and recommend another person for appointment on the results of this selection process.

The importance of Confidentiality

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

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the PAS 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 PAS, including all forms issued by PAS 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.

Use of Recording Equipment

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

Review Process

The review procedures are set out in the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004 which are available ([here](#)). The form at Appendix 1 of these Guidelines must be used when requesting a review.

Feedback

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

Please note that the Review Process as set out in the Guidelines for appointments to positions not under the remit of the Public Service Management (Recruitment and Appointments) Act 2004 is a

separate process with specified timeframes that 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.

Candidates' Obligations

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, s/he will not be appointed to the post unless s/he:

- 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.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

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

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 publicjobs.ie 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.

To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the PAS are set out on the Data Protection page of www.publicjobs.ie.

Candidates should note that canvassing will disqualify