



An Roinn Dlí agus Cirt
Department of Justice

COMPETITION BOOKLET FOR CANDIDATES

PLEASE READ CAREFULLY

Open competition for appointment as:

Head of Procurement (PO)

in the Department of Justice

Closing Date: 11th July 2023 at 3.00pm

The Department of Justice 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

Email: Competitions@justice.ie

Introduction

An opportunity now exists for a suitably qualified and committed individual to take up the role of Head of Procurement in the Department of Justice.

The Head of Procurement (Principal Officer) in the Department of Justice is a senior managerial grade within the Civil Service, critical in terms of ensuring a high quality, efficient, effective and professional procurement service to stakeholders. The Civil Service Renewal Plan outlines a vision for the Civil Service, including practical changes that will create a more unified, professional, responsive, open and accountable Civil Service, providing a world-class service to the State and to the people of Ireland.

As a key leadership role, the Head of Procurement, reporting to the Director of Finance, will need to quickly adapt to the role and be responsible for overseeing all procurement related matters involving the resolution of complex problems and challenges often where time is of the essence and/or security considerations are of paramount importance.

It is a strategic and 'hands on' role that will require dedication, focus, professionalism and energy, and offers a unique and exciting opportunity for a talented and ambitious senior procurement professional to drive change, implement new systems, processes and ways of working to improve the procurement function.

The Head of Procurement will play a pivotal role deploying project management skills and methodologies to drive organisational change, efficiency, and effectiveness in the area of procurement and the post holder will have overall responsibility for:

- development and implementation of best practice and continuous improvement in procurement
- development and implementation of procurement strategy and a new three year Corporate Procurement Plan for the Department
- provision of leadership and expertise related to procurement to all levels of the organisation and delivery of procurement compliance improvements
- efficient, effective and timely achievement of procurement objectives
- development and implementation of value for money strategies and initiatives.

An external review of the procurement function has recently been completed and the post holder will be the lead person to ensure that recommendations and actions are implemented on:

- Structures
- Resources
- Systems
- Training
- Communications

The Department of Justice

The mission of the Department of Justice (DoJ) in working for a safe, fair and inclusive Ireland carries with it enormous responsibility, but also a great sense of purpose and pride in the contribution that our organisation makes to the delivery of a just and democratic society.

The Department has lead responsibility for public policy in respect of the security of the State and public safety, including the prevention and detection of crime, the administration of justice, the management of inward migration and international protection processes, the provision of important regulatory services and ongoing reform of civil and criminal law.

The Department's Head Office is located in 51 St. Stephen's Green, Dublin 2. The Department is aligned under two Pillars, Civil Justice and Criminal Justice, each led by a Deputy Secretary. Each Pillar contains the following functions: Governance, Legislation, and Policy. Supporting the work of both Pillars are the enabling Functions of Corporate; European Affairs; Change, Technology and Innovation; and Transparency.

In addition, the large Immigration Service Delivery function located in the Civil Justice pillar manages the delivery of immigration and international protection services for the Department and the State, while the Justice Service Delivery function manages the delivery of efficient, robust and customer-centric non-immigration frontline services for the Department.

The Procurement Unit is located in the Corporate Function of the Department and the Head of Procurement will be based in Dublin. The Department has implemented a hybrid working model to balance the flexibility working from home provides with the value our office environments bring to support collaboration and connection with colleagues. Our approach to hybrid working enables colleagues to work from home up to 60% of working days, as appropriate. Hybrid working represents a new way of working for us and we continue to learn from our experience – we are committed to evolving our approach and model as appropriate based on what we learn and on what will work best for our organisation

Full details of the Department's strategy can be found in the [Department of Justice Strategy Statement 2021 - 2023](#).

The budget for the Department of Justice in 2023 is €457.2m (2022: €425m) and uses this funding to provide grants and to procure a wide portfolio of goods and services. Multiple procurements arise in many business units of the Department with more frequent and valuable procurements occurring in the following areas:

- Change, Technology and Innovation
- Civil Justice– Immigration Service Delivery
- Forensic Science Laboratory
- Dublin District Coroner's Office
- Corporate Facilities
- Internal Audit Unit
- Learning and Development

The Role

The Head of Procurement will be the organisation's first point of contact with the Office of Government Procurement (OGP) for procurement-related issues. The following is an indicative (but non exhaustive) list of some of the duties for which the Head of Procurement will be responsible:

Strategic

- Develop a best practice/top class procurement function.
- Build organisational capacity and capability in procurement including implementing actions and recommendations arising from an external review of the DoJ procurement function.

- In consultation with relevant stakeholders, prepare a three-year Corporate Procurement Plan and an Annual Procurement Operational Plan and deliver the actions identified.
- Conduct processes to identify opportunities for higher levels of compliance and efficiency, cost savings and risk minimisation including spend/supplier analysis.
- Develop performance metrics and a reporting framework for procurement analysis and provide central oversight and performance measurement of all procurement activity including procurement specific risk assessments.

Operational

- Manage and direct the work of the Procurement Unit
- Design, improve and develop efficient and effective systems, policies and processes for the management of procurement in line with national and EU procurement guidelines and circulars to ensure value for money
- Have strong knowledge of public procurement guidelines so as to support business unit managers when requirements are out of scope for the centralised arrangements and the contracting authority must go out to the market for these requirements.
- Provide advice and guidance on tender evaluation and chair evaluation panels for strategic procurement competitions.
- Implement project management results-based methodologies in the management of the procurement caseload.
- Build and develop strong external relationships with other public sector bodies such as the Office of Government Procurement and Chief States Solicitor's Office and other partners.
- Undertake and contribute to other ancillary duties as may be requested from time to time appropriate to the grade.

Governance and Oversight

- Supervise the maintenance of a contracts register to assist in forward planning, including the preparation of a contract performance framework.
- Submit quarterly reports on procurement to the Management Board on procurement performance and compliance and collaborate with audits of procurement.
- Prepare the 40/02 Annual Return for the Secretary General for the DoJ for issue to the Comptroller and Auditor General and copied to the OGP.
- Liaise with corporate functions regarding procurement governance obligations and risk management, and to provide updates on advice and guidance issued by the OGP.

Communications

- Develop a solution-focused and collaborative procurement communications strategy with business unit managers.
- Review, dissemination and communication of Office of Government Procurement (OGP) frameworks, guidelines and circulars to business unit managers.

- Supervise the development, up-dating and sharing of a virtual and hard copy Procurement Procedures Manual (PPM) and other supporting documents on a Departmental intranet site dedicated to procurement (to be established).
- Prepare a detailed procurement training needs analysis and coordinate the delivery of procurement training initiatives across the Department and its Agencies.

Essential Qualifications & Requirements

1. Essential Requirements

By the closing date of this competition, applicants must have;

- A minimum of seven years relevant senior managerial experience in a procurement role, ideally in a similar large public sector organisation;
- A procurement related qualification or certification in procurement with Irish Institute of Purchasing Management and Materials (IIPMM), Chartered Institute of Procurement and Supply (CIPS), Institute of Public Administration or an equivalent in public procurement (relevant documentary evidence must be submitted);
- A third level or equivalent qualification in general business, IT, Law, Finance, Public Administration or similar (relevant documentary evidence must be submitted).

a) Procurement Experience

- A very good understanding of public sector procurement or the ability to quickly acquire such understanding including:
 - The role of the Office of Government Procurement (OGP) and its national guidelines
 - Directive 2014 24 EU Public Procurement
 - The Public Spending Code
 - The role of the Public Accounts Committee
 - The Capital Works Management Framework
- Demonstrable experience of leading the effective and timely execution of procurements from end to end (market research to contract conclusion), in particular high value and complex tenders. Track the progress of multiple procurements at varying stages of progress and ensure that the business is kept up-to-date throughout;
- Applying established public procurement approaches, work with peer Procurement personnel to provide business leadership teams and senior management with detailed reporting and analysis on the outcome of procurement processes and on forecasted and actual spend;
- A good working knowledge of the eTenders.gov.ie platform and the EU Journal;
- Experience of developing and implementing procurement policies and procedures.

- Exposure to, and experience, of a range of ICT systems relevant to procurement management, supplier purchasing/payment and finance.
- Experience of designing and delivering procurement related training programmes;
- Experience of delivering high levels of efficiency and compliance in the field of procurement;

b) Skills and Attributes

- The capacity to operate effectively at a senior level, both within the organisation and externally.
- Experience of managing staff, budgets and resources and the ability to establish a high performance culture amongst management and staff.
- Highly developed motivational, team building and inter personal skills;
- The ability to influence stakeholders, develop key relationships to achieve challenging objectives, through working effectively with others and sustaining high performance;
- High levels of excellence in senior management, project management and a strong knowledge of ICT based systems and methodologies, with the ability to manage multiple tasks, working to tight deadlines;
- Willingness to take personal responsibility by initiating actions and driving objectives through to conclusion;
- A self-starting proactive and enthusiastic approach, with strong problem solving, analytical and decision-making skills;
- Excellent (written and oral) communication and stakeholder consultation skills, coupled with strong negotiation, interpersonal and presentational skills;
- The ability to confidently present to senior management and internal and external stakeholders;
- Demonstrable output/outcome based achievements;
- A high level of analytical, conceptual and problem solving skills;
- The ability to advise on strategic planning for sometimes complex and competing requirements.

2. Desirable Experience

- Experience of business change management and/or the implementation of organisational change.
- Experience of integrated Financial Management and Procurement Systems and advanced Excel skills.
- Experience of effective Corporate Governance processes.
- Experience of risk management.

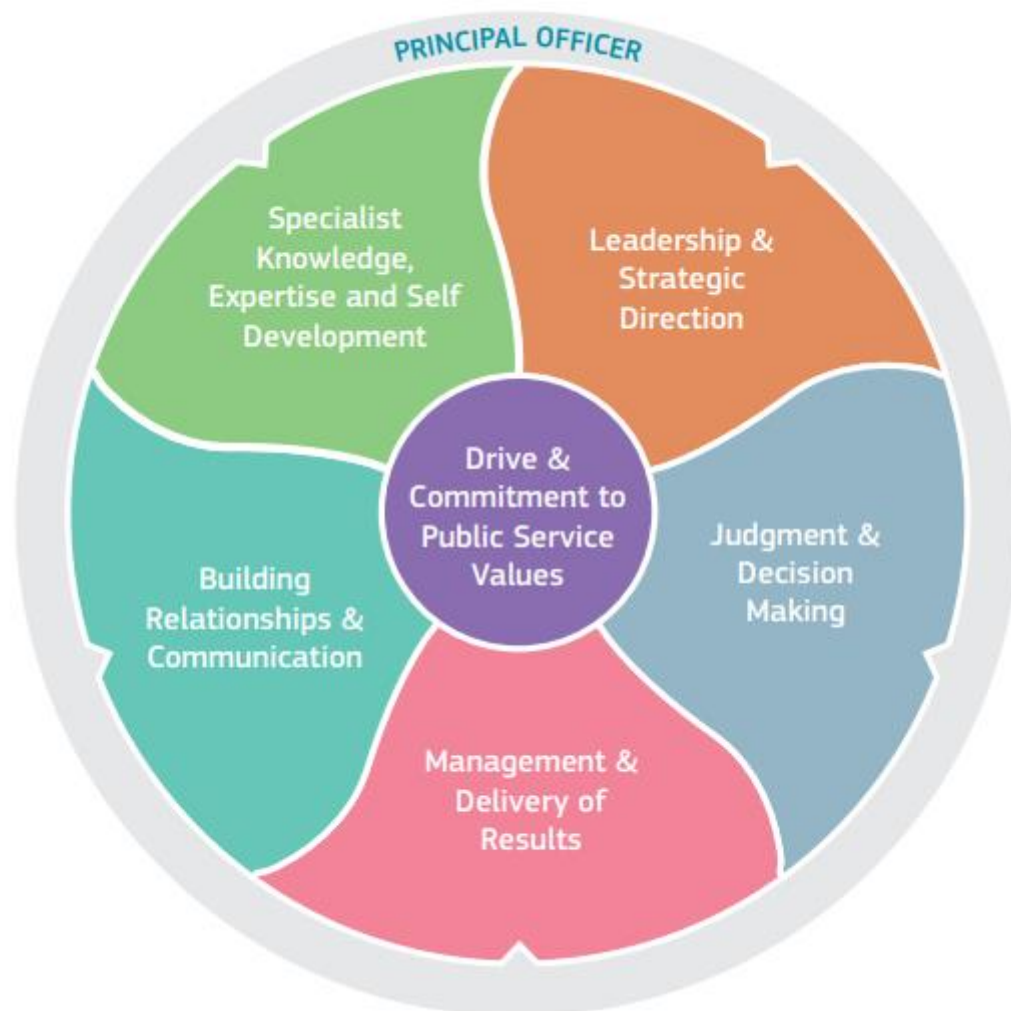
Civil & Public Service – Key Competencies for Effective Performance

The Civil & Public Service competency framework defines the key competencies that civil and public servants should possess to be successful in their roles.

Identifying the competencies required at each grade has many benefits:

- Provides greater clarity on what is expected at different grades.
- Individuals can review and assess their own level of competency against recommended competencies for their current grade. This will allow them to identify their strengths and their areas for development, which can feed into their performance objectives and personal development in PMDS.
- Individuals can focus their development on the competencies that are most relevant for their role.

The competencies at Principal Officer level are listed below:



The Application Process

A completed application form **must** be submitted by email to competitions@justice.ie not later than 11th July 2023 at 3.00pm.

An application form can be found on the online database:

<https://jobs.justice.ie/website/jobs/jobs.nsf/page/index-en>

Deadline for Applications

Applications must be submitted online **no later than 11th July 2023 at 3.00pm.** The onus is on applicants to ensure that they have correctly submitted their applications. Applicants must complete and submit one application only.

Application Forms must be submitted using Microsoft Word only. Applications using another programme, such as '.pdf', will not be accepted.

Human Resources' experience is that some applicants leave submitting their application until the last day or indeed the last few minutes before a competition deadline. This invariably leads to a number of applications being received late. Applicants are strongly advised to submit their applications as early as possible to avoid any difficulties with applying in time. In the interest of fairness to all applicants, late applications will not be accepted in any circumstances. This policy is strictly applied.

The Application Form

The Application Form must be typed. There are five sections, as follows:

- Section A – Educational qualifications and career history
- Section B – Specific examples from your career to date which you feel demonstrates your suitability to the role of Head of Procurement (PO).
- Section C - Personal Statement - Outline why you wish to be considered for this post and why you believe your skills and experience would be relevant to the role of Head of Procurement (PO).
- Section D – Reasonable accommodation
- Section E - Declaration

The Selection Process

The selection process will take the form of an interview, the overall focus of which will be to assess each candidate on the basis of their career and experience to date in terms of the requirements/desirable competencies to successfully undertake the job.

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 Department of Justice may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Department of Justice 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.

A 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.

It is anticipated that competitive interviews will be held as soon as possible after the closing date for receipt of applications. The onus is on candidates to make themselves available for interview at the scheduled time. While the interview will centre around the skills and competencies set out below candidates should note that the interview will be semi-structured in nature.

Information from Sections **A, B & C** of the application form will be considered during the interviews. The competencies set out above will be used by the interview board to assess candidates and form a panel that may be formed from which future vacancies may be filled from this campaign.

Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Eligible candidates must be:

(a) A citizen of the European Economic Area (EEA). 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 UK 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 the UK or Switzerland and has a stamp 4 visa

To qualify candidates must be eligible 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.

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 salary scale for this position with effect from 1st of March 2023 is as follows:

Personal Pension Contribution (PPC)

€97,207 €101,332 €105,425 €109,548 €113,027 €116,634(LSI1) €120,237(LSI2)

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.

Important Note:

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Location

The post holder will be based in the Department of Justice at 7 – 8 Ely Place, Dublin 2.

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. 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 Department of Justice 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 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.
- Probation may be suspended in cases such as absence due to a non-recurring illness, 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 employees 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. 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.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for the position of Head of Procurement (PO) is 30 working days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

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 of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department / Organisation. 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.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

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

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

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.

- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

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

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

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

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 Ill-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

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

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

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Outside Employment

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

The officer will be subject to the Civil Service Code of Standards and Behaviour. The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Political Activity

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

Please Note

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate

Review Procedures

The selection process for this competition is being carried out in accordance with the principles set out in the Code of Practice for Appointment to Positions in the Civil Service and Public Service. This Code of Practice can be accessed through the Commission for Public Service Appointments website at www.cpsa.ie.

Information regarding review procedures is set out in Sections 7 and 8 of the above Code of Practice. (The two procedures are mutually exclusive. Where a formal review has taken place under Section 7 of the Code, you 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.)

- **Informal Review:** Where possible, and only with the agreement of the candidate, every effort will be made to resolve any issues/complaints by way of an informal process.
- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to his/her candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSA's Code of Practice.

Requests for Review

Where a candidate requests a review, they should determine which procedure is appropriate to their circumstances, i.e. Informal or Formal, Section 7 or Section 8. The candidate must submit their request within the timelines specified in the Code of Practice. These timelines are restricted in order to ensure that corrective action can be taken, if necessary, without delaying the process for other candidates. Candidates must clearly set out the grounds for review and specify the relevant Section of the Code. *A request for a review may be refused if the candidate cannot support their request.*

You are entitled to acknowledgement, within 3 days, of a request for formal review, and the outcome of the review must be provided to you within 25 days of receipt of the request. If it is not possible to complete the review within this time, you will be informed of the status of the review and the reasons for the delay.

Timelines for review requests are as follows

SECTION 7 Review	SECTION 8 Review
<p><u>Interim stage of competition</u></p> <ul style="list-style-type: none"> - <i>Request for Informal Review</i> – 2 working days after receipt of decision - <i>Request for Formal Review</i> – 4 working days after receipt of decision <p><u>Final stage of competition</u></p> <ul style="list-style-type: none"> - <i>Request for Informal Review</i> – 5 working days after receipt of decision - <i>Request for Formal Review</i> – 10 working days after receipt of decision <u>or</u> 2 working days after notification of informal review 	<p>Interim and Final stages of competition</p> <ul style="list-style-type: none"> - <i>Request for Informal Review</i> – 5 working days after receipt of decision - <i>Request for Formal Review</i> – 2 working days after notification of decision arising from informal review or without delay where candidate does not avail of informal Review - <i>CPSA</i> – 10 working days after receipt of decision arising from office holder’s review

Canvassing

Applicants should note that canvassing by or on behalf of an applicant will disqualify the applicant and will result in their exclusion from the appointment process.

Confidentiality

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

Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by the Department of Justice.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. **It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.**

Other important information

The Department of Justice 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 Department of Justice 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.

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.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

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

Requests for Feedback

Feedback will be provided to candidates in relation to the selection process if requested 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 Code of Practice 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.

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 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 you 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 provisions 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 Department of Justice 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 when and where required by the Department of Justice or who do not, when requested, furnish such evidence as the Department of Justice 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 Department of Justice, including all forms issued by the Department of Justice 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.

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 jobs.justice.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.

Further Queries

Any queries should be sent by email to competitions@Justice.ie