

**Senior Anatomical Pathology Technician,**

**Dublin District Coroners Service,**

**Department of Justice and Equality**

**INFORMATION BOOKLET**

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| The Department of Justice & Equality is holding a competition for the purpose of creating a **Senior Anatomical Pathology Technician,**panel to fill vacancies in Dublin District Coroners Service**Closing date: 3.00 pm on Friday 10th November 2017**  |

The Department of Justice and Equality is committed to a policy of equal opportunity. The Department will run this campaign in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). The codes of practice are published by the CPSA and available on www.cpsa-online.ie

**Contact Name for this competition:**

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**CANDIDATES INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

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**(A)**

**THE POSITION**

**Title of Position:** Senior Anatomical Pathology Technician

**Office:** Dublin district coroner’s Service, The Department of Justice & Equality.

**Location:** The Dublin Coroner Service Mortuary, Griffith Avenue, Whitehall, Dublin 9.

**OVERVIEW**

The Dublin District Coroner’s Office is responsible for the investigation of all sudden, unexplained, unnatural and violent deaths in Dublin (both Dublin City and the three administrative counties). There are two areas under the remit of the Coroners Service, the City Mortuary and the Coroners Court. Post Mortems examinations, both forensic and non-forensic, are performed in the City Mortuary located in Griffith Avenue, Whitehall, Dublin 9. Inquests are held in the Coroners Court in Store Street, Dublin 1.

The Service deals with in excess of 5,000 reported deaths per annum and holds approximately 600 inquests. The work of the Dublin District Coroner’s Court and City Mortuary is highly specialised and skilled and requires staff to work in an emotionally challenging environment.

**THE ROLE**

The Dublin District Coroner is an independent official with responsibility for the medico-legal investigation of certain deaths. The Dublin District Coroner’s Court and City Mortuary must inquire into the circumstances of sudden, unexplained, violent and unnatural deaths. This may require a post mortem examination which is sometimes followed by an inquest. The inquiry is concerned with establishing whether or not death is due to unnatural causes. In certain cases an inquest must be held by law.

The role of Senior Anatomical Pathology Technician is varied and involves assisting in the performance of autopsies, looking after the premises and equipment in terms of hygiene and safety, and maintaining good relations with a wide range of stakeholders including family members, medical professionals, members of the legal profession, members of An Garda Síochána, and other relevant parties. He/she will work in an interesting and, at times, demanding environment, with a very high case load of sensitive situations involving families in difficult circumstances. Many of the cases are highly complex in nature and require a very significant input in terms of time and the level of interaction with other agencies and parties. Over 400 autopsies per year are conducted in the mortuary.

The ideal candidate shall:

• have the ability to work effectively as part of a team as well as on own initiative, in an independent environment and without constant supervision;

• have the ability to recognise established protocols and when to apply them;

• have an ability to deal with a significant case load, prioritise tasks and work to demanding schedules;

• have satisfactory experience dealing with a wide range of people, having commitment to and being conscious of providing a professional service to internal and external customers;

• have an ability and willingness to learn and execute new skills, participate in appropriate training courses and provide appropriate training where required.

• have appropriate IT skills (basic knowledge of email systems, Microsoft office)

**Duties:**

The officer will be required to perform any duties assigned from time to time as appropriate to the position. The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of Senior Anatomical Pathology Technician. Duties will include, but are not limited to the following:

* assisting in the performance of autopsies, the preparation of bodies before and after autopsy;
* assisting in the coordination of radiological investigations at the Mater Misericordiae University Hospital as required (applies to forensic cases);
* assisting in the removal of organs under the direction of the pathologist, and the use of special techniques involving the preservation and mounting of specimens as required;
* assisting in reception, storage and transmission of specimens for analysis and laboratory examination;
* maintaining adequate records of organs and tissues retained at post mortem examination, ensuring appropriate storage of same and coordinating their return to families or appropriate disposal as required
* keeping the premises and equipment in good order both from the point of view of hygiene, safety and functional efficiency;
* receiving bodies into the mortuary;
* ensuring that bodies are stored under proper conditions;
* maintaining good relations with funeral directors, Garda, medical personnel and other relevant parties;
* dealing sympathetically with bereaved relatives and ensuring return of bodies to families in a timely and appropriate manner;
* maintaining accurate records of post mortem examinations and of all bodies in transit;
* carrying out regular stocktakes of materials and instruments necessary to maintain an adequate supply for routine and forensic work and making notes of any deficiencies in equipment or the structure of the premises;
* preparing, maintaining, updating and observing standard operating procedures for the City Mortuary;
* observing and implementing all relevant Department of Justice & Equality corporate policies;
* maintaining, implementing and observing appropriate cleansing and hygiene standards in the City Mortuary, and in relation to any equipment and fixtures therein, as directed.

**(B)**

**ELIGIBILITY**

**ESSENTIAL REQUIREMENTS**

Each candidate must, on 20th November 2017:-

**(a**) Hold a Diploma in Mortuary Hygiene and Technology awarded by the Royal Society for Public Health or an equivalent qualification;

OR

 Hold a Certificate in Mortuary Hygiene and Technology with previous experience in a senior APT or managerial role

In addition, the chosen candidate must:

**(b)** have satisfactory experience as an Anatomical Pathology Technician and of working in a mortuary environment;

**(c)** have the ability to deal with challenging situations;

**(d)** possess good communication and interpersonal skills;

**(e)** be capable of keeping clear and concise records;

**(f)** have the ability to function effectively as part of a team;

**(g)** have the ability to work on own initiative, in an independent environment and without constant supervision;

**(h)** have a thorough knowledge of health and safety procedures in use in a Mortuary together with a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

***Desirable but not essential***

Have experience in both routine coroner’s and forensic autopsies.

**Candidates will also be expected to be able to demonstrate the competencies which have been outlined overleaf.**

**Key Competencies for Effective Performance as Senior Anatomical Pathology Technician**

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| --- |
| **Specialist Knowledge, Expertise and Self Development** |
| * Displays high levels of skills/ expertise in own area and provides guidance to colleagues
* Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
* Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
 |
| **Management & Delivery of Results**  |
| * Takes responsibility and is accountable for the delivery of agreed objectives
* Successfully manages a range of different projects and work activities at the same time
* Structures and organises their own and others work effectively
* Is logical and pragmatic in approach, delivering the best possible results with the resources available
* Delegates work effectively, providing clear information and evidence as to what is required
* Proactively identifies areas for improvement and develops practical suggestions for their implementation
* Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
* Applies appropriate systems/ processes to enable quality checking of all activities and outputs
* Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
 |
| **Interpersonal & Communication Skills** |
| * Builds and maintains contact with colleagues and other stakeholders to assist in performing role
* Acts as an effective link between staff and senior management
* Encourages open and constructive discussions around work issues
* Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
* Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
* Presents information clearly, concisely and confidently when speaking and in writing
 |
| **Drive & Commitment**  |
| * Is committed to the role, consistently striving to perform at a high level
* Demonstrates flexibility and openness to change
* Is resilient and perseveres to obtain objectives despite obstacles or setbacks
* Ensures that customer service is at the heart of own/team work
* Is personally honest and trustworthy
* Acts with integrity and encourages this in others
 |

**Eligibility to compete**

Eligibility to compete and certain restrictions on eligibility

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. Swiss citizens under EU agreements may also apply.

**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) and the Minister’s consent will have to be secured prior to employment by any Public Service body.

**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 either of these schemes are not eligible to compete in this competition*.*

**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).

**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:**

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.

 **(C)**

**PRINCIPAL CONDITIONS OF SERVICE**

**GENERAL**

The appointment is to an established 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:**

PPC (Personal Pension Contribution) salary for the position of Senior Anatomical Pathology Technicianis:

€48,842 €51,047 €53,001 €55,001 €57,059 €59, 088

€61,173 €63,238 €65,315 (NMAX)

This rate will also apply where the appointee 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 will 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.

The position will also attract an entitlement to a call-out allowance of €80 per fortnight. Travel and subsistence payments will be made as appropriate in accordance with Civil Service rates.

**Tenure**

The appointment is to an established post in the Civil Service. The appointee will be required to serve a 12 month probationary period.

**Hours of attendance**

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes gross or 37 hours net per week. Given the nature of the work, however, attendance is subject to 24 hours, 7 days a week availability. The on-call rota requirement is one weekend in two.

**Headquarters**

The role is based in the Dublin Coroner Service Mortuary, located in Griffith Avenue, Whitehall, Dublin 9. Senior anatomical pathology technicians will report to the office manager in the Coroner Service, who is based in the Dublin Coroner Service offices in Store Street, Dublin 1. The office manager visits the mortuary on a regular basis.

**Annual Leave**

The annual leave allowance for this grade will be 29 days a year, rising to 30 days after 5 year’s service. 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.

**The Organisation of Working Time Act 1997**

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

**Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply 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 direct to the Department of Justice and Equality and 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, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Key provisions attaching to membership of the Single Scheme are as follows:

1. **Pensionable Age**

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

**b. Retirement Age:**

Scheme members must retire at the age of 70.

**c. Pension Abatement**

* If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. 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 Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to 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.
* If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**
* **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 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.

**d. 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 Public Service Pensions (Single Scheme and other Provisions) Act 2012. 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.** In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants (“Non-Established State Employee Scheme”). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below.

**e. 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 would 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.**

**f. Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009. (as amended).

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.

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

**(D)**

**COMPETITION PROCESS**

**How to Apply**

Applications will not be accepted by email or post and must be submitted online as set out below.

Applications must be submitted online at [jobs.justice.ie](https://jobs.justice.ie/website/jobs/jobs.nsf/page/index-en). Candidates using this website can register for the competition, download the application form, submit their application online, submit queries and track the status of their application. If you experience any difficulties using this website please contact Ms. Emma Coughlan or David Dowling by email to recruit@justice.ie or by phone to 016028229 / 016028479 . .

 Only applications fully submitted online will be accepted into the campaign

**Closing Date: 3.00 p.m., Friday 10th November 2017**

**Applications will not be accepted after the closing date.**

 **Selection Process**

 The Selection Process may include:

* shortlisting of candidates, on the basis of the information contained in their application;
* a competitive interview

**Please Note**

We will acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 working days of applying, please email recruit@justice.ie. You can expect to receive correspondence from us at the relevant stages notifying you of updates.

We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified.

**Shortlisting**In the event of a shortlisting exercise being employed an expert board will examine the information provided in your application form and assess it against criteria based on the requirements of the position**.**

**References**We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 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. Please be assured that we will only collect the details and contact referees should you come under consideration after preliminary interview stage.

**Confidentiality**

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

**Security Clearance**

Police vetting will be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. The applicant will also be required to provide clearance/disclosure from the police force or equivalent authority of any country in which he applicant under consideration for appointment has resided for more than 6 months.

**Other important information**

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

Prior to recommending any candidate for appointment to this position the Department of Justice & Equality will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled from this campaign.

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

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

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

**Procedure for Informal Review**

* A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
* Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
* Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
* If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

**Procedure for Formal Review of Selection Process**

* The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, 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 Chief Executive.
* The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

**Complaints Process**

A candidate may believe there was a breach of the Commission’s Code of Practice by PAS 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 under Section 8 to the Chief Executive Officer of PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.

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

**For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments,** [**www.cpsa.ie**](http://www.cpsa.ie)

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

**Requests for Feedback**

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

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 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.

**Appointments from panel:**

Please note that once an offer of appointment has been made the candidate will be removed from the panel and will not be eligible to be offered any other appointment from this panel.

**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 Public Appointments 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 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.

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

**Data Protection Acts, 1988 and 2003**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: The Data Protection Co-Ordinator, Public Appointments Service, “Chapter House”, 26-30 Abbey Street Upper, Dublin 1, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.