



An Roinn Dlí agus Cirt
Department of Justice

CANDIDATES' INFORMATION BOOKLET

PLEASE READ CAREFULLY

**Competition for Appointment to
Higher Executive Officer (HEO) positions in
Human Resources**

- **Employee Relations Team Lead**
- **HR Data, Reporting & Analytics Team Lead**
- **Team Lead, Human Resources**

Please note that other HR vacancies may be filled during the lifetime of the panel created from this competition. These may include HEO roles in HR Operations, Recruitment and Policy.

Department of Justice
51 St. Stephen's Green, Dublin 2
Closing date: 07/05/2024

The Department of Justice is committed to a policy of equal opportunity.

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

Contact: Competitions@justice.ie

1. Department of Justice - Background Information

This is an excellent opportunity to join the Human Resources Team in a distinguished government department. The Department of Justice has overall responsibility for public policy and administration in respect of criminal justice, public safety, civil and family law, national security, immigration and data protection issues.

Its vision, as set out in the Strategy Statement 2021-2023 is for “a safe, fair and inclusive Ireland” achieved through working together in keeping with the Department’s values to advance community and national security, promote justice and safeguard human rights.

The Department employs over 2,700 people directly and has responsibility for the Justice sector, comprising c. 25,000 staff and a budget of over €3 billion.

The following areas are included in the Department’s remit:

- Policing and national security
- Developing evidence based policy in areas such as tackling crime, reducing reoffending, community safety, border management and immigration, and data protection amongst others
- Drafting civil and criminal legislation, including transposing EU and international conventions
- Providing an effective immigration service
- Leading whole of government action on various strategies, including youth justice, domestic, sexual and gender based violence and family justice.

Operating either directly under its aegis, or at one remove, are a number of the key institutions of State – including An Garda Síochána, the Courts Service, the Legal Aid Board and the Irish Prison Service. A number of oversight, inspection and regulatory bodies have also been established including the Policing Authority, the Garda Síochána Ombudsman Commission, the Inspector of Prisons, the Property Services Regulatory Authority, and the Legal Services Regulatory Authority.

A range of other important responsibilities are also exercised by 30 agencies/bodies under the aegis of the Department. The Department leads policy and strategic direction across the sector. Producing high quality and timely legislation to support and drive change is a key lever to achieve this and, annually, the Department manages the largest volume of draft legislation by Government Departments.

Human Resources Division

Human Resources (HR) Division is a key division in the Corporate Function. The HR Division collaborates across all functions of the department, providing strategic direction on people matters and supporting managers across the full employee lifecycle.

These roles are excellent opportunities to join a growing Human Resources Division in a high profile government department. We are looking for experienced human resources professionals with the skills to participate in the leadership team of a busy division that supports the Minister, the Department and its agencies in delivering across a wide range of objectives.

Our work supports the Civil Service Renewal 2030 Strategy – Building on our Strengths which seeks to respond to existing and future challenges and improve the performance of the Civil Service and its staff. Its vision is to create an innovative, professional, agile Civil Service that improves the lives of the people of Ireland through excellence in service delivery and strategic policy development. There are three 3 core themes underpinning the strategy:

1. Delivering evidence informed policy and services
2. Harnessing digital technology and innovation
3. Building the Civil service workforce, workplace and organisation of the future

Our work is guided by both public service and departmental values that inform our individual and collective behaviour and decision-making:

Values	Our Commitment	How
Collaborative	We will work together with others in trust and partnership	We will engage with people in a respectful, inclusive and meaningful way, valuing their perspectives and insights and finding shared solutions
Professional	We will be impartial, accountable and ethical	We will do our work with compassion, integrity and pride, focused on objective analysis and informed decision making for the public good
Open	We will be responsive and informative, communicating to make meaningful connections	We will exchange ideas and problem solve; communicating and sharing information proactively to build partnerships and to meet the needs and expectations of the public we serve.

2. Benefits

As well as a rewarding and challenging career, some of the benefits of this role in the Civil Service are:

- An incremental salary scale starting at €55,996 (for candidates making a Personal Pension Contribution (PPC)).
- A generous State-funded pension.
- 29 days annual leave entitlement.
- Excellent range of benefits that provide additional support and flexibility to enable a work life balance, including blended working arrangements. Following an initial training period which may require full time attendance at the office, it is anticipated that these roles will require a minimum of two days office attendance per week with the remaining days worked at home in a blended model.
- Paid sick leave.
- Excellent career development opportunities and resources to help you grow skills, capabilities, and experience for a rich, rewarding civil service career.
- Internal, interdepartmental, and open recruitment and promotion channels.
- Generous advance fees educational assistance and paid study and exam leave to support you while you study.
- Wellbeing supports, including an employee assistance programme, public service credit union and wage deduction facilities.
- Cycle to work Scheme and TaxSaver Travel Pass
- Trade union membership (voluntary).

Candidates will be asked in their application form to indicate which role(s) they would like to be considered for:

- Role A – Employee Relations Team Lead (HEO)
- Role B – HR Data, Reporting & Analytics Team Lead (HEO)
- Role C – Higher Executive Officer, Human Resources

3. Role Profiles

Role A. Employee Relations Team Lead (HEO)

The Employee Relations Team Lead plays a vital role in promoting a positive work environment and fostering strong relationships between employees and management. The team manages and drives the Department's employee relations and industrial relations (ER/IR) agenda by providing ER/IR expertise, advice and support. Working in partnership with HR colleagues and business units, the successful candidate will play a key role in resolving workplace conflicts, addressing employee concerns, and ensuring fair treatment and compliance with employment laws and regulations. They will offer mentorship and coaching on a variety of intricate and sensitive issues.

Reporting to the Assistant Principal, Employee Relations & Industrial Relations Manager, the successful candidate will work collaboratively within the Department of Justice HR Team to deliver best practice Employee Relations to meet business needs and deliver on the mission and strategy of the Department.

The Employee Relations (ER) Team Lead should be a positive and proactive individual focused on providing leadership to ensure successful running of the team, within a busy and dynamic work environment. The successful candidate will take ownership of tasks through to conclusion with excellent organisational, prioritisation and communication skills. They should maintain a focus on dealing with tasks and interpersonal discussions in an effective, efficient and respectful manner. They will be responsible for managing and developing a small team of ER colleagues.

The key responsibilities are:

- Coach and guide managers on ER supports during the entire employee life cycle, facilitating proactive decision making to ensure solutions are fair and transparent.
- Provide professional and objective HR expertise and support to employees and managers on implementation of HR policies e.g. Probation, Performance Management, Sick Leave, Grievance, Disciplinary and Dignity at Work.
- Act as the first point of contact for employees in advising on ER, with a focus on early intervention and alternative dispute resolution.
- Manage employee relations case in collaboration with HR business partners and managers, underpinned by the principles of natural justice.
- Liaise with colleagues, line managers, trade union officials/staff representatives, other HR teams, outside agencies such as the Workplace Relations Commission to deliver effective employee relations processes.
- Keep up to date with local employment law changes and provide direction to ensure compliance.
- Participate in the development and the delivery of training for managers and employees including induction and other facilitated sessions as required.
- Support the development of IT supports to enable improved management of cases and the effective reporting for Management Board, Parliamentary Questions, Freedom of Information requests etc.
- Lead or input to special HR/ER projects and processes from time to time, in cooperation with stakeholders, Head of HR, ER/IR Manager.

Role B. HR Data, Reporting and Analytics Team Lead (HEO)

The HR Data, Reporting and Analytics team provides key management information on staffing developments and organisational changes across the Department of Justice and agencies under its aegis.

Reporting to the Assistant Principal, the key responsibilities of the role are:

- Support development of reporting and data analytics capabilities across HR Data, Reporting and Analytics team (e.g. developing team knowledge of Excel and Tableau).
- Liaise with internal stakeholders to identify ongoing reporting requirements and provide data in relation to ad-hoc requests as needed
- Compiling reports, dashboards, and presenting findings both visually and verbally to internal and external audiences.
- Data extraction, reporting, interpretation, identifying trends in information, root cause analysis, identification of data quality/gap issues and tracking.
- Work with other HR managers to ensure people & organisational data standards are observed across HR. Monitoring data quality and triggering actions for improvement. Reviewing and improving data standards.
- Assisting in researching and preparation of reports as requested.
- Support organisational changes through the provision of relevant data and reflecting the changes in relevant databases.
- Support and participate as a project team member in ongoing HR team projects

Role C. Team Lead, Human Resources (HEO)

Reporting to an Assistant Principal, the role of Team Lead, HR (HEO) is a key management role within the HR function, and typically involves leading and developing teams carrying out the following sample duties (not exhaustive):

Recruitment/Competitions

- Working with line divisions on drafting competition booklets, securing sanction and scheduling interview boards;
- Ensuring close linkages are maintained with the Public Appointments Service and all candidates are assigned in a timely manner;
- Prepare quarterly recruitment updates for the Head of HR and Management Board; and
- Continuously review and develop the recruitment process ensuring equality, diversity and inclusion (EDI) is at the forefront of all aspects of the process.

Operations

- Developing and implementing standard operating procedures for relevant HR processes
- Overseeing the operation of our HR Helpdesk for staff queries; and
- Managing staff schemes such as Travel Pass and Cycle to Work.

- Ensure HR systems (organisation charts, flexi clock, telephone directory) are updated in a timely way to reflect staff movement;

HR Policy and Programmes

- Review to ensure HR policies are up to date in line with circulars, legislation and best practice; and
- Collaborate with key stakeholders to draft, consult and develop new HR policies as required
- Manage delivery of our annual internship and placement programmes

The Team Lead role may also provide HR advice to other colleagues and line managers, as follows:

- Advising managers on recruitment and selection strategies
- Advising on staff development
- Contributing to the continuous improvement of HR systems and practices
- Consulting on issues related to workplace relations and performance management
- Providing advice and assistance on policies, procedures and legislation
- In all cases, any other duties commensurate with the role of Higher Executive Officer which may be assigned from time to time

4. Entry Requirements

While the specific duties will depend on the role assigned, the following Entry Requirements will apply to each role:

Essential Skills and Experience

Candidates must, on the date of application, have:

- A minimum of 3 years' relevant HR experience, working in a HR role with a record of achievement as a HR professional.
- For the Employee Relations role: significant experience in providing ER/IR expertise, advice and support, coupled with demonstrated experience of undertaking manager and union group engagement.

Desirable Requirements

It is desirable that candidates should, on the date of application, have:

- CIPD membership.
- Experience of managing and developing a team.
- A minimum NFQ Level 7 in HR, Business, Law or equivalent.

Further desirable requirements for the HR Data, Reporting & Analytics role are:

- High level of Excel and/or Tableau skills
- Previous experience of working in a reporting role

- Keen interest in the area of technology/HR technology
- 2 years' experience in the Civil or Public Service

To perform effectively in HR appointees should possess the following:

- Good interpersonal skills including the capacity to empathise with others while bringing an objective perspective to bear.
- An aptitude for communicating effectively, developing relationships of trust and confidence and good listening skills.
- The ability to adapt one's approach and style as required to each situation.
- Display initiative and efficiency in setting priorities and balancing demands.
- The ability to work as part of a wider team.
- Ability to thrive in a fast-paced and dynamic environment
- A good knowledge of ICT e.g. use of spreadsheets; PowerPoint etc.
- Experience of delivering and facilitating presentations.
- In addition, the successful candidate should be capable of dealing with all aspects of work at Higher Executive Officer level (see competencies below), and be committed to ongoing personal and professional development.

5. Competencies for the Role of Higher Executive Officer



Higher Executive Officer Level Competencies

Effective Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
	Puts forward solutions to address problems
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
	Collaborates and supports colleagues to achieve organisational goals

Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self-development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity

6. 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 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.

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

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).

Incentivized 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 Housing, Planning, Community and Local Government (Circular Letter LG (P) 06/2013)

The Department of Housing, Planning, Community and 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.

7. Employer of Choice

As an Employer of Choice the Civil Service has many flexible and family friendly policies e.g. Work-sharing, 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.

Principal Conditions of Service

General

The appointment is subject to the Civil Service Regulation 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.

Part 1 – Conditions which particularly apply to this position

Pay (with effect from 1st January 2024)

The Personal Pension Contribution (PPC) salary rate for the position is:

Higher Executive Officer

€55,996 €57,633 €59,267 €60,900 €62,539 €64,170 €65,806 €68,167(LSI*) €70,522 (LSI*)

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

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

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.)

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.

Annual Leave

Annual leave will be 29 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.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 41 hours 15 minutes gross or 35 hours net per week.

Location

All roles will be located at the **Department of Justice offices in Dublin 2**. Your headquarters may be re-designated from time to time by the Secretary General of the Department of Justice. When absent from home and headquarters on official duty the appointee will be paid appropriate travel expenses and subsistence allowances, in accordance with Civil Service regulations.

Part 2 - Conditions which apply generally to this position

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 of appointment.

During the period of the probationary contract, the appointee's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) Has performed in a satisfactory manner, and
- (ii) Has been satisfactory in general conduct, and
- (iii) Is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the appointee will be retained pursuant to *Section 5A (2) Civil Service Regulations Acts 1956-2005*. This decision will be based on the appointee's performance assessed against the criteria set out in (i) to (iii) above.

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. The probationary period stands suspended when an employee is absent due to any form of statutory leave, e.g. Maternity, Adoptive, Parental or Carers Leave.

If an appointee who fails to satisfy the conditions of probation has been a civil servant immediately prior to their appointment, the issue of reversion will normally arise. In this event, an officer will return to a vacancy in their former grade in their former Department.

Duties

The appointee will be required to perform any duties appropriate to their grade which may be assigned from time to time. Blended working will apply to these roles, with a minimum office attendance of 2 days per week required, subject to operational needs and after an initial training period which may require full time attendance.

Outside Employment

The position is whole-time, and the appointee may not engage in private practice or be connected with any outside business that would interfere, or be incongruent, with the performance of his/her official duties. Clarification must be sought from management where any doubt arises.

Unfair Dismissals Acts 1977-2015

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

Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply to this employment.

Official Secrecy and Integrity

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

Civil Service Code of Standards and Behaviour

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

Ethics in Public Office Act

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

Prior Approval of Publications

The appointee will agree not to publish material related to his or her official duties without prior approval by the Head of the Department or by another appropriate authorised officer.

Political Activity

During the term of employment, the appointee will be subject to the rules governing Civil Servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following website: gov.ie/circulars.

Retirement and Superannuation

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 Housing, Planning, Community and 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).

Ill-Health-Retirement

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

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available upon request.

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

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 the successful candidate(s).

8. Competition Process

The Department of Justice accepts no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the Department of Justice and should make sure that the contact details specified on their application are correct and up to date.

How to apply

Applicants are invited to submit an application form, indicating which role or roles they are most interested in from those outlined. The form is available at [Justice jobs](http://Justice.jobs) or by contacting competitions@justice.ie

Completed applications should be submitted to competitions@justice.ie with the subject heading: **HEO HR.**

Please note: Please ensure that you include all relevant details in your application form. Only fully complete applications submitted in the format outlined above will be considered.

Closing Date

The closing date for receipt of applications 3pm on 07/05/2024

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying, please email competitions@justice.ie

Selection Methods

The selection methods may include:

- Shortlisting
- A competency based preliminary interview.
- Presentation or other exercises.
- Work sample / role play / any other tests or exercises that may be deemed appropriate.
- For those successful at the earlier stage(s), a final competency based interview.

Shortlisting

A shortlisting process will involve an expert panel that will select candidates for progression to interview who, based on an examination of the application form against the essential/desirable requirements and competencies for each of the HEO roles as applied for, appear to be the most suitable for the position.

Candidates will be shortlisted for interview using the following methodology:

HEO Competencies	Maximum Marks	Minimum Required
Team Leadership	10	5
Judgement, Analysis and Decision Making	10	5
Management & Delivery of Results	10	5
Interpersonal & Communication Skills	10	5
Specialist Knowledge, Expertise and Self - Development	10	5
Drive & Commitment to Public Service Values	10	5
Interview Total	60	30

A minimum mark of 5 out of a total available of 10 under each criteria heading is required for an applicant to progress to interview. In the event of several candidates receiving the same score, priority will be given to those who meet the three desirable criteria (a relevant qualification, experience leading a team, CIPD membership). As there are four further

desirable requirements for the Data, Reporting & Analytics role, consideration will also be given to those when shortlisting. Depending on the numbers of applicants, it is possible that not all candidates who meet the criteria will be shortlisted.

5.4 Assessment Criteria for Interview

Information from Sections **A & B** of the application form will be considered during the interview. Through a competency-based interview, the competencies set out below will be used by the interview board to assess candidates and form the panel.

HEO Competencies	Maximum Marks	Minimum Required*
Team Leadership	10	5
Judgement, Analysis and Decision Making	10	5
Management & Delivery of Results	10	5
Interpersonal & Communication Skills	10	5
Specialist Knowledge, Expertise and Self - Development	10	5
Drive & Commitment to Public Service Values	10	5
Interview Total	60	36*

*A minimum mark of 5 out of a total available of 10 under each criteria heading is required for an applicant to pass the interview. It should be noted however that in order to be considered for placement on the panel, a score of at least 36 marks, from the total of 60 available, must be achieved.

Panel

A panel may be established from which future appointments may be made, which will expire 2 years from the date of establishment. Candidates will be advised of the outcome of the competition as soon as possible after the interview process. Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

Confidentiality

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

Security Clearance

Garda/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 the applicant under consideration for appointment has resided for more than 6 months. If unsuccessful this information will be destroyed by the Department of Justice. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again. 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 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 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 that such a determination was made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Interview Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

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

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the codes of practice published by the Commission for Public Service Appointments. The Codes can be accessed www.cpsa.ie

Candidate Feedback

Feedback will be provided on written request.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other tests 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.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 and 2003 and the provisions of the EU General Data Protection Regulation.

Candidates should note canvassing will disqualify.