



An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

CANDIDATE INFORMATION BOOKLET

The Public Appointments Service, on behalf of the Top-Level Appointments Committee (TLAC), intends to hold a competition for the purpose of recommending a person for appointment to the position of

Director General, Central Statistics Office

Closing Date: 3pm Thursday 15th February 2024

TLAC number: 812

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

The Public Appointments Service will run this campaign in compliance with the codes of practice, published by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie

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Title of the position: Director General
Office: Central Statistics Office
Location: Cork/Dublin

The Central Statistics Office and its context

The Central Statistics Office was established in 1949 as Ireland's national statistical office. Its status was formalised in legislation with the enactment of the Statistics Act, 1993. The mandate of the CSO, as set out in that Act, is "*The collection, compilation, extraction and dissemination for statistical purposes of information relating to economic, social and general activities and conditions in the State*".

The CSO's vision is to *Provide Independent Insight for All* and the Office's strategic priorities are set out in the long-term strategy CSO 2030 and regularly updated statements of strategy.

Over recent years, the CSO has grown both in the scope of its work and the scale of its workforce. We are no longer an organisation that exclusively compiles and publishes Official Statistics but rather we extract knowledge, evidence and insight from multiple linked and integrated data sources and present it in an accessible and user-friendly manner and are providing data related services across the broader Civil and Public Service.

We are responsible for coordinating the compilation of Official Statistics produced by other public authorities and for developing the statistical potential of administrative records. We are also responsible under EU legislation for coordinating and overseeing the quality of all European Statistics in Ireland regardless of which Civil or Public Service body compiles them.

In the context of this broader remit the CSO provides a suite of data and statistical services to the broader system including advice on data infrastructure, data classifications and standards, data linkage and integration services, advice on Quality Management Frameworks, data governance, secondment of statistical expertise and the provision of access to Research Microdata files.

Increasingly we are leveraging the state's administrative data stock to develop linked and integrated data sources bringing enriched insight to our statistics and advocating for access to privately held data under EU legislation to further support the quality and utility of our work. In essence the CSO is moving more fully into a cross organisational coordination role as set out in European Regulation 223/2009 and

in sections 10 and 31 of the Statistics Act 1993.

Some of the challenges associated with a crowded, and largely unregulated data market highlight the importance of the role played by National Statistical Institutes such as the CSO in providing independent, objective and internationally comparable data. Users are looking for more frequent, more timely and more granular data and to meet those demands NSIs like the CSO need to use all available data sources and where appropriate link and integrate data sources to meet these emerging demands. The provision of evidence and insight in support of decision makers, including policy makers, while at the same time ensuring the people of Ireland live in an informed society is at the heart of what the CSO is about.

The CSO works closely with the National Statistics Board in the development of the wider Irish Statistical System (ISS), involving Government Departments and other public authorities engaged in the production and use of Official Statistics. The vision for the ISS involves: the promotion of the use of statistical information to support evidence-informed policy-making; the optimal usage of all potential data sources (statistical and administrative) with a strong focus on data integration; and the adoption of best international standards in relation to the development, production and dissemination of Official Statistics. Some of the key elements for achieving this vision have been incorporated into Civil Service Renewal and the Public Service Reform Plan and the CSO has been assigned the lead role for the implementation of the relevant actions.

The methodological and quality challenges in Official Statistics are growing with the advent of new data sources (e.g., administrative and Big Data sources) and producers of the statistics need to integrate these varied sources to compile new statistical products and extract new insight. Assessing and improving the quality of these new data sources raises new methodological challenges that require us to build on international experience. The range of methodological and quality challenges are varied and exist across every domain and every phase of the survey life cycle.¹

The current Management Board of the CSO comprises 8 members; the Director General and seven Assistant Directors General (ADG) - “National Accounts and Integration”, “International Accounts, Government Finance Statistics and Trade”; “Social Statistics”; “Climate, Environment, Ecosystems, and Enterprise Statistics”; “Statistical System Co-ordination”; “Chief Information Officer” and “Corporate Affairs”. The team operates between Cork and Dublin, with regular travel between the two locations required.

The CSO has almost 1,100 staff including 200 permanent and temporary field staff who are deployed throughout the country to conduct the continuous household surveys and passenger inquiries at airports and seaports and 900 permanent staff located in its Cork (HQ), Rathmines and Swords offices.

¹ See the Generic Statistics Business Process Model (GSBPM) - <https://www.cso.ie/en/methods/gsbpm/>

Official Statistics involve a high degree of international co-operation on programmes, methodology and standards. This is particularly the case at EU level where the European Statistical Programme, which is widely accepted as setting a world standard, has been the main driver of statistical developments in the Member States in recent decades. The CSO actively engages at international level so that the Irish viewpoint and circumstances are taken into account to the maximum extent during the development of EU Regulations. This involves participation in upwards of 200 technical and management level meetings each year, including 6 to 8 meetings involving Directors General and their equivalents (Eurostat and the ECB). The Office fully subscribes to the European Statistics Code of Practice, the Core Values of Official Statistics, and the UN Fundamental Principles for Official Statistics, which have the complementary objectives of ensuring the quality of the statistics and the trust of users in the integrity of the data.

The CSO is active at an international level working alongside peer National Statistical Institutes and is recognised as an innovator in the modernisation of statistical production and data management.

Role of Director General

The position of Director General (DG) is a statutory post under the Statistics Act 1993 and combines management and professional responsibilities. As Head of the CSO the DG is responsible, as a top level Civil Servant for the management and strategic leadership of the organisation. As “Accounting Officer” the DG also has some specific obligations and responsibilities in relation to accountability to the Oireachtas for the work and expenditure of the Office.

On a professional level, the DG is effectively the “Head of Profession” or “Chief Statistician” in regard to all aspects of the production of Official Statistics in Ireland. The Statistics Act stipulates that the DG shall:

“have the sole responsibility for and be independent in the exercise of the functions of deciding –

- a) the statistical methodology and professional standards used by the Office;*
- b) the content of statistical releases and publications issued by the Office; and*
- c) the timing and methods of dissemination of statistics compiled by the Office.”*

The professional independence of the role is emphasised by the fact that the DG is appointed by the President on the nomination of the Taoiseach. Similar requirements in respect of professional independence are enshrined in EU legislation and in the European Statistics Code of Practice.

Regulation 2015/759 of the European Parliament and of the Council formally broadened the role and responsibilities of the Heads of National Statistical Institutes, in Ireland’s case the Director General of the CSO, as follows:

Amendment to Article 5

The national statistical authority designated by each Member State as the body having the responsibility for coordinating all activities at national level for the development, production and dissemination of European statistics, which are determined in the European statistical programme in accordance with Article 1, (the NSI) shall act in this regard as the sole contact point for the Commission (Eurostat) on statistical matters.

The coordinating responsibility of the NSI shall cover all other national authorities responsible for the development, production and dissemination of European statistics, which are determined in the European statistical programme in accordance with Article 1. The NSI shall, in particular, be responsible at the national level for coordinating statistical programming and reporting, quality monitoring, methodology, data transmission and communication on ESS statistical actions.

Article 5(a)

To that end, the heads of NSIs shall coordinate the statistical activities of all national authorities that are responsible for the development, production and dissemination of European statistics, as set out in Article 5

In essence, this change in combination with the Statistics Act, 1993 implies that the DG of the CSO is not just responsible for the coordination of Official Statistics in Ireland but also the coordination of the compilation of European Statistics irrespective of which Civil or Public Service body is compiling those statistics.

“Official statistics” as broadly defined by the Statistics Act 1993 means statistics compiled by the CSO or any other public authority whether under the Statistics Act or otherwise. The coordination role for the CSO in the production of official statistics and the statistical use and coordination of administrative data holdings is set out in national legislation (Sections 10(2), 10(3) and 31 of the Statistics Act, 1993) and in the case of European official statistics, as outlined above in EU legislation (Article 5a of Regulation 223/2009 as amended by Regulation 2015/759 on European Statistics).

This coordination, oversight and quality assurance role for the CSO in relation to all official statistics produced in the State has been explicitly referenced in all CSO and NSB Strategy statements since the NSB Strategy for Statistics 2003 – 2008, and in the context of the emerging language used in the global statistical community to describe this type of role it can be strongly linked to the concept of “Data Stewardship”.

The CSO is increasingly delivering under our broader statutory remit to coordinate official statistics across the wider CPS and to ensure the statistical potential and therefore the extraction of insights from CPS sector data holdings are fully realised, as provided for within the framework of the Statistics Act 1993. The CSO is well positioned, and is mandated in legislation, to deliver this coordination or Data Stewardship service and to support the delivery of data insights required by those responsible for policy development and evaluation. We use the term Data Stewardship to encompass all the diverse supports and services required in this coordination role and in that sense the CSO is now playing a central role in supporting the development of the National Data Ecosystem. In essence the CSO is moving more fully into a cross organisational coordination role as set out in the European regulation 223/2009 and in sections 10 and 31 of the Statistics Act 1993.

The Person

The person appointed will have a proven track record as a leader and senior manager in a large or complex organisation in either the public or private sector and have a sound knowledge and understanding of, or the ability to acquire quickly an understanding of, statistical methodology as it applies to the production of Official Statistics. She/he will be required to set, in collaboration with the Management Board of the CSO, the strategic direction and vision for the work of the Office having regard to the external environment, including understanding the broader public policy and political

context. Understanding how the system works and how to get things done will be an important attribute for any successful candidate.

The successful candidate must demonstrate strategic leadership, sound judgement on complex inter-linked issues across a range of professional and public policy areas and on the implications of different approaches. She/he will also have excellent communication skills and a track record in managing relationships, motivating people behind ideas and initiatives, providing developmental leadership, the ability to influence nationally and internationally, and managing for results. Experience which demonstrates a high level of numeracy and acumen in handling and interpreting statistical data would be a decided advantage given the important role the CSO plays in supporting the development of the National Data Ecosystem and in providing evidence and insight to decision makers including policy makers and the people living in Ireland.

Personal Requirements

The person appointed should demonstrate:

- excellent leadership and management skills.
- a proven ability to formulate a strategic vision and associated strategic plan and ensure its implementation across the organisation.
- a proven ability to work as part of a team while also proving their ability to think independently.
- a strong results focus.
- a sound knowledge and understanding, or the ability to acquire quickly an understanding, of statistical methodology as it applies to the production of official statistics.
- the ability to speak authoritatively and authentically on all matters relating to Official Statistics especially in the context of an evolving Data Stewardship role.
- the ability to present statistical results and concepts, both orally and in writing, in a confident, credible and professional manner to the full range of users.
- a good understanding of the social, political and economic environments and their impact on the demand for evidence and insight.
- a proven ability to engage with users and the media.
- the ability to network effectively and develop strong working relationships and influence, especially with national users at senior level (e.g. CSMB, Oireachtas Committees)

- the ability to network effectively and develop strong working relationships and influence with professional peers at international level (e.g. European Statistical System Committee (a Comitology Committee), the European Central Bank, the Council Working Party on Statistics, the UNECE Conference of European Statistics, OECD-CSSP, the IMF and the United National Statistical Commission).

It is also highly desirable that the appointee should hold a relevant third level qualification in a quantitative discipline (e.g. Statistics, Mathematics, Economics).

Ideally, applicants will meet at least two of the following criteria at a senior level:

- Experience in more than one organization;
- International experience (e.g. working abroad or significant engagement with international organisations and processes);
- Experience outside the Civil Service;
- A variety of experience (e.g. policy, strategic planning and operational).

Key Competencies for effective performance

The attention of candidates is drawn to the key competencies that have been developed for use by the Top Level Appointments Committee (TLAC) for Secretary General and equivalent level posts.

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

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

Ideally, applicants will also meet two of the following criteria at a senior level:

- (a) Applicant has experience in more than one organisation;
- (b) Applicant has international experience (e.g. working abroad or significant engagement with international organisations and processes);
- (c) Applicant has experience outside the Civil Service;

(d) Applicant has a variety of experience (e.g. policy and operational).

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 visa²: 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

² Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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 are not eligible to compete in this competition. People who availed of VRS and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Employer of Choice

As an **Employer of Choice** the 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 SELECTION PROCESS

How to Apply

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

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

Closing Date: 3pm Thursday 15th February 2024

Selection Process:

The Selection Process may include:

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

Please note interviews may take place virtually by Zoom.

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 3 days of applying, please email Joanne.Mcdonnell@publicjobs.ie You can expect to receive emails from us at the relevant stages notifying you to check your secure publicjobs.ie message board for campaign updates. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the Public Appointments Service and/or TLAC.

It is important to be aware that candidates must let the PAS know of any extenuating circumstances prior to or during the particular stage of the selection process. Any documentary evidence must be supplied within 5 working days. Please note that submission of such document(s) is not a guarantee that the circumstances outlined will alter the decision/outcome. A candidate who undertakes any part of the selection process and who subsequently claims extenuating circumstances should note that this will not be considered. Examples of possible extenuating circumstances include hospitalisation or bereavement.

The onus is on candidates to ensure that they perform to the best of their ability. Therefore, issues such as tiredness, nerves, travel to tests/interviews or expected results/performance not achieved, are not considered extenuating circumstances.

Candidates with Disabilities

The Public Appointments Service has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential.

Should you be successful, the disclosure of a disability for this stage of the process will not be passed onto the employing department unless you request that we do so.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report be to ASU@publicjobs.ie.

The purpose of the report is to provide PAS with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

These reports must be forwarded to the Assessment Services unit by close of business on **3pm Thursday 15th February 2024**.

You should email a scanned copy of the report to asu@publicjobs.ie.

If you have previously applied for a competition with PAS and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at amanda.kavanagh@publicjobs.ie For further information on the accessibility of our service please see our [Accessibility page](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Public Appointments Service provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

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

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 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, at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

If you feel you would benefit from a confidential discussion about any aspect of this significant opportunity, please contact Karan Nesbitt by email karan.nesbitt@publicjobs.ie

Principal Conditions of Service

General

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service and the Department of Public Expenditure and Reform.

Salary

The salary for the position of Director General, Central Statistics Office (Secretary General - Level III) effective from 1st October 2023 is as follows:

Personal Pension Contribution (PPC)

€230,780

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.

Important Note

Candidates should note that the rate of remuneration, will not be subject to negotiation and may be adjusted from time to time in line with Government pay 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.

Tenure and Probation

Appointment to the position of Director General is on a temporary fixed-term contract for a period of up to 7 years from the date of appointment. The successful candidate will be required to undergo a probationary period of 12 months.

The appointment is subject to termination at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2005. In the case of serious misconduct, the employment as Secretary General may be terminated at any time without notice and without penalty.

The appointment, which is strictly temporary, carries with it no entitlement to permanent status (by way of limited competition or otherwise).

Unfair Dismissals Acts 1977-2015

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

Location

The position is based in Dublin and Cork. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Senior Public Service

Appointees at Assistant Secretary level and above will become a member of the Senior Public Service (SPS). As a member of the SPS, you will have access to tailored learning and development initiatives, Executive Coaching, networking events, in addition to opportunities to apply for Assistant Secretary level mobility and the Executive Leadership programme.

Functions, Powers and Duties

The appointee 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 Director General.

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 or 35 hours net per week. No additional payment will be made for extra attendance (over and above 41.25 hours gross) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

In addition to the usual public holidays the annual leave for this position is 30 working days.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service in accordance with the provisions of the sick leave circulars.

Officers 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 Central Statistics Office, 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).

- **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 to 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 [via this link](#) or upon request to PAS.

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.

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.

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 Acts:

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

Political Activity:

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

Standards in Public Office Act 2001

A person appointed to this position will be subject to the tax clearance requirements of the Standards in Public Office Act 2001. Briefly, the Act requires persons appointed to designated positions or directorships in public bodies that attract a remuneration of not less than that of a Deputy Secretary General in the Civil Service, to furnish, to the Standards in Public Office Commission, **not more than nine months after the date of their appointment:**

(i) a tax clearance certificate that the appointee is in compliance with the obligations imposed by the Tax Acts, the Capital Acquisitions Tax Act; the Capital Gains Tax Acts and the Value-Added Tax Act;

or

(ii) an application statement to the effect that the appointee has applied for a tax clearance certificate and that a decision on the application has not been made;

and

(iii) a statutory declaration, made by the appointee, that the appointee is, to the best of his or her knowledge or belief, in compliance with the obligations imposed on him or her by the Acts referred to above and is not aware of any impediment to the issue of a tax clearance certificate.

The tax clearance certificate or application statement must be issued within a period of nine months before or after the date of appointment and the statutory declaration must be made within a period of one month before or after the date of appointment.

Where a person is in contravention of this requirement, the Standards Commission will investigate the matter and draw up a report that will be furnished to the relevant public body and laid before the Oireachtas. A public body in receipt of such a report may take appropriate action, including suspension of the person concerned.

Further details of these requirements are set out at paragraph 10 of Department of Finance Circular 04/2002, dated 14 January 2002. Application forms for tax clearance certificates and forms for making the necessary statutory declaration under the Act are available from the TLAC Secretariat. The Revenue Commissioners have produced a guidance document in relation to the tax clearance elements of the 2001 Act, which is also available from the TLAC Secretariat.

Top Level Appointments Committee (TLAC) Retirement Terms

(i) Newly appointed Secretaries General may at the end of their term of office be offered an alternative appointment in the Civil or Public Service on the same salary, if they were recruited from the Civil or Public Service, on condition that they do not have 40 years' service and that they

have not reached the applicable minimum pension age. Those recruited from outside the Civil or Public Service will not be made such an offer, but will be covered by paragraph (ii) below.

- (ii) If the person is not offered a post as in paragraph (i) above, and has not reached preserved pension age, he/she may be offered severance of 1 year's salary (or salary to preserved pension age if less), with pension payable on reaching preserved pension age. For those who have reached the applicable minimum pension age, superannuation benefits are payable immediately, with no additional benefits and no severance payment.
- (iii) Where an alternative appointment is offered, as in paragraph (i) above, but is not accepted, no severance is payable, and pension is payable at the applicable minimum pension age, with no additional pension benefits. Similar arrangements apply where a Secretary General is given an alternative appointment and later retires.
- (iv) Pension benefits of Secretaries General who are members of the new Single Pension Scheme will be based on career-average rather than final salary, and no enhancements.

IMPORTANT NOTICE

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

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

Other important information

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

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

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

The importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the PAS require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to PAS, including all forms issued by PAS for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

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

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

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a **Review of a decision** made during the process

Or

2. **Make a Complaint** that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), 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 for Public Service Appointments (CPSA) **at its sole discretion**.

There is no obligation on PAS to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, PAS will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

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). PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

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 Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of the PAS who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

A request for Formal Review must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. 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 candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process
- The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

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 to make a complaint under **Section 8** to PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either PAS or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, PAS and the CPSA may make recommendations in order to prevent such issues from reoccurring

again in the future. **The CPSA cannot instruct PAS to reverse a decision taken in the course of an appointment process.** Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

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.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within 5 working days of notification of the decision, and will normally take place between the candidate and a representative of the PAS who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

A Formal Complaint must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. 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 candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process.

- The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the *Code of Practice for 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.

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:

- 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.

Candidates in the recruitment process must not:

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

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

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.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned. To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by the PAS are set out on the Data Protection page of www.publicjobs.ie.

Protected Disclosures

The PAS Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available at:

https://www.publicjobs.ie/documents/Public_Appointments_Service_Protected_Disclosures_Policy_2023.pdf

Candidates should note that canvassing will disqualify.