



An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment as:

Park Superintendent Grade III in the **Office of Public Works**

Closing Date: 3pm on Thursday 18th of April

CID: 24158102

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

The Public Appointments Service will run this competition 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) and available on www.cpsa.ie.

CONTACT: GERALDINE O'DONOGHUE

PROFESSIONAL & TECHNICAL RECRUITMENT UNIT 2
PUBLIC APPOINTMENTS SERVICE, CHAPTER HOUSE
26 – 30 ABBEY STREET UPPER, DUBLIN 1

www.publicjobs.ie

Email: midvolrecruitment@publicjobs.ie

Main Number: (353) 1 858 7400

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Park Superintendent Grade III Office of Public Works

Background

The Office of Public Works (OPW) is the largest single custodian of Historic Parks, Gardens and Designed Landscapes in the state, with a portfolio including 11 international and three nationally ranked gardens. Garinish Island, Heywood Gardens, Farmleigh along with the Phoenix Park are just a few of those listed which are of international significance. Doneraile, Emo Court and St Stephens Green, are of national significance. The OPW is responsible for the strategic and operational management of these internationally and nationally significant state owned properties, conserving a most valuable part of our national heritage and playing a vital role in the Irish tourism industry with a high proportion of domestic and overseas visitors.

National Historic Properties

Within the OPW heritage portfolio, National Historic Properties (NHP) manages over 30 individual properties with an excess of 1000 hectares of lands, inclusive of demesnes, parkland, trees and woodland, walled gardens, annex 1 grasslands, botanical collections and burial grounds (See [Appendix 1](#)). Landscape conservation including climate resilience and biodiversity gain is to the forefront in management decisions.

A significant objective in the management of these properties is that the standards of excellence in landscape management, design and restoration, horticulture, arboriculture and biodiversity that have been achieved by the organisation are maintained and improved upon. A considerable number of the parks & gardens have been awarded the International Green Flag Award; Phoenix Park, Dublin was one of only two parks worldwide to be awarded the World Urban Parks, Gold Medal, the other being Centennial Park in Sydney. The OPW is also a provider of outdoor recreational facilities and facilitates appropriate events countrywide. These properties provide opportunities for enhancing the quality of life of citizens, contribute to a physically healthy lifestyle and promote better mental health and well-being.

In addition to the management of the properties which form the core of NHP's portfolio, OPW is also responsible under its heritage remit for the care of in excess of 700 National Monument sites around the country. At some National Monument sites, certain landscape features exist, or land management queries can arise, which may, from time to time, require some professional input from the Park Superintendent on an advisory and collaborative basis.

Further information on the OPW can be found on the [OPW's website](#).

The OPW is now recruiting Park Superintendents Grade III. The role involves collaborative working and a willingness to take on new challenges. Successful candidates will be offered a dynamic, satisfying and varied career, with competitive terms and conditions.

Some of the benefits of working as a Park Superintendent Grade III in the OPW are:

- Competitive salary, with yearly increments for satisfactory performance
- Dynamic work environment with multidisciplinary teams delivering bespoke projects to international standards
- 25 days of annual leave per year
- Flexible working, with a commitment to work-life balance and a family-friendly workplace
- Access to Shorter Working Year Scheme
- Learning and development opportunities, including relevant training and attendance at industry conferences and workshops as well as access to a refund of course fees scheme, paid study leave and paid examination leave
- Payment of professional membership of the Irish Landscape Institute & mentoring to achieve Professional Practice Certificate
- Facility to apply for career breaks
- Free access to all OPW managed heritage sites
- Access to Public Service Credit Union
- Cycle to work scheme
- Tax saver public transport pass
- Regular opportunities for promotion through internal, inter-departmental and open competitions
- Public Sector pension

The Role

The Park Superintendent (Grade III) will be part of the professional team within National Historic Properties. Reporting to the Park Superintendent (Grade II), and ultimately the Chief Park Superintendent, the successful candidate will have input into the day-to-day management and projects in the parks, gardens and designed landscapes in their region.

Principal Duties and Responsibilities of the Role

The successful candidate will be engaged in a wide range of functions which will include some or all of the following:

- Applying general and specialist landscape management & design, horticultural and landscape restoration knowledge to best effect;
- Directing and supporting individuals and teams of outdoor staff in support of excellent service delivery and communicating effectively with key stakeholders;
- Engaging collaboratively with the relevant managers dealing with the properties and projects within their remit;
- Providing advice and appropriate professional support to relevant staff dealing with their assigned sites;
- Managing the operational matters relating to the assigned portfolio;
- Supporting the work undertaken by Heritage Services in relation to the broader portfolio;
- Managing the PMDS and CPD requirements for assigned staff;
- Ongoing personal commitment to CPD;
- Being responsible for Health and Safety matters as relevant at locations within their remit

Vacancies and Locations

There are currently vacancies in the Dublin region (based in Dublin Castle/ Phoenix Park) and one position in the regional offices in Cork / Kerry (Killarney). A panel will also be formed from this competition from which further vacancies that may arise may also be filled.

Candidates are invited to indicate their preference(s) on the application webform for the locations in which they would be prepared to accept a position. Location choices should be numbered in order of preference. A candidate who is offered their first choice will only receive one offer from the panel. A candidate who is offered their second choice or lower and refuses this offer will remain in contention for an offer from location choice(s) numbered higher but only once a vacancy becomes available in that location and their position is reached. **Please note that accepting a position in the location you are offered means you will be removed from consideration in all other locations you had expressed an interest in.**

It is not expected that appointments will be made from this panel after May 2026.

Working Environment

The work is divided between field and office. The successful candidate will be based in a regional office with travelling to various sites envisaged.

The OPW's Blended Working Policy is developed and implemented in accordance with the Civil Service Blended Working Policy in line with business needs, with a commitment in a blended working environment to work office based and/or onsite for a minimum of 2 days per week (subject to Section Business needs). Appointees may apply for blended working following a successful probationary period.

Training and Development

The OPW is committed to ensuring that all staff members are given the support and assistance required to realise their full potential within the organisation. OPW staff have access to a wide range of Civil Service wide learning and development opportunities, to support and develop core civil service competencies.

Mentoring and specialist training will be provided along with facilitated attendance at Industry Conferences and workshops. Professional membership of the Irish Landscape Institute will be supported and mentoring to achieve Professional Practice Certificate will be provided. Access to specialist IT packages such as Adobe, Illustrator, Photoshop & Indesign is also available.

ENTRY REQUIREMENTS

Essential

Candidates must have on or before **Thursday 18th of April 2024**:

1. A qualification of at least level 8 on the National Framework of Qualifications (minimum 2nd Class honours) or a NARIC Ireland Foreign Qualifications equivalent in Horticulture or Landscape Architecture or a related discipline such as Forestry, Environmental Sciences, Woodland Ecology, Land Management or Garden History

(Candidates who anticipate that they will be entitled to hold a qualification as outlined in Point 1 above by 1st August 2024 will also be considered)*

Candidates must also have:

2. A strong understanding and knowledge of the role of modern landscape management, horticulture, and restoration practices in the workplace, and the capacity to use such knowledge to optimum effect;
3. The ability to actively share information, knowledge and expertise;
4. Strong organisational skills with the ability to deal with multiple demands and competing priorities to tight deadlines;
5. The ability to supervise and direct staff in an operational environment;
6. A commitment to achieving quality results and ensuring all tasks are completed to a very high standard;
7. The ability to deal with issues of a technical and/or management nature with a practical approach;
8. Good IT skills with proficiency in Microsoft Office applications;
9. Strong interpersonal and communication skills including the ability to build effective working relationships within a multidisciplinary team, and with a diverse range of stakeholders both internally and externally;

In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at this level (detailed overleaf).

Desirable

- Experience in the management of staff, work programmes and services including allocating/delegating and/or overseeing tasks
- Experience in historical research, conservation management plans, garden restoration, organic accreditation, plant collections, and biodiversity
- Experience of horticulture/ landscape management including experience in the management of parks, gardens & designed landscapes
- Experience in the use of GIS & IT Packages
- Experience in the planning and delivery of projects including landscape/horticultural projects to include budget oversight, timelines, and the management of external stakeholders
- Experience in lecturing and publications
- Experience in the application of Health & Safety Legislation and Regulations in the workplace
- A current full driving licence (minimum Category B & W) and/or access to a car.

Candidates should note that the admission to a competition does not imply that the Public Appointments Service is satisfied that they fulfil the essential entry requirements. Therefore, the onus is on the candidate to ensure that they meet the essential entry requirements prior to submitting their application.

***Please note:** Assignments from panels are subject to the award of the required qualification as outlined in Essential - Point 1.

Key Competencies for Effective Performance

People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant issues
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results	Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results
	Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal & Communication Skills	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others
	Liaises with other groups to gain co-operation.
	Negotiates, where necessary, in order to reach a satisfactory outcome
	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Displays high levels of skills/ expertise in own area and provides guidance to colleagues
	Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
	Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
Drive & Commitment to Public Service Values	Is committed to the role, consistently striving to perform at a high level
	Demonstrates flexibility and openness to change
	Is resilient and perseveres to obtain objectives despite obstacles or setbacks
	Ensures that customer service is at the heart of own/team work
	Is personally honest and trustworthy
	Acts with integrity and encourages this in others

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

Citizenship Requirement

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. 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 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 meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

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

Declaration

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

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.

PRINCIPAL CONDITIONS OF SERVICE

General

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Salary

The salary scale for this position with effect from 1st October 2023 is as follows: Personal Pension Contribution (PPC)

€36,086, €38,558, €39,220, €42,519, €45,829, €49,139, €52,479, €54,575, €56,683, €58,807, €60,918, €63,036, €65,154, €67,264, €69,393, €71,745 (LSI1), €74,094 (LSI2)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

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

Important Note

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

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

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

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

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service. The probationary contract will be for a period of **one year** from the date of appointment.

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

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to Section 5A (2) Civil Service Regulation Acts 1956 – 2005. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the department/office and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended:

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness, and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Unfair Dismissals Acts 1977-2015

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

Duties

You will be required to perform any duties appropriate to your grade which may be assigned to you.

Outside Employment

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

Headquarters

An officer's headquarters will be such as may be designated from time to time by the Head of the Department/Office. When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid, subject to the normal Civil Service regulations.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply to your employment and the hours of attendance and leave entitlements that will apply is outlined below.

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 or 35 hours net per week. No additional payment will be made for extra attendance (over and above 41 hours 15 minutes gross or 35 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

The annual leave is 25 working days a year, rising to 29 days after 5 years and 30 days after 10 years. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave Circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement

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

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

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

- Pensionable Age: The minimum age at which retirement benefits are payable is the same as the age of eligibility for the State Pension, currently 66 years.
- Retirement Age: Scheme members must retire on reaching the age of 70 years.
- 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 their 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 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 their 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 the Public Appointments Service (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 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.

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.

Prior approval of publications

An officer will agree not to publish material related to their official duties without prior approval by the Head of the Employing Department/ Organisation or by another appropriate authorised officer.

Political Activity

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

IMPORTANT NOTICE

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

COMPETITION PROCESS

How to Apply

Applications should be made **online** through www.publicjobs.ie.

If you already have an account with us, you can login to your account using the [candidate portal login](#). Otherwise, you must **'Register'** and create your profile on www.publicjobs.ie. Do not confuse registering (creating a profile) with submitting your application.

Click on the button **'Apply now'** to access the application webform. This button is located at the end of the job posting page for this competition on www.publicjobs.ie. You must complete the application webform in full and click the **'Submit'** button. Please note that all mandatory questions on the application webform must be fully completed or your application will receive no further consideration.

Please carefully note the following instructions: Ensure that you save your application webform at regular intervals using the **'Save'** button at the bottom of the page. If you are inactive on the application webform page for 30 minutes, the page will time out and your information may be lost. You may save the form as a draft and come back to it later; however please note that you must **submit** the form in order to be considered for this competition as draft applications will not progress to the next stage.

Once you have submitted your application webform it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via **'My Applications'**. At this point you should consider adding publicjobs.ie to your safe senders or contact list within your email account to avoid not receiving email because a publicjobs email has been blocked.

Only applications fully submitted online will be accepted into the competition. **Applications will not be accepted after the closing date.**

Closing date

Your application must be submitted on the Public Jobs website not later than **3pm on Thursday the 18th of April**.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email Geraldine.ODonoghue@publicjobs.ie.

Interviews for these posts are likely to commence in late May/early June 2024.

You are advised to check your message board on a regular basis as email notifications of updates/ tests/ Interviews etc issued to your Message board may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that they are in receipt of all communication from the Public Appointments Service (PAS). The PAS accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the PAS and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position
- a competitive preliminary interview
- pre-recorded video interview
- completion of online questionnaire(s)
- report-writing exercise or other exercises
- presentation or other exercises
- a final competitive interview
- remote interview
- work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a smaller number will be invited to the next stage of the selection process.

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. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process. The shortlisting criteria may include both essential and desirable criteria specified for the position and, it is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application. The onus is on candidates to complete the application form fully and accurately.

In the case of competitions that may involve large numbers of candidates, candidates may be ranked on the outcome of their online assessment tests and will be shortlisted in accordance with their ranking. Applicants must successfully compete and be placed highest, to be considered for advancement to the next stage of the multistage selection process. The number to be invited forward at each stage will be determined from time to time by the Public Appointments Service.

Confidentiality

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

Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However, should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

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.

Eligibility Requirements

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

Please note that, given the volume of applications, PAS is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out. PAS reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications i.e., from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Other important information

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

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

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

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

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

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

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 **Thursday 18th of April 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](#).

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 administrative of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they 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 their 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 communication, they 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/Test Rechecks

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

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 and/or the outcome of rechecks.

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

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

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording equipment. 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 they have not been appointed to a post, they will be disqualified as a candidate, and
- Where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

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

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- and if successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
 - Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

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

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

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it. Please note, If the Public Appointments Service is not notified of any issues you experience in advance of or on the day of your assessment/interview, we will not be in a position to address these after the fact.

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

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 Public Appointments Service 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

Appendix 1

National Historic Properties	Location
Áras an Uachtaráin	Dublin
Dublin Castle	Dublin
Farmleigh House & Estate	Dublin
Castletown House & Demense	Kildare
Kilkenny Castle & Demense	Kilkenny
Casino Marino	Dublin
Royal Hospital Kilmainham, Dublin	Dublin
Glebe Gallery	Donegal
Phoenix Park	Dublin
Arbour Hill, Dublin	Dublin
Grangegorman Military Cemetery, Dublin	Dublin
Garden of Remembrance, Dublin	Dublin
St Stephen's Green	Dublin
Iveagh Gardens	Dublin
War Memorial Gardens	Dublin
Rathfarnham Castle	Dublin
St Enda's Park & Pearse Museum	Dublin
Botanics	Dublin
Kilmacurragh	Wicklow
Emo Court	Laois
Heywood Gardens	Laois
Altamont House & Gardens	Carlow
Garinish Island	Cork
Derrynane House & Garden	Kerry
Fota Arboretum	Cork
Blasket Islands & Visitor Centre	Kerry
J.F.K Arboretum	Wexford
Doneraile Court	Cork
Battle of the Boyne	Meath
Annes Grove House & Gardens	Cork
Custom House Visitor Centre	Dublin
Messine Peace Park (Belgium)	Belgium

Candidates should note that work bases are not necessarily at the location outlined but rather that projects may occur at these sites.