



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage



Candidate Information Booklet

Open competition for appointment to the position of

Conservation Planning Ecologist

(Wildlife Inspector Grade III)

in the

Department of Housing, Local Government and Heritage

Closing Date: 3.00pm on 3 December 2020

The Department of Housing, Local Government and Heritage is committed to a policy of equal opportunity.

The Department of Housing, Local Government and Heritage will run this campaign in compliance with the Codes and Practice of the Commissioners for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on www.cpsa.ie

Contact: recruitment@housing.gov.ie

Department of Housing, Local Government and Heritage

Custom House

Dublin 1

Conservation Planning Ecologist (Wildlife Inspector Grade III)

Background

The Department of Housing, Local Government and Heritage is inviting applicants for the role of Conservation Planning Ecologist with the Science and Biodiversity Unit of the National Parks and Wildlife Service (NPWS). The Science and Biodiversity Unit of the NPWS provides scientific advice to the Minister to underpin the interpretation and implementation of legislation and policies. As part of this, the Unit undertakes scientific surveys to provide quality baseline and monitoring data to underpin the Department's strategic direction, policy, designations, and the protection and management of habitats and species. The Unit sets conservation objectives for designated sites, and provides scientific advice to the wider NPWS, and to governmental, sectoral and non-governmental bodies, on matters relating to nature conservation.

The Science and Biodiversity Unit's work primarily relates to the implementation of the Habitats and Birds Directives, the Wildlife Acts (including the Flora Protection Order), and Invasive Species regulations, but it also interacts in relation to the implementation of other legislation such as the Water Framework Directive, Marine Strategy Framework Directive, when relevant. The Unit engages with a range of other government bodies to inform and influence their policies and programmes in a way that will benefit, or reduce impacts on, biodiversity. This includes targeted research to inform the development of conservation measures, for example, in the farmed landscape, as well as involvement in a number of programmes and projects, such as the Burren programme, LIFE projects such as KerryLIFE and The Living Bog, European Innovation projects (EIPs) and INTERREG projects. The Unit is involved in the development, implementation and monitoring of a range of plans and strategies such as the National Biodiversity Plan, the Climate Change Sectoral Adaptation Plan for Biodiversity and the National Peatlands Strategy.

In addition, the Department has been awarded EU funding of a €20.6m Life Nature and Biodiversity Integrated Project, 'LIFE IP-PAF Wild Atlantic Nature' on blanket bog and associated habitat'. The **LIFE IP-PAF Wild Atlantic Nature Project** is scheduled to take place over nine years and will be managed by a multi-disciplinary five-person Project Team, responsible for the day to day implementation of the project and under the direction of a steering group. The role of the Blanket Bog Ecologist will include providing support to the **LIFE IP-PAF Wild Atlantic Nature Project** Team, as needed.

The Role

Under the overall direction of the Senior Inspector/Principal Officer of the National Parks and Wildlife Service, the appointee will be assigned to a relevant unit of the Science and Biodiversity section. He/she will continue ongoing work in relation to setting conservation objectives for habitats and species listed in the Birds and Habitats Directives. He/she will undertake work relating to conservation planning, including the identification of suitable conservation measures and potential mechanisms for their delivery, and managing this work in-house or through contract. He/she will work in close collaboration with other staff in Scientific Unit and other sections of NPWS in relation to many aspects of this work. He/she will provide scientific advice on conservation and management of habitats and species, with particular

reference to the Habitats and Birds Directives and related Irish Regulations, the Wildlife Acts and other relevant conventions and legislation. There will be a strong focus on the implementation of priorities as identified in Ireland's Prioritised Action Framework (PAF) that will support and complement delivery of the EU Integrated Project LIFE IP-PAF Wild Atlantic Nature.

Location

Dublin

Key Duties and Responsibilities

The key tasks of the Conservation Planning Ecologist will include:

- Work with scientific staff in NPWS to further develop conservation objective templates, identify necessary conservation measures and potential mechanisms for their delivery at the relevant scale
- Manage and coordinate ongoing work relating to the setting of site-specific conservation objectives for habitats and species
- Provide scientific support and guidance in the delivery of the EU Integrated Project LIFE IP-PAF Wild Atlantic Nature
- Assist in business planning including provision of annual budget estimates, management and reporting of approved expenditure
- Manage and store data in accordance with Department protocols
- Provide national expertise and advice on the conservation requirements of habitats and species and on related issues particularly setting conservation objectives and conservation measures
- Represent the Department at meetings, workshops, seminars and conferences at home and abroad
- Maintain and develop effective connections with organisations and individuals pertinent to the conservation management of habitats and species, including appropriate management measures and schemes for their delivery
- Communicate scientific work via various media including publications in the scientific literature, production of reports and articles for print and websites
- Other duties that may be assigned from time to time

Eligibility Requirements

Essential:

Candidates must, on or before closing date for the competition:

- A recognised qualification at level 8 on the National Framework of Qualifications in zoology, biology, ecology, plant science, environmental science or a relevant qualification which is acceptable to the Public Appointments Service as equivalent
- At least three years satisfactory experience working as a professional ecologist, with such experience having being gained after attainment of the level 8 qualification. Experience gained while working for a post-graduate qualification, or while undertaking post-doctoral research may count towards this requirement
- Demonstrable knowledge and experience of the ecology of habitats and species found in Ireland including pressures and threats and conservation requirements, and the policies and schemes necessary to implement them

- Demonstrable knowledge and experience of nature conservation planning and management in Ireland. This may include setting conservation objectives; identifying necessary conservation measures; designing suitable delivery mechanisms for conservation measures; and compiling conservation management plans
- Demonstrable knowledge and experience of scientific analysis of datasets
- Demonstrable initiative and vision in relation to finding solutions to conservation issues in Ireland
- Strong administration skills and ability to work as part of a larger team
- Good IT skills
- Good written and oral communication skills
- A full clean driving licence

In addition, candidates must demonstrate an appropriate level of competence in those competencies listed in the 'Key Competencies for this Role' section.

Desirable:

- A postgraduate degree arising from a relevant area of field-based research and/or relevant post-qualification experience
- Demonstrable knowledge and experience of design, planning and execution of surveys and monitoring programmes for habitats and species found in Ireland
- Knowledge of relevant legislation and policy including at EU and national level
- Experience in using geographic information systems and non-spatial databases to capture, store, analyse and interpret data

Specific Candidate Criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on grounds of character
- Be suitable in all other relevant respects for the 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.

Key Competencies for the Role at Conservation Planning Ecologist level

Candidates are required to demonstrate, with relevant examples in the Application Form, how they satisfy the competencies listed below.

Competency Heading	Competency Description
Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none"> • Has a clear understanding of the underpinning science as relevant to the post, including experience of surveying, scientific monitoring, identification and delivery of appropriate conservation and restoration measures Has a good understanding of national obligations, with particular reference to the Habitats and Birds Directives and

	<p>related Irish Regulations and other legislation, as appropriate</p> <ul style="list-style-type: none"> • Possesses detailed knowledge set out in the “Eligibility Requirements” sections of this booklet • Is able to offer advice to others, including in relation to practical nature conservation actions and to draw on best practice and innovations in devising solutions • Focuses on self-development, striving to improve performance
Management and Delivery of Results	<ul style="list-style-type: none"> • Takes responsibility and is accountable for the delivery of agreed objectives. • Successfully manages a range of different projects and work activities at the same time • Structures and organises their own and others work effectively. • Is logical and pragmatic in approach, delivering the best possible results with the resources available • Proactively identifies areas for improvement and develops practical suggestions for their implementation • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively • Applies appropriate systems/processes to enable quality checking of all activities and outputs • Practices and promotes a strong focus on delivering high quality service, for internal and external customers
Analysis and Decision Making	<ul style="list-style-type: none"> • Gathers, analyses and interprets ecological information from relevant sources, weighing up a range of critical factors • Takes account of any broader issues and related implications when making decisions • Uses previous knowledge and experience in order to guide decisions • Makes sound decisions with a well-reasoned rationale and stands by these • Puts forward solutions to address problems
Interpersonal and Communication Skills	<ul style="list-style-type: none"> • Possesses good communication skills with the ability to communicate and explain complex scientific and technical issues confidently in clear and concise language when speaking and in writing • Builds and maintains contact with colleagues and other stakeholders to assist in performing role • Encourages open and constructive discussions around work issues • Projects conviction, gaining buy-in by outlining relevant information and selling the benefits • Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible Candidates must:

- (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 Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d) 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**
- (e) 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.

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.

Principal Conditions of Service

General

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

Pay

The PPC (Personal Pension Contribution) salary for this position with effect from **1st October 2020** is as follows:

Wildlife Inspector Grade III payscale

€32,321 - €34,650 - €35,274 - €38,383 - €41,502 - €44,622 - €47,743 - €49,670 - €51,592 - €53,526 - €55,447 - €57,374 - €59,302 - €61,224 - €63,159 (NMAX)

€65,302 (LSI1) - €67,440 (LSI2)

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who **is not required** to make a Personal Pension Contribution.

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

Important Note

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

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

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

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

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956 – 2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Department of Housing, Local Government and Heritage 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 certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- 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 Carer's Leave, the employee 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.

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

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 1977-2005

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of the employment by reason only of the expiry of the fixed-term contract without it being renewed.

Outside Employment

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

Location

The officer's headquarters will be in Dublin. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowance, subject to normal civil service regulations.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week. Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for the position of Wildlife Inspector Grade III is 25 days per annum, rising to 29 days after 5 years' service and rising to 30 days after 10 years' service. 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 Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and 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 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.

- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- **III-Health-Retirement**
Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post III-health retirement from Civil Service

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

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

Appointment post Ill-health retirement from public service:

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

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

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 Acts 1997, 2003 and 2014. The officer will agree not to disclose to 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 his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity

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

Important Notice

The foregoing 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

An application **must** be made on the Application Form which is available for download from the Department of Housing, Local Government and Heritage website:

<https://www.housing.gov.ie/recruitment>

Candidates do not need to submit a Curriculum Vitae.

Your fully completed application form must be submitted to

recruitment@housing.gov.ie

by the closing date and time stated on the Application Form.

The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the Department of Housing, Local Government and Heritage is satisfied that such a person fulfils the requirements.

On receipt of an application you will be issued with an acknowledgement by email. Please note that all further correspondence will be carried out **via email**.

It is anticipated that the interviews for this post will be held at the start of 2021, COVID-19 restrictions permitting. Without prejudice to the outcome of the selection process you are advised to make whatever provisional arrangements necessary should you be called to attend for interview. More precise instructions in this regard will issue closer to the planned date for interviews.

Candidates must make themselves available, if invited for interview, on the date(s) specified by the Department of Housing, Local Government and Heritage and ensure that the contact details entered on their Application Form are correct.

Selection Methods

The selection process may include some or all of the following:

- shortlisting of candidates on the basis of the information contained in their application

- initial / preliminary interview
- presentation or other exercises
- a final competitive interview
- any other tests or exercises that may be deemed appropriate.

Shortlisting

If the numbers applying for the position are such that it would not be practical to interview everyone, the Department of Housing, Local Government and Heritage may decide that a number only will be called to interview. In this respect, the Department of Housing, Local Government and Heritage provide for the employment of a short listing process to select a group for interview who, based on an examination of the applications, appear to be the most suitable for the position. A shortlisting panel will examine the applications against pre-determined criteria based on the requirements of the position and the Key Competencies for the role. 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. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications, experience and competencies in your application.**

Confidentiality

Subject to the provisions of the Freedom of Information Act, 1997 and 2003 applications will be treated in strict confidence.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which the applicant resided. If unsuccessful this information will be destroyed by the Department of Housing, Local Government and Heritage. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other Important Information

The Department of Housing, Local Government and Heritage 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 Department of Housing, Local Government and Heritage 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 Department of Housing, Local Government and Heritage 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 Department of Housing, Local Government and Heritage may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Rights - Review Procedures in relation to the Selection Process

Request for a review are dealt with in accordance with the *Code of Practice: Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service published by the Commission for Public Service Appointments – the Code can be accessed [here](#).

The Department will consider request (addressed to the HR Manager) for review as follows:-

- Informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage 7.9 of Code)
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code)
- The Candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this affect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedure in relation to allegations of a breach of the Code of Practice.

Candidate Feedback

In accordance with the principles of the above Code of Practice, the Department is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the Department's policy to provide written feedback to candidates. This will consist of the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates where possible and a comment from the assessment board in relation to the candidate's overall performance under each of the competency headings.

Access to Information

Interviewers will be advised not to write comments on application forms and HR will destroy copies on the completion of the competition. Candidates retain the usual access rights to information on completion of the competition.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates 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.

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

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

Deeming of Candidature to be Withdrawn

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

Freedom of Information Declaration

Applicants should note that some or all of the information contained in this application may be released subject to the terms of the Freedom of Information Act, 1997.

If any of the information in this application is considered sensitive, please identify same and specify in writing the reasons for its sensitivity.

The Department will consult with you about sensitive information before making a decision on any Freedom of Information request received.

Special Accommodations

If you require any special accommodations in relation to any aspect of this competition, please notify the HR Unit of the Department of Housing, Local Government and Heritage - recruitment@housing.gov.ie