



# CEA

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**Údarás Forfheidhmithe Corparáideach**  
**Corporate Enforcement Authority**

**DIRECTOR OF CRIMINAL ENFORCEMENT**

**CANDIDATE INFORMATION BOOKLET**

## THE ORGANISATION

### The Corporate Enforcement Authority (“CEA”)

The CEA is Ireland’s company law enforcement agency. Its mission is:

*“To promote and serve the public interest by ensuring high levels of compliance with company law through effective advocacy and proportionate, robust and dissuasive enforcement”.*

### Statutory mandate

Established in 2022 under the Companies (Corporate Enforcement Authority) Act 2021, the CEA’s statutory mandate derives principally from the Companies Act 2014. The CEA has also been conferred with statutory functions in respect of certain investment vehicles under the Irish Collective Asset-management Vehicles Act 2015.

The CEA’s primary functions are to:

- promote compliance with the Companies Act 2014,
- supervise the activities of liquidators and to assess the behaviour of insolvent companies’ directors and take associated enforcement action,
- investigate instances of suspected breaches of company law and, as appropriate:
  - take civil enforcement action (including issuing warnings, requiring that steps be taken to bring about compliance with company law and making applications to the High Court as necessary),
  - take summary prosecutions in the CEA’s own name,
  - refer matters to the Director of Public Prosecutions (“DPP”) for consideration as to whether charges should be directed on indictment.

### Vision

The CEA’s vision is to be:

*“An enforcement agency, trusted by the public and highly regarded by its stakeholders and counterparts, whose work contributes to public protection and to Ireland being regarded as a safe and well-regulated economy in which to invest and create employment”.*

### Strategic approach & activities

The CEA has dedicated its strategy over the period 2022-2025 to ensuring that a solid foundation is laid down upon which the agency can discharge its statutory mandate in an effective manner. Further information regarding the CEA, its strategy, functions, and activities is available at <https://cea.gov.ie/> and on its social media channels on LinkedIn and Twitter.

## **Governance and senior management structure**

### *The Authority*

The Authority comprises of one Member, appointed by the Minister for Enterprise, Trade & Employment. The sole appointed Member is also the Chief Executive Officer.

### *Senior leadership team ('SLT')*

The CEA's senior leadership team comprises of, in addition to the Chief Executive Officer, 8 Directors, each of whom has responsibility for a discrete area of operations, viz:

- i. Civil Enforcement,
- ii. Criminal Enforcement,
- iii. Digital Investigations & Analytics,
- iv. Finance & ICT,
- v. Governance & Support Operations,
- vi. Insolvency Supervision,
- vii. Legal, and
- viii. Legal & Policy.

### *Operational capability*

As a specialist law enforcement agency, the CEA is a multi-disciplinary organisation. Having regard to its principal statutory functions, and the associated workstreams, the CEA's staff complement includes, amongst others, forensic accountants, lawyers, digital forensics professionals and seconded members of An Garda Síochána.

The CEA places considerable importance on training and education and invests heavily in both. The CEA supports its staff in the pursuit of relevant training and qualifications, including:

- the attainment of relevant third level qualifications,
- relevant training, and
- the fulfilment of CPD requirements.

## THE ROLE

### Overview

Reporting to the Chief Executive Officer, the Director of Criminal Enforcement has overall responsibility for all aspects of the CEA's criminal enforcement operations. As such, it is a pivotal role within the organisation.

The successful candidate will be centrally involved in the progression of a broad range of challenging and novel enforcement issues, including criminal and criminal enforcement-related civil litigation, and will have an unparalleled opportunity to work at a senior level in a multidisciplinary professional environment.

It is important to note that this is **not** an investigative role; rather it is a senior leadership and management role in an investigative area of operations. It is also important to note that the nature of this role is such that there is limited scope for remote working.

### Leadership responsibilities

The successful candidate will be required to:

- contribute, as a member of the SLT, to the promotion and inculcation of the CEA's values, which include professionalism, accountability, integrity, excellence, and cross-organisation collaboration,
- lead and drive the CEA's criminal enforcement activities and, in doing so, to promote and foster a culture consistent with the CEA's values within the Directorate and in the Directorate's dealings with its internal and external stakeholders,
- represent the CEA in various fora,
- contribute effectively to the development and attainment of the CEA's strategic objectives, and
- contribute effectively to the CEA's adherence to its governance obligations, including those relating to finance and risk management.

### Management responsibilities

The successful candidate will have a broad and diverse range of management responsibilities, including<sup>1</sup>:

- managing the CEA's approved complement of members of An Garda Síochána<sup>2</sup>,
- managing a complement of civilian staff,
- managing all aspects of the Directorate's operations to the requisite standard, and
- managing the Directorate's allocated resources, while operating within budgetary parameters and ensuring value for money for the resources deployed.

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<sup>1</sup> Illustrative and non-exhaustive.

<sup>2</sup> Current approved complement: (comprising of 1 Detective Inspector, 3 Detective Sergeants and 12 Detective Gardaí).

### Stakeholder-management responsibilities

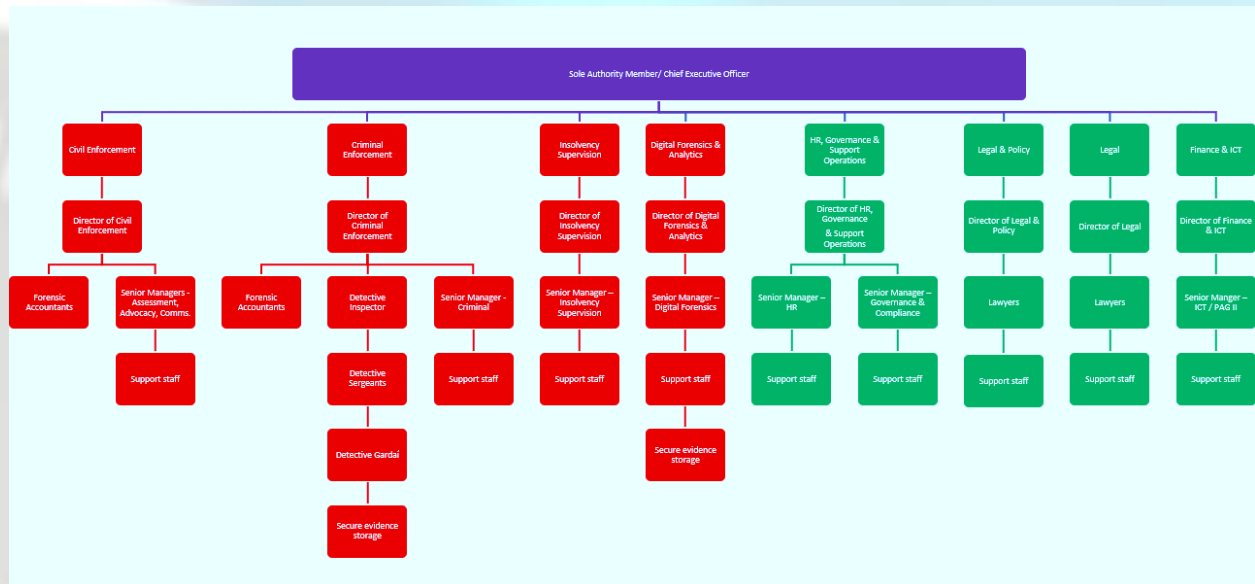
The successful candidate will be responsible for developing and managing effectively a diverse and complex set of internal and external relationships, including with:

- his/her fellow Directors,
- the Office of the DPP,
- external providers of professional services, and
- other regulatory and enforcement bodies.

### CEA and Criminal Enforcement Directorate structures

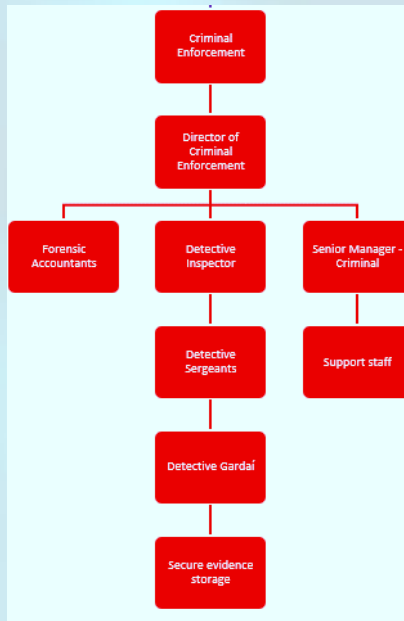
The current<sup>3</sup> structure of the CEA and the Criminal Enforcement Directorate respectively are as follows:

#### CEA structure



<sup>3</sup> Subject to change, as considered appropriate/necessary by the Chief Executive Officer.

*Criminal Enforcement Directorate structure*



## THE PERSON

### Essential requirements

The successful candidate will, on or before the deadline for this competition:

- be a qualified legal professional, i.e., a Solicitor or Barrister-at-Law, or equivalent if the qualification has been obtained abroad,
- possess, in aggregate, a minimum of five years' post-qualification experience, at a suitably senior level, in criminal prosecution, criminal defence and/or criminal investigation/enforcement,
- possess a high degree of specialist knowledge of, and expertise in, Irish criminal law, criminal practice and procedure, and evidence, and
- possess significant experience in the leadership and management of staff at a suitably senior level.

### Desirable

The following, while not essential requirements for the position, are desirable:

- experience (e.g., prosecution, defence or in a regulatory environment) in the field of economic crime,
- experience in the management of financial resources, including the management of external providers of professional services,
- an understanding, and appreciation for the importance, of risk management practice,
- experience in the development of policy.

### Personal attributes

The successful candidate will be capable of demonstrating, by reference to their career to date, that s/he:

- has a very strong track record in the delivery of tangible results,
- has an evidence-based record of working effectively and collaboratively with internal and external stakeholders in pursuit of shared objectives,
- can operate credibly at the most senior levels, both within the CEA and externally,
- is capable of inculcating and promoting a culture of professionalism and excellence,
- is creative and imaginative when faced with novel and complex problems,
- is resilient, and
- possesses excellent professional judgement.

**The post holder will also be expected to be able to demonstrate that they possess the key competencies for effective performance at Principal Officer level which are outlined in Appendix 1.**

## THE PROCESS AND ASSOCIATED CONDITIONS

### How to apply

To apply for this position, candidates should submit the accompanying Application Form, together with a *Curriculum Vitae*, to [recruitment@cea.gov.ie](mailto:recruitment@cea.gov.ie)

Should you wish to have a confidential discussion regarding the role, to arrange same you should contact Ms. Suzanne Young, Senior HR Manager at [hr@cea.gov.ie](mailto:hr@cea.gov.ie) or 087 188 3724.

The deadline for applications is **5pm on Tuesday, 6<sup>th</sup> June 2023**.

### Selection process

#### *Overview*

The CEA will convene a suitably constituted interview board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include one or more of the following:

- a shortlisting of candidates, on the basis of the information contained in their application materials,
- one or more competitive competency-based interviews, which may include a presentation or other exercises,
- any other tests or exercises that may be deemed appropriate.

#### *Shortlisting*

Depending upon applicant numbers, candidates may be shortlisted on the basis of their application materials. It is, therefore, candidates' responsibility to ensure that all relevant information is contained in their application form and accompanying CV.

#### *Interview*

Candidates may be called for one or more competitive interviews. Receiving an invitation for interview is not an acceptance that the candidate meets the eligibility requirements for the position.

#### *Competition updates*

Competition updates will be issued to the email address entered on the application form. The onus is on each applicant to ensure that they are in receipt of all such communications. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, be sure to check junk/spam folders should any emails be mistakenly filtered. The CEA accepts no responsibility for communication not accessed or received by an applicant.

#### *Interview dates*

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

#### *Interview expenses*

The CEA will not be responsible for any expense, including travelling expenses that applicants may incur in connection with their application for this post.



### *Panels*

At the CEA's discretion, a panel may be created from which future vacancies may be filled. Placement on a panel does not guarantee that an offer will be made.

### *Candidate vetting*

Any offer made is contingent upon, and subject to, verification of qualifications (by reference to original documents, certified transcripts etc.), Garda vetting procedures and receipt of satisfactory references (concerning character and prior employment(s)). Candidates who do not satisfy the requirements for the position, therefore, risk putting themselves to unnecessary efforts/expense. Should you reach this stage of the process, you will be required to complete a Garda eVetting form.

### *Canvassing*

Canvassing will disqualify.

### **Candidates with disabilities**

Candidates who indicate on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologist's/medical report. The purpose of the report is to provide the CEA with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded to Ms. Suzanne Young, Senior HR Manager by email [suzanne.young@cea.gov.ie](mailto:suzanne.young@cea.gov.ie) or posted to Ms. Suzanne Young, CEA 16 Parnell Square East, Dublin 1, D01 W5C2 by close of business at **5.00pm, Tuesday, 6<sup>th</sup> June 2023.**

### **Data Protection**

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

When an Applicant applies for a competition run by CEA, a computer record is created in the Applicant's name. Information submitted with a job application is used in processing the application. Where the services of a third party are used in processing the application, it may be required to provide them with information. However, all necessary precautions will be taken to ensure the security of the Applicant's data.

To make a request to access personal data, an Applicant should submit a request by email to [dataprotection@cea.gov.ie](mailto:dataprotection@cea.gov.ie) ensuring that they describe the records sought in the greatest possible detail to enable us to identify the relevant record (s).

### **Review Process**

The review process enables candidates to seek review when they believe that an action or decision taken in relation to the selection process was unfair or unreasonable.

Candidates must address their concerns in relation to the process, in writing, to the Senior HR Manager, Ms. Suzanne Young email address: [Suzanne.young@cea.gov.ie](mailto:Suzanne.young@cea.gov.ie) in the first instance. A request for review must be received within 5 working days of the notification of the decision. Where the decision relates to an interim stage of the selection process (e.g., shortlisting for interview) a request for review must be received within 3 working days.

The case will be dealt with in an efficient and timely manner and in line with this policy and procedures and will be reviewed by a person other than the individual who made the decision in question. If the candidate is unhappy with the outcome of the review, he/she may request a further review which will be

carried out by a more senior reviewer or an external person, as the Director of Governance & Support Operations decides.

### **Eligibility to compete and certain restrictions**

#### *Citizenship Requirements*

Eligible candidates must be:

- a) a citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- b) a citizen of the United Kingdom (UK); or
- c) a citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) a non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
- e) a person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) a non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Information on legislation and guides to the procedures in relation to obtaining green card permits, work permits, and spousal/dependent permits are available on the Department of Business, Enterprise and Innovation website. <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/>.

Candidates will be required to provide verification of citizenship eligibility and qualifications in a form acceptable to the CEA.

### **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 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)**

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)**

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

### Principal Conditions of Service

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 the position is as follows (rates effective from 1st March 2023):

*Principal Officer - Personal Pension Contribution (PPC) Scale*

€97,207, €101,332, €105,425, €109,548, €113,027 (MAX), €116,634 (LS1), €120,237 (LS2)

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 (LS1) and 6 (LS2) years' satisfactory service at the maximum of the scale (i.e., MAX).

### IMPORTANT

Please note that entry will be at the **minimum** point of the scale. Candidates should note that **the rate of remuneration will not be subject to negotiation** and may be adjusted from time to time in line with Government pay policy (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 12 months from the date specified on the contract. 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 CEA 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.

#### **Annual Leave**

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

#### **Location**

The position is based in the CEA's offices in Dublin at **16 Parnell Square East, Dublin, D01 W5C2**. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to the normal civil service regulations. Consideration may be given to blended working options, subject however to both organisational requirements and Government policy.

#### **Hours of Attendance**

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

### Unfair Dismissal Acts 1977-2015

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

### 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](http://www.singlepensionscheme.gov.ie).

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

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

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

### Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

### Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60<sup>th</sup> birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

### Ill-Health-Retirement

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

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

### Appointment post ill-health retirement from Civil Service

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

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

### Appointment post ill-health retirement from Public Service

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

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#).

### Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website - [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie).

### Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity

Subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014, all enquiries and applications are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the process.

During the term of the probationary contract the officer will agree not to disclose to unauthorised third parties any confidential information either during or after the period of their 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.

Please Note: As an Employer of Choice the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

#### **IMPORTANT NOTICE**

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

**The 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(s).**



## APPENDIX 1: Civil Service Competency Framework Principal Officer Level Competencies Extract

<b>Leadership &amp; Strategic Direction</b>	Leads the team, setting high standards, tackling any performance problems & facilitating high performance
	Facilitates an open exchange of ideas and fosters and atmosphere of open communication
	Contributes to the shaping of Departmental / Government strategy and policy
	Develops capability and capacity across the team through effective delegation
	Develops a culture of learning & development, offering coaching and constructive / supportive feedback
	Leads on preparing for and implementing significant change and reform
	Anticipates and responds quickly to developments in the sector/ broader environment
	Actively collaborates with other Departments, Organisations and Agencies
<b>Judgment &amp; Decision Making</b>	Identifies and focuses on core issues when dealing with complex information/ situations
	Assembles facts, manipulates verbal and numerical information and thinks through issues logically
	Sees the relationships between issues and quickly grasp the high level and socio-political implications
	Identifies coherent solutions to complex issues
	Takes action, making decisions in a timely manner and having the courage to see them through
	Makes sound and well informed decisions, understanding their impact and implications
	Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions
<b>Management &amp; Delivery of Results</b>	Initiates and takes personal responsibility for delivering results/ services in own area
	Balances strategy and operational detail to meet business needs
	Manages multiple agendas and tasks and reallocates resources to manage changes in focus
	Makes optimum use of resources and implements performance measures to deliver on objectives
	Ensures the optimal use of ICT and new delivery models
	Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
	Instils the importance of efficiencies, value for money and meeting corporate governance requirements

	Ensures team are focused and act on Business plans priorities, even when faced with pressure
<b>Building Relationships &amp; Communication</b>	Speaks and writes in a clear, articulate and impactful manner
	Actively listens, seeking to understand the perspective and position of others
	Manages and resolves conflicts / disagreements in a positive & constructive manner
	Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives
	Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
	Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
	Makes opinions known when s/he feels it is right to do so
<b>Specialist Knowledge, Expertise and Self Development</b>	Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
	Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
	Maintains a strong focus on self-development, seeking feedback and opportunities for growth
<b>Drive &amp; Commitment to Public Service Values</b>	Consistently strives to perform at a high level
	Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
	Contributes positively to the corporate agenda
	Is personally trustworthy, honest and respectful, delivering on promises and commitments
	Ensures the citizen is at the heart of all services provided
	Is resilient, maintaining composure even in adverse or challenging situations
	Promotes a culture that fosters the highest standards of ethics and integrity