



Údarás um Fhorfheidhmiú Corparáideach
Corporate Enforcement Authority

Human Resources Coordinator
at Executive Officer Level

CANDIDATE INFORMATION BOOKLET

THE ORGANISATION

The Corporate Enforcement Authority (CEA)

The Corporate Enforcement Authority (CEA) is Ireland's company law enforcement agency. As detailed in the CEA's Strategy Statement 2026-2028, the CEA's 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.

The vision that the CEA has set for itself is to be:

An enforcement agency, that is trusted by the public and highly regarded by our 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.

Statutory Functions

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 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 for consideration as to whether charges should be directed on indictment.

Our Strategic

For the period 2026-2028, we have set ourselves the overarching strategic objective of increasing our impact and providing further value to our stakeholders. We will achieve that by pursuing three strategic goals over that period, namely:

- i. Optimising our delivery of effective enforcement,
- ii. Empowering our stakeholders, and
- iii. Investing in people

Organisation Structure

The CEA is divided into three Divisions, viz:

- i. Insolvency Supervision, Civil Enforcement & Advocacy,
- ii. People, Governance & Corporate Supports, and
- iii. Criminal Investigation & Digital Analytics.

Each Division is headed by a Member of the Authority.

THE ROLE

Overview

The CEA is seeking to recruit a Human Resources Coordinator at Executive Officer level. The successful candidate will reside within the People, Governance & Corporate Supports Division and will report to the HR Officer.

The HR Coordinator will play a key role in supporting the delivery of a professional and responsive HR service across the organisation. The role is primarily operational and administrative in nature and will provide support across the full employee lifecycle, including recruitment, onboarding, employee records management, learning and development, HR systems administration, reporting, and general HR operations.

The successful candidate will act as a first point of contact for HR-related queries, ensuring a high standard of customer service is delivered to employees and managers while supporting the implementation of HR policies, procedures and initiatives.

The CEA is running an open competition to establish a panel of suitably qualified and experienced individuals to fill the current vacancy, and any vacancy that may arise over the lifetime of the panel.

The CEA is an equal opportunities employer and is committed to championing a diverse, equitable, and inclusive workplace that reflects modern Ireland. The CEA strives to foster a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work.

Principal duties and responsibilities of the role

The responsibilities associated with this challenging and demanding role are wide and varied. In that context, the following is a non-exhaustive overview of some of the principal duties and responsibilities associated with the position.

1. HR Operations and General Management

- Act as the first point of contact for HR-related queries, responding to routine enquiries and escalating matters as appropriate.
- Manage the HR shared mailbox and ensure correspondence is responded to promptly and professionally.
- Maintain accurate employee records and HR filing systems in compliance with data protection and records management requirements.
- Support the administration of HR policies, procedures and employee communications.
- Administer onboarding and offboarding processes, ensuring a positive employee experience and completion of all required documentation.
- Coordinate probation review documentation and maintain accurate records of probation milestones.
- Assist with the preparation of HR documentation, letters, forms and employee correspondence.
- Support HR audits and ensure personnel files are maintained to a high standard.
- Liaise with internal and external stakeholders to support the effective delivery of HR services.

2. Recruitment and Workforce Planning

- Support the administration of end-to-end recruitment campaigns, including advertising, candidate communications, interview scheduling and preparation of recruitment materials.
- Assist with the development and publication of recruitment documentation including job booklets, candidate information packs and vacancy notices.
- Coordinate interview arrangements and support interview panels as required.
- Prepare contracts, offer documentation and associated onboarding paperwork for new hires.

- Liaise with recruitment agencies, service providers and candidates throughout the recruitment process.
- Support workforce planning activities through the maintenance of recruitment trackers and staffing data records.
- Assist in preparing recruitment and workforce planning reports for management and external stakeholders.
- Coordinate pre-employment checks and ensure all relevant documentation is obtained and recorded.

3. Employee Relations and Performance

- Support the administration of employee lifecycle activities including induction, probation, learning and development, internal transfers and exits.
- Coordinate employee induction programmes and ensure all new starters receive the necessary information, equipment and supports.
- Coordinate learning and development activities, including scheduling training, liaising with providers, maintaining attendance records and evaluating participation.
- Maintain training records and assist with the administration of mandatory and statutory training programmes.
- Monitor absence records and prepare reports for review by the HR Officer.
- Support the administration of performance management processes, including maintaining records and tracking completion of required reviews.
- Promote a positive employee experience by providing high-quality administrative support and customer service.
- Participate in HR projects, staff engagement initiatives and organisational events as required.

4. HR Data and Reporting

- Maintain employee information across HR systems and databases, ensuring the accuracy, integrity and confidentiality of all data.
- Act as the primary administrator for HR systems, including time and attendance systems, and provide first-line support to users.
- Generate regular HR reports relating to staffing, absence, recruitment, training and other people metrics.
- Assist with data analysis and preparation of reports, dashboards and presentations for management.
- Support the preparation of information required for Parliamentary Questions (PQs), Freedom of Information (FOI) requests, Annual Reports and other governance requirements.
- Identify data quality issues and support continuous improvement initiatives to enhance HR reporting capabilities.
- Assist with maintaining organisational charts and records relating to organisational structures and reporting relationships.
- Ensure compliance with GDPR and data protection requirements in all HR administration and reporting activities.

5. Continuous Improvement and Corporate Support

- Contribute to the continuous improvement of HR processes, procedures and administrative systems.
- Support the implementation of HR initiatives and organisational change programmes.
- Assist with the review and updating of HR policies, procedures and employee guidance materials.
- Build and maintain effective working relationships with colleagues and stakeholders across the organisation.
- Promote the values and culture of the CEA through professional conduct and high standards of customer service.
- Participate in cross-functional projects and other duties appropriate to the grade as required.

The above is not, and does not purport to be, a comprehensive list of all duties involved and, consequently, the post holder may be required to perform other duties appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

The Authority reserves the right to change the successful candidate's reporting line(s) and/or alter assigned responsibilities from time to time in accordance with organisational needs and priorities.

PERSON

Essential requirements

The successful candidate will, on or before the closing date, possess the following:

- A relevant third-level qualification in Human Resources, Business, Management, or related discipline.
- A minimum of two years' experience in Human Resources, People Operations, HR Administration, Recruitment, or related role.

Essential Skills & Attributes

The successful candidate will be capable of demonstrating in their career:

- Experience supporting recruitment, onboarding, employee records management, learning and development, or other HR administration functions.
- Experience maintaining accurate records and handling confidential information in accordance with data protection requirements.
- Experience using HR systems, databases, or other business systems to maintain employee information and generate reports.
- Demonstrable experience preparing reports, maintaining accurate data records, and working with Microsoft Office applications, particularly Excel, Word and Outlook.
- Excellent organisational and administrative skills with the ability to manage multiple priorities and work to deadlines.
- Strong attention to detail and commitment to accuracy.
- Excellent interpersonal, verbal and written communication skills.
- A strong customer service focus with the ability to build positive working relationships across the organisation.
- The ability to work on their own initiative while contributing effectively as part of a team.
- A professional, confidential and discreet approach when handling sensitive information.

Desirable Requirements

- CIPD qualified or actively working towards same
- Previous experience working within an Irish Public Sector HR environment.
- Experience supporting recruitment campaigns, onboarding programmes, or learning and development activities.
- Experience preparing HR metrics, reports, dashboards or management information.
- Experience developing and maintaining document management and records management systems.

The post holder will also be expected to be able to demonstrate that they possess the key competencies for effective performance at Executive 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 Application Form to recruitment@cea.gov.ie.

Should you wish to have a confidential discussion regarding the role, to arrange same you should contact Ms. Amy Murray, Senior HR Manager at hr@cea.gov.ie or 087 4477327.

The deadline for applications is **3pm on Monday, 14th September 2026**.

Interviews will be held in October 2026.

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:

- the 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.

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, you should be sure to check junk/spam folders lest any emails be mistakenly filtered. The CEA accepts no responsibility for communications 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 expenses, 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.

Code of Practice

The selection process for appointments will be conducted in accordance with the Code of Practice Appointment to Positions in the Civil Service and Public Service (2022) published by the Commission for Public Service Appointments and are available at www.cpsa.ie. Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates.

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 ensuring that they describe the records sought in the greatest possible detail to enable us to identify the relevant record (s).

Candidates' rights - review procedures in relation to the selection process

The selection process for this competition is being carried out in accordance with the principles set out in the Code of Practice for Appointment to Positions in the Civil Service and Public Service. This Code of Practice can be accessed through the Commission for Public Service Appointments website at www.cpsa.ie.

Information regarding review procedures is set out in Sections 7 and 8 of the above Code of Practice. (The two procedures are mutually exclusive other than in the most exceptional circumstances which will be determined by the Commission at its sole discretion.)

- **Informal Review:** Where possible, and only with the agreement of the candidate, every effort will be made to resolve any issues/complaints by way of an informal process.
- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to their candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSA's Code of Practice.

Timelines for review requests are as follows.

Section 6 Informal Review	SECTION 7 Formal Review	SECTION 8 Formal Review
Request for Informal Review – within 5 working days of the original selection decision: Decision to issue within 5 working days from receipt of the request.	Interim stage of competition Request for Formal Review – within 2 working days of receipt of decision. Final stage of competition Request for Formal Review – within 5 working days of the candidate receiving notification of either the original decision or the decision on their informal complaint. Decision to issue within 25 working days.	Request for Formal Review – within 5 working days of the candidate receiving notification of either the original decision or the decision on their informal complaint. Decision to issue within 25 working days. Appeal to the CPSA – 10 working days after receipt of decision arising from office holder's review

Complaints process

A candidate may believe there was a breach of the Commission's Code of Practice by the CEA that may have compromised the integrity of the decision reached in the appointments process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the Authority, in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the office holder (in this instance the Director of Governance and Support Operations), in the first instance. 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 CEA has fallen short of the principles of this Code.

On receipt of a complaint the CEA may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice 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

There is no obligation on the CEA to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, 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 at its sole discretion.

Requests for feedback

Feedback in relation to the selection process is available on request. Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes which 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.

Review process

Complaints/requests for review will be considered by Human Resources in accordance with the procedures set out in the Code of Practice. The Code of Practice may be accessed by visiting www.cpsa.ie or by contacting the Commission.

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 has a Stamp 4 permission¹ or a Stamp 5 permission.

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).

¹ Please note that a 50 TEU Visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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.

Employer of Choice

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

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

PRINCIPAL CONDITIONS OF SERVICE

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 June 2026):

Executive Officer - Personal Pension Contribution (PPC) Scale

€38,803 €40,764 €41,871 €44,030 €45,965 €47,838 €49,703 €51,534

€53,419 €55,296 €57,289 €58,624 €60,527 (LSI1) €63,227 (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 whereby the appointee 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 (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 current serving civil or public servant.

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

Payment will be made weekly/fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code have been supplied on appointment and statutory deductions from salary will be made as appropriate.

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, NDP Delivery 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.
- 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.

The Organisation of Working Time Act

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

Headquarters

Headquarters will be such as may be designated from time to time by the Head of the Department/organisation. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations

Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role.

Annual Leave

In addition to the usual public holidays, the annual leave allowance for this position is 23 days rising to 24 days after 5 years' service, to 25 days after 10 years' service, to 26 days after 12 years' service and to 27 days after 14 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 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.

The CEA is committed to embracing opportunities for blended working and as an employer, the CEA operates a blended working policy that facilitates access to remote working options having regard to organisational requirements.

There is a requirement for employees on probation to attend the office full time for the initial three months of probation for the purpose of:

- assisting with adapting to their new role and work environment
- facilitating ongoing engagement with managers and with team members
- facilitating team bonding and collaborations
- facilitating face-to-face meetings and training where required and/or
- assisting with the assessment of the probationer's performance during the probationary period.

The probationary employee will be entitled to apply for blended working on a phased basis during the probation period. It is envisaged that following a satisfactory probationary review at three months, employees will be entitled to apply for one day remote working, and two days at six months.

All blended working arrangements in the CEA are subject to the 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 per week. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the Civil Service overtime regulations.

Training and Development Opportunities

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.

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.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms

may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

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

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

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

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

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

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

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 ill-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, **there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension**, that existed prior to the application nor is there an entitlement to same.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post ill-health retirement from Public Service

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
1. 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.

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.

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(s).

APPENDIX 1: Civil Service Competency Framework Executive Officer Level Competencies Extract

Executive Officer Level Competencies	
Effective Performance Indicators	
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
Specialist Knowledge, Expertise and Self Development	Expresses self in a clear and articulate manner when speaking and in writing
	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
Drive & Commitment to Public Service Values	Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
	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