



# CEA

---

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

**Director of  
Civil Enforcement**

Candidate Information Booklet

**Closing Date: 17 August 2022**

# DIRECTOR OF CIVIL ENFORCEMENT

## 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 underpinning*

The CEA is provided for by the Companies Act 2014, as amended by the Companies (Corporate Enforcement Authority) Act 2021.

### *Functions*

The CEA’s primary functions are to:

- promote compliance with company law,
- 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, making applications to the High Court as necessary),
  - take District Court 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, i.e., in the Circuit Court.

## Location

The post holder will be based in the CEA’s offices at 16 Parnell Square, Dublin 1. Consideration may be given to blended working options, subject however to both organisational requirements and Government policy.

## Senior management structure and organisational resourcing

The CEA's senior management structure comprises of:

- one Member of the Authority (i.e., the Chief Executive Officer), and
- eight Directors, each of whom has responsibility for the leadership and management of one of the CEA's Directorates. The eight Directorates are as follows:
  - Civil Enforcement
  - Criminal Enforcement
  - Insolvency Supervision
  - Digital Investigations & Analytics
  - Legal
  - Legal & Policy
  - Finance & ICT
  - Governance & Support Operations

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 accountants, lawyers, digital forensics professionals and seconded members of An Garda Síochána.

### *Further information*

Further information regarding the CEA, its functions and its activities is available from its website at <https://cea.gov.ie/> and on its social media channels on LinkedIn and Twitter.

## The role

### *Overview*

Reporting to the Chief Executive Officer, this is a senior management level role. As such, the successful candidate must be capable of demonstrating both an appreciation for the pivotal nature of his/her role and functions within the organisation and the capability to operate effectively at this level of seniority.

The successful candidate can look forward to a varied and challenging portfolio of responsibilities and involvement in work that is both innovative and ground-breaking. The responsibilities associated with this role are wide and varied and the successful candidate will be presented with an excellent opportunity to lead, and contribute to the establishment and development of, a modern law enforcement agency.

### *Principal responsibilities*

The following is a (non-exhaustive) overview of the principal responsibilities associated with the role of Director of Civil Enforcement.

#### Leadership of the Assessment function

Most matters coming to the CEA's attention (e.g., complaints from members of the public, auditors' reports, examiners' reports, referrals from other regulatory and enforcement bodies) are dealt with in the first instance by the Assessment Unit. The Assessment Unit's role is, broadly speaking, threefold, namely to:

- i. examine all matters coming within its remit to assess their nature and relative seriousness,
- ii. where applicable, refer/escalate appropriate matters to the Criminal Enforcement, Insolvency Supervision and/or Legal Directorates in a timely manner,
- iii. promote and secure compliance with company law through the use of a range of statutory and non-statutory civil measures.

#### Leadership of civil enforcement activities

Where more significant civil enforcement action is warranted, the Director of Civil Enforcement will lead on, and manage, that action – in conjunction, as necessary, with the Legal function.

#### Leadership of the Advocacy function

The Advocacy Unit is responsible for leading on the CEA's statutory mandate of encouraging compliance with the Companies Act 2014. It does so through a range of strategies, including through:

- the development, publication and maintenance of a suite of information and guidance resources,
- the delivery of presentations to professional bodies, future company directors and other stakeholders, and
- engagement at industry and stakeholder events.

#### Communications & stakeholder engagement

The Director of Civil Enforcement will also have responsibility for leading and managing the CEA's relationship with the media and other relevant stakeholders. This aspect of the role will include developing, and leading on the implementation of, the CEA's media and stakeholder engagement strategies.

#### Leadership and management of staff

The above activities will involve leading, mentoring and managing staff, including, as the need arises, forensic accountants.

#### Leadership and management

As a member of the CEA's senior leadership team, the successful candidate will also:

- contribute effectively to the overall leadership of the organisation and to the achievement of its strategic and operational goals and objectives,

- contributing effective leadership in the context of the organisation's risk identification, measurement and management processes,
- contribute effectively to the formulation and execution of organisational strategy and policy,
- contribute to, and lead on, the setting, promoting, embedding and maintenance of high standards of professionalism across the organisation,
- represent the CEA in various fora, as required,
- establish and develop strong collaborative relationships across a multi-disciplinary organisation,
- manage multiple agendas, projects and tasks and manage competing priorities in an effective manner,
- contribute effective leadership in the context of organisational change and modernisation,
- contribute effectively to the CEA's ongoing compliance with its obligations as a public sector organisation,
- perform other duties, as assigned from time to time.

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

Members of the Authority reserve the right to assign, and reassign, responsibilities from time to time in accordance with organisational needs and priorities.

**Candidates will also be expected to be able to demonstrate that they possess the key competencies for effective performance at Principal Officer level which have been outlined in Appendix 2.**

**Essential Requirements**

The successful candidate will:

- possess a relevant professional qualification, i.e., be (i) a member of a body of accountants recognised by the Irish Auditing & Accounting Supervisory Authority (i.e., ACCA, ICAI, ICPAI), or (ii) a solicitor, or (iii) a barrister-at-law,
- be capable of demonstrating a high degree of specialist knowledge and expertise relevant to the role (e.g., in areas such as company law, audit, financial reporting, governance, enforcement/regulation in a relevant area of activity), and
- have acquired a minimum of five years' relevant post-qualification experience at a suitably senior level.

**Other skills, qualities and attributes**

The successful candidate will:

- be capable of demonstrating a strong track record in the delivery of high quality results in a fast-paced environment, under pressure and to tight deadlines,
- be capable of demonstrating a strong track record of mastering complex and wide-ranging briefs and assimilating large volumes of complex data and doing so quickly,
- be capable of demonstrating a strong track record in the exercise of sound professional judgement,
- be capable of demonstrating a strong track record in managing multiple agendas, projects, tasks and assignments in an effective manner,
- possess strong leadership capabilities and the ability to identify quickly strategic issues and risks arising on an ongoing basis,
- possess the capacity to operate effectively and credibly at senior levels, both within the organisation and externally,
- be capable of demonstrating an appreciation of the challenges associated with working in a multi-disciplinary environment and the necessary flexibility and adaptability to work effectively with all other relevant colleagues and stakeholders across sectoral, organisational and professional boundaries,
- possess excellent communications and interpersonal skills,
- be capable of demonstrating an appreciation of the CEA's objectives, a keen awareness of the environment within which it operates and of the particular obligations which stem from the CEA's status as a public body funded entirely by the Exchequer, and a strong commitment to serving the public interest.

## Other Eligibility criteria

### HEALTH & CHARACTER

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. Successful candidates for these posts will require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts. It is important that candidates list their previous civil or public service employment, if they have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

### CANDIDATES WITH DISABILITIES

Candidates who have indicated on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/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 – ([suzanne.young@cea.gov.ie](mailto:suzanne.young@cea.gov.ie)) by 5.00pm, Wednesday, 17<sup>th</sup> August 2022.

### 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

**To qualify candidates must be eligible by the date of any job offer.**

#### Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public 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 Incentivized 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 monies. 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 reemployment 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 incentivized 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.

**APPLICATION PROCESS**

To formally apply for the post, interested applicants will be required to submit by the closing date: **Wednesday, 17<sup>th</sup> August 2022 by 5.00pm** the following completed form:

- Application Form

**SELECTION PROCESS**

The selection process will include a short-listing of candidates on the basis of the information provided in the application to reduce the list of candidates for interview. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements of the post.

- 1<sup>st</sup> Round Interview (Panel)
- 2<sup>nd</sup> Round Interview (Panel) – including a requirement to submit and present a PowerPoint presentation.

**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 Head of HR decides.

---

# PRINCIPAL CONDITIONS OF SERVICE

## GENERAL

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

## SALARY

The Salary Scale for the position is as follows: (rates effective from 1<sup>st</sup> February 2022):

### PO Personal Pension Contribution (PPC)

Scale - €91,609   €95,496   €99,354   €103,240   €106,518   €109,917(LSI1)   €113,313(LSI2)

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

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

Long service increments may be payable after 3(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 with the CEA.

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 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 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 Carers 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.

#### **LOCATION**

The position is based in the CEA's offices in Dublin and 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.

#### **UNFAIR DISMISSALS ACTS 1977-2005**

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

#### **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.

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

## **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 compromises his/her integrity.

## **ANNUAL LEAVE**

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

## **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.

## **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 Incentivized 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 these schemes and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e., the added years previously granted will not be taken into account in the calculation of the pension payment).

### **ILL-HEALTH-RETIREMENT**

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

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

### **APPOINTMENT POST ILL-HEALTH RETIREMENT FROM CIVIL SERVICE**

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

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

### **APPOINTMENT POST ILL-HEALTH RETIREMENT FROM PUBLIC SERVICE:**

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

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

**PENSION ACCRUAL**

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

**Additional Superannuation Contribution**

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

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:**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

**Civil Service Code of Standards and Behaviour:**

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

**Ethics in Public Office Acts:**

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

**Prior approval of publications:**

An officer will agree not to publish material related to 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 working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

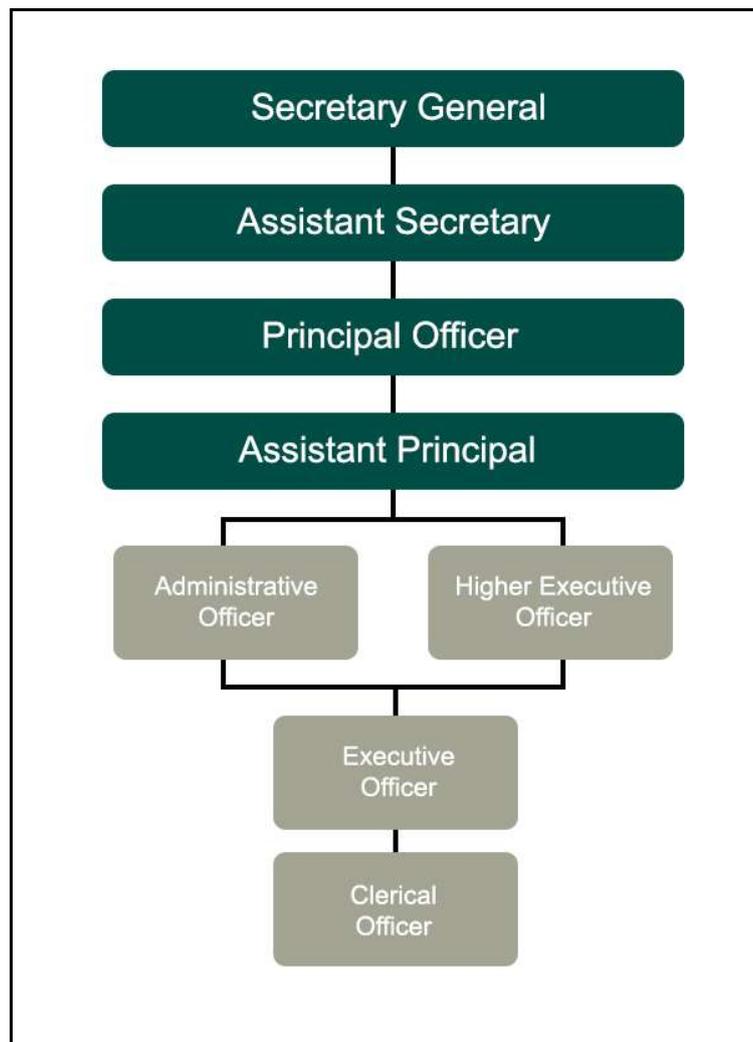
**IMPORTANT NOTICE**

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 General Grade Structure



## APPENDIX 2: 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 an 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 grasps 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, recognizing & 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 &amp; 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

---

## APPENDIX 3: Applicant Privacy Statement

### Department of Enterprise, Trade and Employment

#### Purpose of Processing

The Department of Enterprise, Trade and Employment (DETE) is supporting the recruitment and selection processes to fill vacancies in the Corporate Enforcement Authority. When applying for these competitions applicants are asked to submit a range of documents, e.g., application form, and CV etc.

This Applicant Privacy Statement had been produced for applicants applying for positions in the Corporate Enforcement Authority and further information on the General Data Protection Regulation “GDPR” and Subject Access Requests can be found at <https://enterprise.gov.ie/en/Data-Protection/>.

There is a legal basis for processing this data and the data is also shared as necessary, see below.

Recipient/Shared With	Reason
DETE HR Management Unit	Certain information is required for inclusion in the contract for successful applicants.
Selection Board	Information required for shortlisting and interview process.

DETE is fully aware of GDPR requirements and all related data is managed in compliance with the relevant regulations. For successful candidates, their application and any related paperwork will be retained for the duration of their employment and as necessary for a period thereafter. For unsuccessful candidates, applications and correspondence shall be retained for 6 months, or where panels are formed, 6 months after the panel expires. Where any data is retained, this will be managed by the HR Management Unit. All data will be treated in confidence and all appropriate security measures will be applied.

#### Applicants Entitlements

DETE on behalf of the Corporate Enforcement Authority recognises that applicants have entitlements and these are outlined below.

#### Access

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

#### Erasure

Applicants can request the data held be erased.

#### Rectification

Applicants can have any incorrect information corrected.

#### Objection

Applications can object to this information being processed

**Complain**

Applicants can make a complaint to the internal Data Protection Officer "DPO" (contact details below) and/or make a complaint to the relevant authority – Data Protection Commission in Ireland

**DETE DPO Contact Details**

Email: [dataprotection@enterprise.gov.ie](mailto:dataprotection@enterprise.gov.ie)

or

Data Protection Officer  
Department of Enterprise, Trade and Employment  
23 Kildare Street  
Dublin 2  
D02 TD30

**For Further information on Data Protection:**

The website of the Data Protection Commissioner – [www.dataprotection.ie](http://www.dataprotection.ie) or make contact with the Office of the Data Protection Commissioner by phone on Telephone 1800 437737.