



AN ROINN DLÍ AGUS CIRT AGUS COMHIONANNAIS
DEPARTMENT OF JUSTICE AND EQUALITY

CANDIDATES' INFORMATION BOOKLET

Open Competition for appointment to the unestablished position of:

EMPLOYEE AND INDUSTRIAL RELATIONS OFFICER

in the

IRISH PRISON SERVICE

(3 YEAR FIXED TERM CONTRACT)

Closing Date: 27 November 2015

EMPLOYEE AND INDUSTRIAL RELATIONS OFFICER
in the
IRISH PRISON SERVICE

Background Information

The Irish Prison Service (IPS) is responsible for the safe and secure detention of persons in custody in establishments located throughout the country. The IPS operates as an executive agency within the Department of Justice and Equality. It is headed by a Director General supported by 5 Directors. Its headquarters is located at IDA Business Park, Ballinalee Road, Longford.

Location of Prisons

There are 13 institutions in the Irish prison system. These institutions are as follows:

- 10 traditional “closed” institutions – Mountjoy Prison and the Dóchas Centre, both on North Circular Road, Dublin 7; Wheatfield Prison and Cloverhill Prison, both in Clondalkin, Dublin 22; Arbour Hill Prison, Dublin 7; Portlaoise Prison and Midlands Prison, both in Portlaoise, Co. Laois; Limerick Prison; Cork Prison; and Castlerea Prison, Co. Roscommon.
- Two open centres, which operate with minimal internal and perimeter security – Shelton Abbey, Arklow, Co. Wicklow and Loughan House, Blacklion, Co. Cavan.
- One “semi-open” facility with traditional perimeter security but minimal internal security - Training Unit, North Circular Road, Dublin 7.

The majority of female prisoners are accommodated in the Dóchas Centre, Mountjoy Campus, Dublin 7, with the remainder accommodated in Limerick Prison.

Campus based governance has been introduced in three locations:

- Mountjoy Campus (Mountjoy Prison, Dóchas Centre and Training Unit)
- West Dublin Campus (Wheatfield and Cloverhill Prisons)
- Portlaoise Campus (Portlaoise and Midlands Prisons)

Tenure of appointment

This appointment is on the basis of a fixed term contract for three years.

Requirements for post

Contextual / Role specific Requirements

In addition to the competency profile set out below for appointment to Employee and Industrial Relations Officer, the ideal candidate for this position will demonstrate:

- Ability to engage, influence and negotiate with peers and external stakeholders credibly and effectively, and to work effectively at a strategic level across the Irish Prison Service;
- Excellent people management skills and a proven ability to manage, develop and get the best from a team;
- A proven ability to design and deliver major change initiatives to include organisation design, people management and performance improvement;
- The vision, drive, energy and resilience to deliver a significant programme of reform and renewal;
- Extensive knowledge of HR practice, the public sector reform agenda and its associated HR developments and challenges together with an understanding of the role of the IR machinery of the State centred around the Workplace Relations Commission - incorporating the National Employment Rights Authority (NERA), Equality Tribunal (ET), Labour Relations Commission (LRC), Rights Commissioners Service (RCS), and the first-instance (Complaints and Referrals) functions of the Employment Appeals Tribunal (EAT);
- A clear understanding of, or the capacity to quickly develop a clear understanding of, the current administrative and organisational environment within which the Prison Service operates;
- Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills;
- Strong analytical skills and ability to develop, implement and evaluate high level of strategy/policy, coupled with the ability to ensure oversight of performance;
- Excellent written, oral, interpersonal and presentation skills.

Job Description

The Employee and Industrial Relations Officer, Irish Prison Service, is a new fixed-term contract post remunerated at Principal Officer equivalent. Located at the IPS Headquarters in Longford, the Employee and Industrial Relations Officer will be a key member of the senior management team of the IPS and will be expected to contribute actively to the successful achievement of the Service's strategic objectives. It should be noted that this role will require travel to other IPS locations, particularly in Dublin and Portlaoise.

The Employee and Industrial Relations Officer will be the project lead on the development and implementation of a new structure under which Industrial Relations issues in Irish Prisons Service are to be addressed and including a robust dispute resolution process. It is envisaged that once finalized, this process will present a platform for progressing ongoing change and workplace reforms in the IPS, in line with national pay agreements and the business strategy of the IPS. It is intended that the development, consultation, implementation and review of such a process will take place over the next 1 – 3 years.

In tandem with this, the Employee and Industrial Relations Officer will also be responsible for the development of a revised strategy and process around employee engagement on a wide variety of employee related issues.

The Employee and Industrial Relations Officer will report directly to the Director of Staff and Corporate Services of the IPS. In addition to the core work outlined above, he/she will be responsible for the management of the IPS's relationships with unions - mainly the Prison Officers' Association (POA) - and the facilitation of all industrial relations issues at the IPS and staff engagement.

Main Duties and Responsibilities

- Lead on all employee and industrial relations issues on behalf of the IPS, including change and new policy initiatives.
- Develop an effective stakeholder management strategy for industrial relations.
- Manage the day-to-day working relationships with relevant employee unions on behalf of the IPS.
- Structure and manage all internal corporate communications with staff regarding staff engagement generally.
- Serve as the lead focal point for IPS negotiations and communication with relevant unions, for example regarding change management, attendance management strategy, procedures and policies for issues such as transfers, promotions, etc.
- Represent the IPS at negotiations for national wage agreement (such as those which led to the Haddington Road and Lansdowne Road Agreements).
- Advise IPS management regarding the development, application, and interpretation of industrial and employee relations policies and practices.
- Monitor implementation of policies relating to industrial relations, to ensure compliance with terms of employment contracts.
- Report to the Director of Staff and Corporate Services on all areas of employee and industrial relations as required, raising risks and issues as appropriate.
- Proactively identify and drive improvements in the industrial relations area.
- Participate in ongoing HR projects as required.
- Identify strategies and projects to support continuous improvement in this area and ensure the IPS's monitoring and reporting processes are efficient and effective.
- Perform other duties as required from time to time by IPS senior management.

Key Competencies for post

- Leadership
- Negotiating Skills
- Managing Relationships
- Personal Drive for Results

Competency means the behaviours that are needed in order to do the job well. The competency framework listed below identifies 12 individual competencies associated with effective performance for the post of Employee and Industrial Relations Officer at the Irish Prison Service. These competencies have been clustered under the headings of four key competencies as illustrated below:

Leadership	Negotiating Skills	Managing Relationships	Personal Drive for Results
Ability to provide effective leadership, direction and motivation	Demonstrates persistence, tenacity, patience and flexibility when appropriate	Managing Critical Relationships	Organisational Skills
Leads on the management of Change	Maintains focus on the goals and requirements of the IPS	Communication and inter-personal effectiveness	Results Orientated Approach
Corporate Contribution	Is effective at influencing others	Strong networking skills	Professional Integrity and personal responsibility

Eligibility to compete and certain restrictions on eligibility

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Incentivised Scheme for Early Retirement (ISER):

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

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider

public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

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

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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

Tenure and Probation

The appointment is to an unestablished position on a fixed term contract basis for a period of three years in the Irish Prison Service (IPS).

The appointee must serve a probationary period, which normally will last for one year. Should the appointee be satisfactory as regards health, conduct and efficiency generally during the probationary period, the appointee will, on completion of the period, be appointed to the period of tenure set out above (i.e. three years). Should the appointee's service be unsatisfactory, the appointment may be terminated at any time during the contract period.

Headquarters

The post will be located at the headquarters of the Irish Prison Service, IDA Business Park, Ballinalee Road, Longford. No removal or other expenses will be paid by the Department of Justice and Equality. The successful candidate will be expected attend daily at that location. From time to time the Employee and Industrial Relations Officer will be expected to travel to other offices and institutions of the IPS, particularly in Dublin and Portlaoise, as part of his/her role.

Salary

The current salary scale for this position is as follows:

€79,401.00

€82,587.00

€85,750.00

This equates to the Principal Officer standard scale (Personal Pension Contribution) PPC salary rate effective as of 01 July 2013

Important Note: Different terms and conditions may apply if immediately prior to appointment the appointee is already a serving Civil or Public Servant.

Payment of increments

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy and shall not be subject to negotiation. Increments along the scale of salary may be granted annually subject to satisfactory service.

Superannuation and Retirement

The appointee 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 <http://www.per.gov.ie/pensions>

Important Note: Pensionable benefits are determined in accordance with Section 9, Financial Emergency Measures in the Public Interest Act 2010.

Pension treatment of existing public servants

Where the appointee is an existing public servant appointed before 1 January 2013, different pension arrangements may apply, e.g. 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. The pension entitlement of such appointees will be established in the context of their public service employment history.

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

Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68 in line with State Pension age changes).

Retirement Age:

Scheme members must retire at the age of 70.

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 the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

If the appointee was previously employed in the Civil 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 and Local Government (Circular Letter LG(P) 06/2013) which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007 The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2 or 3** of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme **will immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health Retirement For an individual who has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject

to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced 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.

Pension-Related Deduction

The appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

Disclosure of Information

All appointees will be required to disclose all information and sign a declaration relating to any prior public service employment in order to correctly determine one's public service pension entitlement. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.

General terms

This appointment will be subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Civil Service.

The appointment will also be subject to the Civil Service Code of Standards and Behaviour (issued by the Standards in Public Office Commission) and well as to the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014. Appointees will agree not to disclose to third parties any confidential information, either during or subsequent to the period of employment.

An officer will agree not to publish material related to his or her official duties without the prior approval of the Minister for Justice and Equality.

Political Activity

This appointment will be subject to the rules governing civil servants and politics.

Duties

The appointee will be required to perform any duties assigned from time to time by direction of the Irish Prison Service as appropriate to the position of Employee and Industrial Relations Officer.

Outside Employment

The position is whole-time and an appointee may not be connected with any outside business which would interfere with the performance of his/her official duties.

Confidentiality

The successful candidate will be required to ensure that all information relating to the IPS is held in a secure manner; and to meet all requirements of the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003, the Official Secrets Act 1963 and the Freedom of Information Act 2014.

Annual Leave

The annual leave for this position is 30 days. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes per week.

No additional payment will be made for extra attendance (over and above 43 hours and 15 minutes per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

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. Where the appointee pays the Class A rate of PRSI, he/she will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Irish Prison Service. Payment of salary 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.

The Organisation of Working Time Act 1997

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

Termination of contract

Either party may terminate the contract of employment at any time by giving sufficient notice as provided for under the Minimum Notice and Terms of Employment Acts 1973 to 2005.

IMPORTANT NOTE ON TERMS AND CONDITIONS

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

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

COMPETITION PROCESS

How to Apply

Applications should be submitted by email to candidateregister@irishprisons.ie. All sections of the form must be fully completed.

Applications will not be accepted after the closing date.

Closing date

Your application must be submitted to not later than 3.00 pm, Friday, 27 November 2015.

The interviews for this post are likely to be held in December 2015/January 2016.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Department of Justice and Equality. The Department accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Department of Justice and Equality may decide that a number only will be called to interview. In this respect, the Department provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

References

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (3 names and contact details). The referees listed here do not have to include your current employer, but should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration at final interview stage.

Confidentiality

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

Security Clearance

Garda vetting will be sought in respect of individuals who come under consideration for appointment.

Other important information

The Department of Justice and Equality will not be responsible for refunding any expenses incurred by candidates. The successful candidate will not be paid removal expenses.

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

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

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

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

The Department of Justice and Equality will consider requests for review in accordance with the provisions of the Codes of Practice published by the Commission for Public Service Appointments (CPSA). The Codes of Practice are available on the website of the CPSA at <http://www.cpsa.ie>.

Where a candidate is unhappy with an action or decision in relation to an application, he/she can seek a review under Section 7 of the relevant Code of Practice:-

- The candidate must address his/her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the Director

of Staff and Corporate Services of the Irish Prison Service, in the first instance. A complaint or request for review must be made within 10 working days of the notification of the initial decision or within 5 working days of the outcome of the informal review stage, if availed of.

- However, where the decision being conveyed relates to an interim stage of a selection process, a request for review must be received within 4 working days of the date of receipt of the decision. Candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them
- In communicating the outcome to the candidate, which will be done by means of written report, the initial reviewer should indicate that he/she may seek further review by referring the matter to the Decision Arbitrator and that a request to do so must be made with 7 working days of receipt of the outcome of the initial review.

Where a candidate believes that an aspect of the process breached the CPSAs Code of Practice, he/she can have it investigated under Section 8 of the Code by the CPSA.

Candidates' Obligations

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

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

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

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

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

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

Specific candidate criteria

Candidates must:

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

and

if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request.

Data Protection Acts, 1988 and 2003

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 and 2003, please submit your request in writing to: Information Access Officer, Irish Prison Service, IDA Business Park, Ballinalee Road, Longford, Co. Longford, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Public Appointments Service'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.