Seirbhís Phríosúin na hÉireann
Irish Prison Service

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of

Assistant Principal Officer (Finance) in the Irish Prison Service

Closing Date: 3pm on Friday 18th September, 2026

Circular 35/2026

The Irish Prison Service is committed to a policy of equal opportunity.
The Irish Prison Service will run this competition in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA)
Codes of practice are published by the CPSA and are available on www.cpsa.ie

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Introduction

The Irish Prison Service is responsible for the provision of safe and secure custody, dignity of care and rehabilitation to people in custody for safer communities. The Irish Prison Service operates as an executive office within the Department of Justice, Home Affairs and Migration. It is headed by a Director General supported by a number of Directors. The Irish Prison Service is a key component in our country's Criminal Justice System. It employs some 3,700 uniformed and civilian staff.

Currently, the Irish Prison Service estate is made up of 13 prisons; 10 closed Prisons (Arbour Hill, Castlerea, Cloverhill, Cork, Dochás, Limerick, Midlands, Mountjoy, Portlaoise, Wheatfield), Training Unit (Mountjoy) and two Open Centres (Loughan House and Shelton Abbey). Prisoner numbers have been increasing over the past number of years. The Irish Prison Service currently manages approximately 6,000 people in custody at any one time, both male and female, aged 18 and over.

Irish Prison Service Headquarters (HQ) is located in Longford. HQ is made up of five Directorates including Care and Rehabilitation, Operations, Human Resources, Finance and Estates, and Corporate Services, Governance and ICT.

The Role of Assistant Principal Officer

The Assistant Principal Officer is a senior managerial grade in the Civil Service and is a critical post in terms of ensuring quality service delivery to the public.

The role of Assistant Principal Officer is a hugely diverse one. Assistant Principal Officers are key participants in the senior management process of the Irish Prison Service with a critical management role in implementing and overseeing the implementation of Irish Prison Service strategy and policy.

They are key drivers of the Civil Service Renewal Plan 2030 which outlines a vision for the Civil Service including practical changes that will create a more unified, professional, responsive, open and accountable Civil Service, providing a world-class service to the State and to the people of Ireland. They play a central role in helping to driving organisational change.

They report to a Principal Officer but will also advise and interact with senior management in respect of their areas of responsibility. Assistant Principal Officers may be required to act as representatives for the Irish Prison Service both in terms of interagency working across the Public Service and at a European and international level.

Assistant Principal Officer (Finance)
Role Specification

The role of the Assistant Principal Officer (Finance) is to support the Head of Finance in the provision of professional support and advice across all Directorates and Institutions

and to further develop Financial Management Systems to support greater efficiencies and the achievement of value for money.

The appointee will be responsible for the following:

- Proactive leadership, management and supervision of the Finance team including performance management to ensure maximum contribution of the team as a whole;
- Plan and prioritise work in terms of importance, timescales and other resource constraints and re-prioritise in light of changing circumstances;
- Oversee the financial management, control and reporting systems (including supplier payments, fixed assets and travel & subsistence) to support effective financial management and budgetary control systems, IPS policies, decision making and strategic planning;
- Critically assess and drive the ongoing improvement of financial systems and processes;
- Design, implement and monitor financial Policies, Protocols and Standard Operating Procedures (SOPs);
- Lead, coordinate, prepare and deliver annual budgets and profiles, the Annual Report and Appropriation Accounts;
- Lead the implementation of the Central Government Accounting Standards;
- Liaise with external (Comptroller & Auditor General) and internal (Internal Audit Unit) auditors during audits including the preparation and coordination of information, responses, implementation plans and briefing documents;
- Provide expert advice across the organisation on financial management issues;
- Lead the Financial Management Shared Services (FMSS) Project including the migration of the financial management system and the migration and redesign of other accounting processes and systems as required,
- Take initiative and responsibility for all IPS Finance tasks and deliver them on time and to a high standard with a focus on solutions, accuracy and outputs;
- Present finance and accounting information in a confident, logical and convincing manner including the timely and accurate delivery of responses to FOIs, PQs, other Departmental requests, press and other queries and the provision of timely and accurate financial management information for briefing and to budget managers and local prison managers;
- Engage effectively with a range of internal and external stakeholders and ensure quality and efficient customer service to internal and external customers including managing the relationship with the Justice Financial Shared Services Centre and/ or the National Shared Services Office;
- Develop and maintain a network of contacts to facilitate problem solving or information sharing;
- Project management and other responsibilities as they arise.

<u>Please note that the above list is not exhaustive.</u>

Qualifications and Experience

Essential Requirements

Candidates must, on or before Friday 18 September, 2026 have:

- Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA);
- A minimum of four years relevant post qualification accountancy experience including management and financial accounting, analysis, reporting and control;
- A high degree of analytical, conceptual and problem-solving skills in financial and business management;
- Excellent process management, coordination and organisational skills;
- Flexibility and be results-focused with the ability to work under pressure, to tight deadlines with attention to detail;
- The capacity to operate effectively and credibly at senior levels, both within the organisation and externally;
- Excellent communication skills including influencing, persuading and problem solving;
- Experience of managing a large workload, staff and other resources;
- Experience of delivering projects and tasks on time and to a high standard;
- Well-developed IT skills including a familiarity with integrated Financial Management Systems, and good experience using Microsoft Excel and Word;
- The capability of operating effectively on their own initiative and/or as part of a team;
- A good understanding of public sector accounting and financial management systems or the ability to quickly acquire such an understanding; and
- The capacity to complete work thoroughly and to a high standard.

Desirable

- Experience in implementing and/ or evaluating financial and general systems and procedures;
- Experience in responding to internal and external audit queries and reports;
- Experience of effective Corporate Governance processes.

In addition to the above, candidates must also be able to demonstrate the Key Capabilities identified for effective performance at the level of Assistant Principal Officer as outlined below.

CAPABILITY FRAMEWORK ASSISTANT PRINCIPAL OFFICER

Building Future Readiness
• Digital Focus & Upskilling for the future • Strategy, Change and Reform
Leading and Empowering
• Leading, Motivating & Developing • Leading with Specialist Insight
Evidence Informed Delivery
• Delivering Excellence • Analysis, Judgement and Decision Making
Communicating and Collaborating
• Communicating & Influencing • Engaging & Collaborating

Please see application form/separate booklet for further details and information on the Capability Framework for the role of Assistant Principal Officer.

Employer of Choice

As an Employer of Choice, the Civil Service has many flexible and family friendly policies e.g. Work-sharing, 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.

Eligibility and Certain Restrictions on Eligibility to Compete
Citizenship Requirements

* Eligible candidates must be:

* a citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union (EU), Iceland, Liechtenstein and Norway; or

* a citizen of the United Kingdom (UK); or

* a citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

* a non-EEA citizen who has a stamp 4 permission* or stamp 5 permission

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

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER)

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

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non- eligibility).

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

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER

Scheme that persons will not be eligible for 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 incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Principal Conditions of Service

General

The appointment is to an established 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.

Pay

The Assistant Principal Officer Standard Salary PPC Scale (rates effective 1 June 2026) is as follows:

Personal Pension Contribution (PPC)

€83,113	€86,173	€89,277	€92,390	€95,499	€97,292 (NMAX)	€100,427 (LSI1) *	€103,576 (LSI2)*

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

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

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

Important Note

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

Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line will current Government Policy.

Tenure and Probation

The appointment is to a full-time permanent position on a probationary contract in the Civil Service. The probationary contract will be for a period of 9 months (extended to 12 if required) 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 Regulations Acts 1956-2005*. This decision will be based on your performance assessed against the criteria set out in (i) and (iii) above. The detail of the probationary process will be explained to you by the Irish Prison Service during your induction.

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 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 and
- Any other statutory provision providing that probation shall

  (i) Stand suspended during an employee's absence from work, and
  (ii) Be completed by the employee on the employees return to work after such an absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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

All appointees will serve a 9-month probationary period, extended to 12 months if required. 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.

Headquarters

The headquarters will be at the Irish Prison Service, Longford and as such may be designated from time to time by the Head of the Department/Office. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for the position of Assistant Principal Officer is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department/Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension

Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

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

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

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

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

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

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
  The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the

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

- **Ill-Health-Retirement**
  Please note that where an individual 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

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

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

IMPORTANT NOTICE

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 successful candidate.

Competition Process

Accessibility, Disability and Reasonable Accommodation for the Selection Process

We are committed to promoting equality of opportunity and to ensuring that our recruitment processes are accessible and inclusive for all candidates.

If you have a disability or if you think you may require a reasonable accommodation at any stage of the selection process, we strongly encourage you to make this known at the earliest opportunity so we can ensure you get the support you need. Such accommodations may include adjustments to the format or delivery of assessments, additional time, or other tailored supports.

All requests for reasonable accommodations will be considered on a case-by-case basis, having regard to the individual circumstances, in line with best practice and current legislation Having a disability or requiring adjustments will not impact your progress in the selection process, and you will not be disadvantaged by disclosing your disability or requirements. All information provided in this context will be treated as strictly confidential.

Candidates who wish to discuss or request a reasonable accommodation should:

· Indicate this on their application form, or

· Contact the recruitment team at ipsrecruitment@irishprisons.ie as early as possible.

Candidates should provide sufficient detail regarding the nature of the accommodation required to assist in making appropriate arrangements. Where necessary, we may seek supporting medical or professional documentation to facilitate the assessment of the request.

We are committed to engaging with candidates to ensure, insofar as practicable, that appropriate supports are put in place to enable equitable participation in the recruitment process for all candidates.

How to Apply

Candidates must complete the Application Process comprising the following:

- Section A – Overview of employment;
- Section B – Educational and continued professional development details;
- Section C – Specific examples (each section must be not exceed the word count as specified) setting out your experience and/or achievement and demonstrating how you have displayed each of the requested capabilities for the grade of Assistant Principal Officer and considering the essential and desirable requirements for the role of Assistant Principal Officer (Finance).

- Section D – Key achievements, experience, involvements and/or special qualities you possess which you feel support your application;
- Section E – Declaration.

An application will only be considered valid if all sections have been completed on the application form and it has been received by the closing date.

Please note candidates will be disqualified if they exceed the maximum word count as indicated for each section.

Closing Date

Applications must be submitted to ipsrecruitment@irishprisons.ie and marked Assistant Principal Officer (Finance). Applications will **not** be accepted after 3.00pm on Friday 18th September, 2026. **Please ensure you submit your application in Microsoft Word format, PDF or any other scanned formats will not be accepted**.

Interviews for these posts are likely to be held in October/November 2026.

If invited to interview and/or other selection process, the onus is on each applicant to make themselves available on the date(s) specified. If you do not attend on the specified date/time you will be deemed withdrawn from the competition.

Selection Methods

The selection process will include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive interview to include a presentation

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 Irish Prison Service may decide that a limited number only will be called to interview. In this respect, the Irish Prison Service provides for the employment of a shortlisting 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.

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. An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Panel

Through this competition, the Irish Prison Service will establish a panel of the successful candidates in order of merit. This panel will expire after 18 months from date of formation.

Garda Vetting and Police Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However, should your application for this competition be unsuccessful this form will be destroyed by the Irish Prison Service. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in.** Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Other important information

The Irish Prison Service will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Irish Prison Service is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not 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 need 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 Irish Prison Service 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 Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates Rights

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for a review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Irish Prison Service. The Irish Prison Service will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments. When making a request for review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the Office holder considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the selection board who had played a key role in the selection process. Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision. Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below. If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

The candidate must address his/her concerns in relation to the process in writing to the IPS, outlining the facts that they believe show an action taken or decision reached was wrong. A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Irish Prison Service. The outcome must generally be notified to the candidate within 25 working days of receipt of request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by the IPS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the Irish Prison Service 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 Irish Prison Service 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 Irish Prison Service has fallen short of the principles of this Code.
On receipt of a complaint the Irish Prison Service 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 Irish Prison Service 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 determine by the Commission at its sole discretion.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.
Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that 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 and/or the outcome of rechecks.

Candidates' Obligations

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Personate a candidate at any stage of the process
- Interfere with or compromise the process in any way

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition. A third party must not impersonate a candidate at any stage of the process.

Use of Recording Equipment

The Irish Prison Service does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

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.

Contravention of the Code of Practice

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, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- They will be disqualified as a candidate and excluded from the process;
- Has been appointed to a post following the recruitment process, they will be removed from that post.

Specific candidate criteria

Candidates must:

Have the knowledge and ability to discharge the duties of the post concerned
Candidates who do not attend for interview or other test when and where required by the IPS, or who do not, when requested, furnish such evidence as the Irish Prison Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to the IPS, including all forms issued by the Irish Prison Service for completion within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

General

If candidates have any queries about this competition, they should email ipsrecruitment@irishprisons.ie**.** It is the candidate's own responsibility to ensure they retain copies of any documentation submitted in support of their candidature.

Fully documented records, which clearly support each stage of the process, will be forwarded to and retained by the Human Resources Directorate, including any notes of interviews or assessments. However, under the terms of the General Data Protection Regulations, Article 5, section 1(e), the Human Resources Directorate will not retain any personal documents in relation to this competition, including candidates' application forms, assessments, CVs, notes, marks or any other feedback from the selection process, after the expiry of the panel.

Data Protection

In line with the Data Protection Act 2018 and the General Data Protection Regulation, all personal information submitted with a job application is used for the purpose of processing your application. It will be stored securely by the Human Resources Directorate at the Irish Prison Service and will be used for the purposes of the recruitment process. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Information provided will not be retained longer than necessary. The Human Resources Directorate will not retain any personal documents in relation to this competition, including candidates' application forms, assessments, CVs, notes, marks or any other feedback from the selection process, after the exhaustion of the panel.

To make a request to access your personal data please submit your request by email to: ipsdpo@irishprisons.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Confidentiality

Subject to the provisions of the Freedom of Information Acts 2014, applications will be treated in strict confidence. The Irish Prison Service would like to assure all applicants that protecting confidentiality is a priority. Each applicant can expect, and the IPS guarantees, that all enquiries, applications and all aspects of the proceedings will be treated as strictly confidential and will not be disclosed to anyone, outside those directly involved in that aspect of the process.