CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of

Assistant Principal Officer
in the
Irish Prison Service

(Health & Safety Officer)

Closing Date: 3pm on Thursday 27th June, 2019

Circular 4/2019

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

Contact: Eleanor McMahon
Irish Prison Service HQ
IDA Business Park
Ballinalee Road
Co. Longford

Email: ipsrecruitment@irishprisons.ie

Assistant Principal Officer (Health & Safety Officer) in the Irish Prison Service
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Introduction
The Irish Prison Service (IPS) is responsible for the provision of safe and secure custody, dignity of care and rehabilitation to people in custody for safer communities. The IPS operates as an executive office within the Department of Justice and Equality (“the Department”). It is headed by a Director General supported by a number of Directors. The IPS is a key component in our country’s Criminal Justice System. It employs some 3,200 uniformed and civilian staff. Currently, the IPS estate is made up of 12 prisons; 10 closed Prisons (Arbour Hill, Castlerea, Cloverhill, Cork, Dochás, Limerick, Midlands, Mountjoy, Portlaoise, Wheatfield) and two Open Centres (Loughan House and Shelton Abbey). Typically, the IPS manages approximately 4,000 people in custody at any one time, both male and female, aged 18 and over. IPS 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.

The Role
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 Health and Safety Officer will report directly to the Head of the Health and Safety Compliance Office.

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 IPS strategy and policy.

They are key drivers of the Civil Service Renewal Plan 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 driving organisational change.

They report to a Principal Officer but will also advise and interact with senior management in respect of your 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.

Health & Safety Compliance Office (HSCO)
The IPS has, as a prime objective, the achievement of the highest health and safety standards across its operations and to meet the statutory requirements set out in the Safety, Health and Welfare at Work Act, 2005. The IPS has established and maintains an occupational health and safety management system (OHSMS) based on the requirements of the internationally recognised safety management system – Occupational Health and Safety Assessment Series (OHSAS) 18001 specification ‘OHSAS 18001: 2007’. The OHSMS management system facilitates our compliance with legal requirements and ensures that the policies and procedures are implemented, operated, checked, audited and reviewed in accordance with a structured programme with the objective of ensuring continual improvement. The HSCO has responsibility to oversee the operation of the OHSMS management system and to report to the Director General, who has ultimate responsibility for occupational health and safety management and performance across the IPS, in relation to corporate compliance issues and the monitoring of the performance of the system including the achievement of the annual OHSMS objectives.
Role description:
The Health and Safety Officer shall provide technical guidance and support to the Head of the Health and Safety Compliance Office on the development, coordination, monitoring and maintenance of the occupational health and safety management system by:

- Reporting on the ongoing implementation process of the Occupational Health & Safety Management system;
- Maintaining information systems on topics including safety and health law, safety and health management and technical advances;
- Advising on the implementation of new and revised safety legislation and on any changes in national policy in relation to Health & Safety including the development of approaches to ensure compliance and implementation;
- Ensuring systems are in place to allow for appropriate organisational responses to recommendations from appropriate regulatory bodies;
- Providing technical support, guidance and advice on all health and safety matters to Governors, Regional Managers and locally appointed Coordinators;
- Advising and assisting in the carrying out and reviewing of risk assessments;
- Advising and assisting in the investigations of incidents and ensuring procedures and controls are in place to prevent recurrences;
- Arranging for specialist advice and investigation where necessary such as scientific testing e.g. noise and dust measurements;
- Promoting a positive health and safety culture in the IPS to secure the effective implementation of safety and health policy and a reduction in workplace accidents and incidents;
- Liaising with the Deputy Governor of Compliance in BSD, Regional Coordinators (Maintenance / Compliance), Health and Safety Coordinators, Safety Representatives, third party agencies and others as required;
- Liaising with the Health & Safety Training Manager in the Irish Prison Service College (IPSC) in relation to the health and safety staff training needs;
- Reviewing and evaluating performance against agreed targets and performance indicators and carrying out Safety Audits of the occupational health and safety management system;
- Revision and updating of occupational health and safety management system manuals and giving advice on same;

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

Essential

Candidates must, on or before Thursday 27th June, 2019:

- Hold a third level qualification of at least level 8 on the National Qualification Framework in Health & Safety (relevant documentary evidence must be submitted);
- Have expert knowledge of Health and Safety statutory requirements, systems and processes and demonstrate the ability to interpret the law in the context of a large public service organisation;
- Have at least two years’ experience of successfully implementing health and safety management systems in an organisation;
- Possess strong planning and organisation skills including flexibility, adaptability and openness to working effectively in a changing environment, the ability to achieve results and to look ahead and forward plan for developments;
- Demonstrate excellent communication, interpersonal and relationship management skills and the capacity to influence and work effectively with a broad range of demanding stakeholders.

Desirable Skills and Experience

- Have experience of assisting an organisation through internal/external enforcement and compliance audits
- Evidence of project management skills and the achievement of key objectives and priorities - the ability to manage concurrent projects and conflicting priorities.
- Chartered membership of the Institute of Occupational Safety and Health (IOSH).
- Have an operational awareness of the Building Regulations, Fire Safety Design, Statutory Conformance, Health, Safety and Environmental legislation applicable to custodial institutions.

In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at this level
Key Competencies for effective performance at Assistant Principal Officer Level:

<table>
<thead>
<tr>
<th>ASSISTANT PRINCIPAL OFFICER LEVEL</th>
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<tbody>
<tr>
<td><strong>Leadership</strong></td>
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<tr>
<td>• Actively contributes to the development of the strategies and policies of the Department/ Organisation</td>
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<td>• Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise</td>
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<tr>
<td>• Leads and maximises the contribution of the team as a whole</td>
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<td>• Considers the effectiveness of outcomes in terms wider than own immediate area</td>
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<td>• Clearly defines objectives/ goals &amp; delegates effectively, encouraging ownership and responsibility for tasks</td>
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<td>• Develops capability of others through feedback, coaching &amp; creating opportunities for skills development</td>
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<td>• Identifies and takes opportunities to exploit new and innovative service delivery channels</td>
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<tr>
<td><strong>Analysis &amp; Decision Making</strong></td>
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<tr>
<td>• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue</td>
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<td>• Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)</td>
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<tr>
<td>• Integrates diverse strands of information, identifying inter-relationships and linkages</td>
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<tr>
<td>• Makes clear, timely and well-grounded decisions on important issues</td>
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<tr>
<td>• Considers the wider implications of decisions on a range of stakeholders</td>
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<td>• Takes a firm position on issues s/he considers important</td>
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<tr>
<td><strong>Management &amp; Delivery of Results</strong></td>
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<tr>
<td>• Takes responsibility for challenging tasks and delivers on time and to a high standard</td>
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<tr>
<td>• Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances</td>
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<tr>
<td>• Ensures quality and efficient customer service is central to the work of the division</td>
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<tr>
<td>• Looks critically at issues to see how things can be done better</td>
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<tr>
<td>• Is open to new ideas initiatives and creative solutions to problems</td>
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<tr>
<td>• Ensures controls and performance measures are in place to deliver efficient and high value services</td>
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<tr>
<td>• Effectively manages multiple projects</td>
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<tr>
<td><strong>Interpersonal &amp; Communication Skills</strong></td>
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<tr>
<td>• Presents information in a confident, logical and convincing manner, verbally and in writing</td>
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<tr>
<td>• Encourages open and constructive discussions around work issues</td>
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<tr>
<td>• Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors</td>
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<tr>
<td>• Maintains poise and control when working to influence others</td>
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<tr>
<td>• Instills a strong focus on Customer Service in his/her area</td>
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Assistant Principal Officer (Health & Safety Officer) in the Irish Prison Service

- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

**Drive & Commitment to Public Service Values**

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

**Specialist Knowledge, Expertise & Self Development**

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Eligibility to compete and certain restrictions on eligibility

**European Economic Area Citizens**
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. To qualify candidates must be citizens of the EEA 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 re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of either of the VER are not eligible to compete in this competition. People who availed of the VER are not eligible to compete in this competition. People who availed of 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**
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. 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.

Maximum Recruitment Age:
Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.
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 October 2018) is as follows:

Personal Pension Contribution (PPC)

<table>
<thead>
<tr>
<th>Rate</th>
<th>€66,495</th>
<th>€68,898</th>
<th>€71,289</th>
<th>€73,687</th>
<th>€76,080</th>
<th>€77,460</th>
<th>€79,876</th>
<th>€82,300</th>
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<tr>
<td>(LSI1)</td>
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<tr>
<td>(LSI2)</td>
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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
The appointment is to an established post in the Civil Service. The appointee will be required to serve a 12 month probationary period.

Headquarters
The post will be located at the headquarters of the Irish Prison Service, IDA Business Park, Ballinamee Road, Longford. The successful candidate will be expected to attend daily at that location. The successful candidate will also be required to travel to other IPS locations as part of his/her role.

Hours of attendance
Hours of attendance will be fixed from time to time but will amount to not less than 43 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
Assistant Principal Officer (Health & Safety Officer) in the Irish Prison Service

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](http://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

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 no more than one page in length in the space provided) setting out your experience and/or achievement and demonstrating how you have displayed each of the requested competencies for the grade of Assistant Principal Officer;
- 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 one page maximum as indicated for each section.

Closing Date
Applications must be submitted to ipsrecruitment@irishprisons.ie and marked Assistant Principal Officer (Health & Safety Officer) Competition IPS. Applications will not be accepted after 3.00pm on 27th June, 2019.

Interviews for these posts are likely to be held in July/August, 2019

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 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 IPS may decide that a limited number only will be called to interview. In this respect, the IPS 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.
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.

**Security 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 IPS. 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 IPS 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 IPS are 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 IPS 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.
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 (IPS). The IPS 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 IPS. 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 IPS 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 IPS 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 IPS 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 IPS 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 IPS 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
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.

Deeming of candidature to be withdrawn
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 IPS 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 IPS 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.

Confidentiality
Subject to the provisions of the Freedom of Information Acts 2014, applications will be treated in strict confidence. The IPS 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.