



CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of

**Software Developer (ICT) Specialist in the Irish Prison Service
(Executive Officer Level)**

Closing Date: 3pm on Thursday 13th February, 2025

Circular 03/2025

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 (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 3,700 uniformed and civilian staff.

Currently, the IPS estate is made up of 13 institutions; 10 traditional closed institutions (Arbour Hill, Castlerea, Cloverhill, Cork, Dochás, Limerick, Midlands, Mountjoy, Portlaoise, Wheatfield) and two Open Centres (Loughan House and Shelton Abbey) which operate with minimal internal and perimeter security, and one "semi-open" facility with traditional perimeter security but minimal internal security (the Training Unit). Typically, the IPS manages approximately 5,000 people in custody at any one time, both male and female, aged 18 and over.

IPS Headquarters (HQ) is located in Longford comprising five Directorates including Corporate Services and ICT, Care and Rehabilitation, Operations, Human Resources, and Finance and Estates.

The Government's vision is for Ireland to be consistently rated as a global leader in digital government by providing world-class digital services to citizens, businesses and beyond. Having the right talent in place is critical to delivering on this ambition.

The IPS is seeking to fill vacancies within the ICT unit at Executive Officer level presenting exciting opportunities for those who want to play a key role in delivering the Government's and IPS's ICT and digital transformation programmes. The position(s) to be filled from this campaign offer a unique opportunity to develop a career in ICT within the Civil Service/Irish Prison Service.

The Role

Software Development will attract candidates with an interest in developing a career in areas such as software and applications development (programming) including web applications and websites, mobile apps and helping to deliver excellent digital services and user experience.

In addition to the technical dimension associated with any ICT Specialist role, the role also includes administrative aspects associated with ICT delivery including assisting with budget management, procurement, compliance, and assessment of projects from a feasibility and value for money perspective, etc.

Duties and Responsibilities:

The duties below set out some of the specific elements for each stream and also those elements that are likely to be common to all ICT Specialist roles:



1. Software Development

- Develop software for websites, web applications, desktop, batch jobs and mobile apps;
- Develop UI interfaces using HTML, CSS, JavaScript, desktop UI builders and other UI development methods;
- Develop server side code in programmes such as all .NET languages, i.e. VB.net and c#, Java and other JVM based languages, Python, JavaScript and COBOL; Testing, including accessibility testing of software.

Duties and Responsibilities

- Support end users to maximise their use of the systems and solutions in place.
- Play an active role as part of the team involved in designing, developing and supporting end-to-end business solutions for use internally and by customers of Irish Prison Service;
- Develop and maintain a broad knowledge of technology solutions, current trends and techniques and proactively pursue new technology developments;
- Take ownership to ensure issues are resolved or escalated to the proper resources to resolve in a timely manner with minimum disruption to the operational areas;
- Monitor and report on adherence to IT security policies and procedures;
- Play an active role on the team working with business units to identify ICT/ digital needs, opportunities and solutions;
- Explain complex technical information to a non-technical audience, potentially including as part of service desk support and user training programmes;
- Create and maintain comprehensive technical documentation;
- Participate in the development and implementation of relevant ICT-related standards, policies and procedures and ensure they are adhered to and built upon;
- Research a topic and summarise findings;
- Undertake such training and development as may be required to ensure that you stay up to date with the technologies in your area of operations;
- Assist with the procurement of ICT services and products as may be required; and such other duties as may be assigned from time to time by your Manager.

Successful candidates will be encouraged and supported to undertake further training and certification so as to build expertise in the area to which they are appointed. Indeed, continuous professional development and certified training are key elements of the ICT HR Professionalisation Strategy.

Who We Are Looking For

We are looking for people who are enthusiastic, logical and imaginative and who want to further their ICT career as part of the Civil Service delivering world class ICT and digital services on behalf of the State.

You will be:

- interested in working in a diverse environment potentially working with cross-functional and cross-organisational teams;
- interested in contributing to the design and delivery of quality public services supporting citizens, businesses, and public servants in their engagements with the State;



- someone who takes a thorough and structured approach to organising tasks and solving problems and who can deliver on time against project deadlines;
- someone who can establish and maintain good working relationships with others, identify their needs and be receptive and responsive to their queries;
- confident and persuasive and able to explain complex ideas to a non-technical audience in a structured and concise manner with the ability to influence the choice of appropriate solution;
- someone who keeps up to date with emerging technologies and is always eager to learn new skills;
- driven by an ambition to be part of providing the best possible digital services to the customers in your host organisation, to businesses and to members of public.

You will:

- enjoy working in an environment where there is ongoing and significant change and opportunities for new learning and experience;
- have a commitment to developing yourself, and any staff you may be assigned, through training, professional development and on the job experience;
- be a self-starter with the ability to multi-task and prioritise tasks to meet tight deadlines.

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.

Vacancies

A vacancy for the Networks and Cyber Security Stream currently exists.

Entry Requirements

Essential Qualifications and Experience

By closing date of this competition, applicants must have:

A major award qualification at Level 6, or higher, on the National Framework of Qualifications (NFQ) in computing;

and

Experience in the relevant area of ICT for which you are applying. Your relevant ICT experience* can come from your current role, your education (including relevant experience gained on work placement) or other work experience you may have.

OR

At least one technical qualification in a relevant area of ICT;

and

A minimum of one years' relevant hands-on experience* from your employment to date in the relevant area of ICT for which you are applying.

* Examples of **relevant ICT experience** provided in your application, should include, but are not limited to:



- **Software Development**, relevant experience of software and applications development, including experience in coding and web development.

Technical Qualifications

The technical qualifications considered appropriate for ICT-related roles in the Civil Service include, but are not limited to, industry recognised certifications such as:

Infrastructure & Operations and Networks & Cyber Security

- Vendor based certifications, which should have been achieved in the past 5 years, at administrator level or above:
 - Cisco (CCNA/ CCDA or higher), HPE and Aruba, Juniper, Brocade, Check Point, Citrix, Microsoft (MTA or MCP), Palo Alto, Amazon Web Services (AWS), Google, Oracle, VMWare, Fortinet, Linux, etc.
- Service management – e.g. ITIL, foundation level or above;
- Other frameworks, methodologies and industry recognised certifications such as:
 - CompTIA (e.g. N+, S+), CISSP, CITA, COBIT, iSAQB TOGAF, Agile, DevOps, IASA, etc.;

Software Development

- Python, C#, C++, HTML, CSS, JavaScript, Java, .NET languages, COBOL and SQL, Business Analysis, Business Intelligence, Web Development, Word Press, DevOps, etc.

Please Note

Attendance at courses, without completion of an appropriately assessed examination and validated qualification, will not be considered as valid qualifications.

It is the candidates' responsibility to provide details of certification achieved and demonstrate how these align with the requirements set out in the "Entry Requirements" section above. **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 Executive Officer Level:

Effective Performance Indicators

People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant issues
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results	Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results



	Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal & Communication Skills	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others
	Liaises with other groups to gain co-operation.
	Negotiates, where necessary, in order to reach a satisfactory outcome
	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Displays high levels of skills/ expertise in own area and provides guidance to colleagues
	Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department and can communicate this to the team
	Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
Drive & Commitment	Is committed to the role, consistently striving to perform at a high level
	Demonstrates flexibility and openness to change
	Is resilient and perseveres to obtain objectives despite obstacles or setbacks
	Ensures that customer service is at the heart of own/team work
	Is personally honest and trustworthy
	Acts with integrity and encourages this in others



Eligibility and Certain Restrictions on Eligibility to Compete

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 permission¹ or a Stamp 5 permission.

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

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the 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

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



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.

Employer of Choice

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working which, in the Civil Service, is operated on a 'blended' basis. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

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

Principal Conditions of Service

General

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

Pay

The Executive Officer (EO) Standard Salary PPC Scale (rates effective 1 October 2024) is as follows:

€36,544 €38,465 €39,550 €41,667 €43,564 €45,400 €47,229 €49,019
€50,831 €52,618 €54,514 €55,784NMAX €57,596(LSI1) €59,422(LSI2)

Personal Pension Contribution (PPC)

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

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

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



Important Note

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

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

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the appointee's choice. Payment cannot be made until a bank account number, bank sort code, IBAN (International Bank Account Number) and BIC (Bank Identifier Code) has been supplied to the Human Resources Division of the Irish Prison Service. Statutory deductions from salary will be made as appropriate by the Department.

The appointee will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service. The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you –

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956–2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Irish Prison Service and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation 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 from work after such absence.

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

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

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 and 35 hours net per week Monday to Friday. 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. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the Civil Service overtime regulations.

Annual Leave

23 rising to 24 after 5 years' service 25 after 10 years' service 26 after 12 years' service and 27 after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of 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 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 the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).



- **Ill-Health-Retirement**

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

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

Appointment post ill-health retirement from Civil Service

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

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

Appointment post ill-health retirement from Public Service

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

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

Pension Accrual

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

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any



pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

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

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity:

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

Civil Service Code of Standards and Behaviour:

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

Ethics in Public Office Acts:

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

Prior approval of publications:

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity:

During the term of employment the officer will be subject to the rules governing public servants and politics.

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



The application form must be submitted in MS Word format to allow for word count.
Please note candidates will be disqualified if they exceed the 350 word count as indicated for each section.

Closing Date

Applications must be submitted to ipsrecruitment@irishprisons.ie and marked as per the name and circular number of this information booklet. **Applications will not be accepted after 3.00pm on Thursday 13th February 2025.**

An automated response will issue to applicants who submit their applications to ipsrecruitment@irishprisons.ie. In the event of you not receiving such an automated response, please contact the Human Resources Directorate as soon as possible as Human Resources will not be in a position to accept any applications which did not reach ipsrecruitment@irishprisons.ie prior to the deadline due to IT problems.

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.



Panel

Through this competition, the Irish Prison Service will establish a panel of the successful candidates in order of merit for each specific stream. These panels will expire after 18 months.

Garda Vetting, Police Clearance & Security Clearance

Due to the unique nature of the environment, a candidate under consideration for appointment to a position in the IPS, must be successfully Garda Vetted, and/or Police Cleared/Security Cleared.

Garda Vetting: 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. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form. **A candidate cannot be appointed until the IPS has received confirmation of successful Garda Vetting.**

Police Clearance: 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.

Security Clearance: You may be required to complete and return a Security Clearance Form should you come under consideration for appointment. This form will be forwarded to Security Northern Ireland Division for further checks. If you subsequently come under consideration for another position, you may therefore be required to complete a further Security Clearance Form. Please be aware that the processing of Security Clearance forms can take some time (6-18 months). **It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. A candidate 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 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 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.



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 (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 determined by the Commission at its sole discretion.

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.

Obligations: 54. – In respect of a competition within the public service, a person shall not –

- (a) Knowingly or recklessly make an application that is false or misleading in a material respect for the position,
- (b) In purported compliance with a requirement for the position, knowingly or recklessly provide any information or documentation that is false or misleading in a material respect,
- (c) Canvass any person, with or without inducements, on his or her own behalf or on behalf of a candidate for the position,
- (d) Personate a candidate at any stage of the recruitment and selection process concerned,
- (e) Knowingly or maliciously obstruct a person engaged in the conduct of the competition or otherwise interfere with the general conduct of that competition,
- (f) Knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it,
- (g) Interfere improperly with the competition process or competition records so as to confer an advantage or a disadvantage on any candidate.

Offences: 55. –



(1) In respect of *paragraphs (a) to (g) of section 54*, a person who contravenes any of those paragraphs is guilty of an offence.

(2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under *subsection (1)* or conspires with another person for the commission of any such offence is guilty of an offence.

(3) A person who is guilty of an offence under this section is liable-

(a) on summary conviction to a fine not exceeding €3,000 or to imprisonment for a term not exceeding 6 months, or to both, or

(b) on conviction on indictment to a fine not exceeding €10,000 or to imprisonment for a term not exceeding 2 years, or both.

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.

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 expiry 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 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.