



CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of

Engineer Grade 1

in the

Irish Prison Service

Closing Date: 15th June 2023

Circular 25/2023

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 3,200 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.

Various renewal or new build projects are continuously being considered, initiated, progressed or under construction as part of the development and upkeep of the Irish Prison Service Estate.

These projects can vary in value from €10s of millions in the case of major new builds down to €100,000 or less involving refurbishment of elements of the existing Estate.

The Role

The Engineer Grade 1 is a senior managerial grade within the Civil Service, critical in terms of ensuring quality service delivery to the public. The Civil Service Renewal Plan 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.

As a key leadership role, reporting to the to the Head of Estates, the Engineer Grade 1 is responsible, as part of IPS Estate management team, for overseeing all matters pertaining to the delivery of a variety of different, sometimes complex, projects, often where time is of the essence and/or security considerations are of paramount importance.

This role offers a unique and exciting opportunity for a talented construction professional to manage the delivery of these projects from inception, through each stage of their development, procurement and construction to the final delivery and handover. The role is, therefore, a diverse one and involves advising and interacting with management at very senior levels across the prison service, as well as liaising with numerous stakeholders (internal, statutory, design team and others), as part of the implementation of the IPS strategic plans .

This position which will enable a motivated individual to play a pivotal role deploying project management skills and methodologies to drive efficiency and where applicable, initiate corporate and/or organisational change in the delivery of Estate infrastructure projects into the future, in line with IPS policy and strategic plans..

Role description:

The following list is indicative (but not exhaustive) of some of the responsibilities and duties which the Engineer Grade 1 may be expected to perform:



- overall planning, general and construction project management, directing and monitoring the execution of various engineering related projects and work programmes, generally from inception through to completion including establishing appropriate project management procedures, identifying requisite roles and responsibilities and systems to be adopted to control and assure timely, effective and cost-efficient delivery;
- developing, advising on and applying optimum procurement strategies to achieve IPS's objectives including defining scope and where appropriate the need for feasibility studies, investigations, advance or preparatory works (e.g. service diversions, surveys) the division of the work into a packages etc.
- preparing procurement/tender documents, determining selection processes, addressing tender queries, evaluating tenders, awarding contracts including the procurement, appointment and management of design/technical teams to ensure maximum value and service is obtained in terms of the quality of deliverables, programme etc.
- creating and managing stakeholder relationships as part of advising, monitoring and reviewing the preparation of project inputs from the various stakeholders and advisors required across the various stages of a project lifecycle;
- ensuring suitable structures are in place to manage, control and review design development and multidisciplinary coordination, co-ordination of design interfaces etc. including establishing clear design briefs for each stage in the design process, together with agreed review and sign off arrangements, to enable accurate assessment of design progress and rigorous forecasting of project costs;
- developing and maintaining master programmes, typically including all key project dates e.g. pre-qualification, tender, contract award, general construction, testing and commissioning and handover phase etc.;
- establishing verifiable construction procedures to assure efficient works delivery to acceptable standards, safety, to programme and in accordance with the contract requirements
- establishing formal reporting protocols and reporting progress on a regular basis, ensuring the IPS is kept informed on costs and levels of future expenditure - cash flows, budget, expected total cost, programme, likely completion date, risk, quality and health and safety;
- ensuring records are maintained in a clear, systematic and auditable manner;
- developing and implementing robust processes for actively managing and contemporaneously reporting on change control, evaluating and issuing variations once approved, agreeing interim payments and final accounts for both works contracts and advisor contracts; advising on contractual claims etc.;
- contributing to the development, management and review of the strategic direction plans and vision of the IPS required to support its mandate, by providing effective and timely professional advice on engineering matters, preparation of reports etc.;



- carrying out general management and organisational functions including establishing meeting schedules, attending, chairing and recording a variety of meetings (e.g. co-ordination and interface meetings involving a number of project participants), setting up, managing and maintaining document information, control systems and all such other related activities;
- proactively identifying and initiating measures to improve the efficiency and effectiveness in the delivery of Estate infrastructure with a view to continually improving the standard of service; and,
- undertaking and contributing to other ancillary duties within the IPS as may be requested from time to time appropriate to the grade as may be required.

Entry Requirements

Essential Qualifications and Experience

Candidates must on or before Thursday, 15th June 2023

- 1) (a) Hold a minimum Level 8 qualification on the National Framework of Qualifications' honours Bachelor degree in Civil Engineering, Construction, Project Management or equivalent discipline accredited by Engineers Ireland or a qualification being acceptable to the Irish Prison Service at least equivalent. (Relevant documentary evidence must be submitted);

And

- (b) Have achieved the registered professional title of Chartered Engineer and be registered on the Register of Chartered Engineers of Engineers Ireland or of a professional institute of another country and recognised by Engineers Ireland as of equivalent status.
- 2) An appropriate postgraduate professional qualification together with a proven record of continuous professional development (CPD). (Relevant documentary evidence must be submitted);
- 3) Have a minimum of 5 years' practical (to include procurement, contract management, design or technical management or construction management) experience of the contract administration of major civil engineering or building projects gained in a senior leadership/management role, together with a demonstrable record of the achievement and delivery of major complex projects.
- 4) Have an expert understanding and familiarity with Capital Works Management Framework, Public Spending Code, Public Procurement Policy standards, relevant legislative requirements and applicable national and European policy.
- 5) Have good management and organisational skills and a strong knowledge of programme/project management techniques and methodologies, with the ability to



manage multiple projects, through prioritising tasks, working with schedules and to tight deadlines.

- 6) Be a self-starter, proactive, having strong problem solving, analytical and decision making skills.
- 7) Have good financial skills particularly in the management of budgets and preparing, maintaining and monitoring detailed cost plans.
- 8) Have excellent (written and oral) communication skills, coupled with very good negotiation, interpersonal and presentational skills.
- 9) Have the ability to influence stakeholders, developing key relationships to achieve sometimes complex and challenging objectives, through working effectively with others and sustaining high performance.
- 10) Be delivery orientated and remain focused on team goals /team's strategic agenda.
- 11) Have a good working knowledge of relevant Safety and Health construction legislation.
- 12) Have a good working knowledge of Quality Assurance standards.
- 13) Have good I.T. skills.

In addition, it would be desirable for the successful Candidate to:

- have an understanding of Building Information Modelling (BIM);
- be familiar with detail design in various material to Eurocodes;
- have experience gained in the construction management and logistic planning of tight congested sites, while working in a controlled environment;
- have experience in the installation and commissioning of building services, building management systems energy monitoring and performance management systems is desirable.
- have some experience of business change management and /or the implementation of organisational change.
- Possess a current full driving licence (Category B) and/or have access to a car / mode of transport for efficient commute between prisons/units.



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 Engineer Grade 1 Level:

Engineer Grade 1 Level
<p>Leadership</p> <ul style="list-style-type: none"> Actively contributes to the development of the strategies and policies of the Department/ Organisation Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise Leads and maximises the contribution of the team as a whole Considers the effectiveness of outcomes in terms wider than own immediate area Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks Develops capability of others through feedback, coaching & creating opportunities for skills development Identifies and takes opportunities to exploit new and innovative service delivery channels
<p>Judgement, Analysis & Decision Making</p> <ul style="list-style-type: none"> Researches issues thoroughly, consulting appropriately to gather all information needed on an issue Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) Integrates diverse strands of information, identifying inter-relationships and linkages Uses judgement to make clear, timely and well-grounded decisions on important issues Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders Takes a firm position on issues s/he considers important
<p>Management & Delivery of Results</p> <ul style="list-style-type: none"> Takes responsibility for challenging tasks and delivers on time and to a high standard Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances Ensures quality and efficient customer service is central to the work of the division Looks critically at issues to see how things can be done better Is open to new ideas initiatives and creative solutions to problems Ensures controls and performance measures are in place to deliver efficient and high value services Effectively manages multiple projects
<p>Interpersonal & Communication Skills</p> <ul style="list-style-type: none"> Presents information in a confident, logical and convincing manner, verbally and in writing Encourages open and constructive discussions around work issues Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors Maintains poise and control when working to influence others Instils a strong focus on Customer Service in his/her area



<ul style="list-style-type: none"> • 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
<p>Specialist Knowledge, Expertise & Self Development</p>
<ul style="list-style-type: none"> • 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
<p>Drive & Commitment to Public Service Values</p>
<ul style="list-style-type: none"> • 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

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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a



condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER)

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

Department of Health and Children Circular (7/2010)

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

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

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for reemployment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.



Principal Conditions of Service

General

The appointment is to 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 Engineer Grade I standard Salary PPC Scale (rates effective 1 March, 2023) is as follows:

Personal Pension Contribution (PPC)

€78,656	€81,125	€83,602	€86,071	€88,539	€91,476	€94,818	€98,163
					NMAX	(LSI1)	(LSI2)

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

A different rate will apply where the appointee is a civil servant 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 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. 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.
- Probation may be suspended in cases such as absence due to a non-recurring illness, 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 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 Engineer Grade1 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 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 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 to 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.



Please note;

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

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

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 350 word count) setting out your experience and/or achievement and demonstrating how you have displayed each of the requested competencies for the grade of Engineer;
- 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, 15th June 2023.**

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.

Interviews for these posts are likely to be held in July 2023.

Selection Process

The Irish Prison Service is an equal opportunities employer operating under the CPSA Code and employs a competency-based process of selection in line with best practice. As the number of applications received for a position typically exceeds that required to fill existing and future vacancies to the position the IPS may decide for practical reasons that a limited number only of eligible applicants will be called to the next stage of the selection process. To this end, the IPS provides for a range of appropriate tests, interviews or processes to select a group for interview who appear to be the most suitable for the position in a fair manner.

The selection process may consist of some, or all, of the following:

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

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.

If invited to attend for any stage of the selection process, the onus is on each applicant to make themselves available on the date(s) specified by the IPS. If you do not attend on the specified date/time you will be deemed withdrawn from the competition.



At interview, applicants should note that the interview board may ask questions of a general nature at any stage during the interview in seeking to establish the level of a competency possessed by an applicant and may also derive evidence of a competency from any stage of the interview. The board may also ask a candidate to describe an example where they displayed a particular competency as well as the example set out in the candidates application form.

This is a competitive, merit-based selection process which is designed to identify and select the persons who best match the requirements of the posts. All applications and all decisions will be considered on the basis of the abilities, qualifications, attributes and skills necessary to undertake the duties and fulfil the responsibilities of the posts to the required standard. Candidates who meet the required standard for the posts will be placed on a panel in order of merit by the board and considered for appointment in that order.

An official record of the interview will be taken by the secretary to the interview board. Please note that this is the only record of the interview. On completion of the competition, written feedback will be provided to candidates in relation to their abilities, qualifications and suitability as assessed by the interview board.

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

Panel

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

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

CPSA Code of Practice

The selection process for appointment to this position will be conducted in accordance with the Code of Practice titled *Appointment to Positions in the Civil and Public Service (2022)* published by the Commission for Public Service Appointments (CPSA).

Candidates are advised to familiarise themselves with the CPSA Code of Practice, including the responsibilities placed on candidates who participate in the appointment process.

The CPSA Code of Practice may be accessed by visiting www.cpsa.ie or by contacting directly the Commission for Public Service Appointments, 6 Earlsfort Terrace, Dublin 2, D02 W773.2

Review/Complaint Requests

Complaints/requests for review will be considered by the Irish Prison Service in accordance with the procedures set out in the CPSA Code of Practice 2022. A review/complaint form, and related timeframes, can be requested by email to ipsrecruitment@irishprisons.ie

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.