Open Competition for Staff Grade Psychologist (Grade II)
National Violence Reduction Unit
Job Description and Terms & Conditions

<table>
<thead>
<tr>
<th>Job Title and Grade</th>
<th>Staff Grade Psychologist (Grade II)</th>
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<tr>
<td>Closing Date</td>
<td>21st December 2018</td>
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<tr>
<td>Location of Post</td>
<td>National Violence Reduction Unit, Midlands Prison, Dublin Road, Portlaoise, Co. Laois.</td>
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</table>

The Irish Prison Service

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 agency within the Department of Justice and Equality. 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, Dochas, Limerick, Midlands, Mountjoy, Portlaoise, Wheatfield) and two Open Centres (Loughan House and Shelton Abbey). Typically, the IPS manages 3,500 - 4,000 people in custody at any one time, both male and female, aged 18 and over. IPS Headquarters (HQ) is located in Longford. HQ is made up of five Directorates including Care and Rehabilitation, Operations, Human Resources, Finance and Estates, and Corporate Services.

The IPS Psychology Service

The IPS Psychology Service forms part of the Care and Rehabilitation (C&R) Directorate. C&R also includes Healthcare, Psychiatry (inreach service provided by the HSE’s National Forensic Mental Health Service), Addiction Services, Education Services provided by the Education and Training Boards (ETBs), Work and Training, Employment Services, Integrated Sentence Management Co-ordinators, Chaplaincy and Resettlement Services. Psychology Service staff also work closely with Probation Service staff based in prisons and in the community, other Criminal Justice Agencies, the Health Service Executive, Tusla Child and Family Agency, the Irish Red Cross, various Traveller support organisations, prison aftercare services, and various other NGOs.

Psychologists work as part of a broad multi-disciplinary team (MDT) within all prisons across the country. The prison population is a community of 3,500 - 4,000 people, many of whom experience a broad range of primary, secondary and tertiary care psychological needs. The vast majority of referrals to the IPS Psychology Service are in relation to any, or a combination of the following: a) mental health difficulties including, but not exclusive to: Mood and Anxiety Disorders, Disorders of Personality and Behaviour, complex-Post Traumatic Stress Disorder, Self-Harm and Suicidal Behaviour, Eating Disorders, Psychosis and Schizophrenia, Addiction, and b) offence-specific needs, including the need for formal offence related risk assessments, preparation of Parole Board reports, offence related group and individual work, complex case consultation and risk management work.

The Psychology Service works with both men and women in custody from 18 – 80+ years. In addition to the above presentations, the Service works with people presenting with developmental disorders, intellectual difficulties, cognitive decline, traumatic brain injuries, people with limited literacy, and people from a wide variety of cultural (national and international) backgrounds.

Psychologists have regular contact with community agencies involved in the support and resettlement of people leaving custody. They also work with the families and carers of
those in custody. Where clinically appropriate, IPS Psychologists may provide time-limited community intervention(s) to support the transition of clients from custody to community.

The IPS Psychology Service also provides a critical role in support, consultation, education and training to the broader IPS organisation, and provides an evidence informed psychological perspective to policy development and implementation, IPS working groups and staff training.

Finally, the IPS Psychology Service provides placements for trainee psychologists and regular input to University trainee psychologist programmes. The Service is also involved in research in conjunction with various Universities, including at present, University College Dublin, University College Cork and University of Limerick.

The IPS Psychology Service is currently made up of a Head of Service, supported by Senior Psychologists, Staff Grade Psychologists and Assistant Psychologists. The IPS Psychology Service Headquarters is based at Arbour Hill Prison, Dublin 7.

**Purpose of the Post**
The appointed Staff Grade Psychologist will support the ongoing development and running of the IPS’s new National Violence Reduction Unit (NVRU). The NVRU will provide a multi-disciplinary, psychologically informed intervention and risk management approach to dealing with a small number of complex, high risk men in custody. Men located within the NVRU will present with some of the most complex and challenging forensic and clinical needs within the prison estate, including risk of harm to self and others, mental health needs and personality disorder. They require an integrative and intensive degree of psychological assessment, support and intervention, in conjunction with the multi-disciplinary team (MDT).

All people in custody suitable for referral to the NVRU will undergo a comprehensive four-month long period of assessment, completed by the Senior Psychologist and the MDT. Those selected to the NVRU will have a Care and Management Plan (CMP) developed on the basis of this assessment phase. The Grade II Psychologist will be responsible for the delivery of bespoke, multi-modal evidence based psychological interventions as recommended in each individuals CMP. They will provide a specialist contribution to the CMP for each person in the NVRU, ensuring that recommendations and interventions are linked to the person’s psychological formulation. The Psychologist Grade II will also be involved in the supervision and support of operational staff, and support the development of a culture that prioritises a joint operational / psychological approach within the NVRU.

The Grade II Psychologist will receive supervision, support and line management by the Senior Psychologist for the NVRU. An administrative office, consulting rooms and fully networked computer facilities including the IPS Psychology Service’s online Case Tracking System, email and access to specialist computer programmes are available in the NVRU.

**Principal Tasks**

**Professional / Clinical**

- Be responsible for the delivery of professional Psychology Services appropriate to the post outlined above, and in line with best practice;
- Carry a clinical caseload appropriate to the post;
- In collaboration with the Senior Psychologist, provide psychological assessments of the client group based upon the appropriate use, interpretation and integration of data from a variety of sources including psychological tests, self-
| **Research & Evaluation** | • Work collaboratively with the NVRU PhD student (in conjunction with UCD);  
• Utilise evidence-based literature and research to support effective practice;  
• Undertake project management including audit and service evaluation with colleagues within the service and organisation to help develop service and organisational provision;  
• Participate in evaluation of all clinical activity within the post, and provide such information as required by the Senior Psychologist and Head of Psychology for the purpose of service monitoring and evaluation;  
• Undertake appropriate research and provide research advice as appropriate;  
• Publish research outcomes in professionally recognised journals and share information on outcomes at professional conferences where appropriate; |

|  | • Report measures, direct and indirect observation and interviews with clients, family members and/or carers, and staff (where appropriate);  
• Formulate and implement plans for psychological therapeutic intervention or management based on an appropriate conceptual framework;  
• Exercise professional responsibility for the assessment, treatment and discharge of clients whose problems are managed using psychologically and operationally informed care and management plans;  
• Contribute to multi-agency release planning processes, to include engagement with family and carers where appropriate;  
• Provide professional reports as required in accordance with professional standards, including for the Parole Board process;  
• Provide a significant specialist contribution to the Care and Management Planning for clients on caseload, including collaborative MDT revision of CMPs every quarter (or where need dictates), ensuring that recommendations are linked to a client’s formulation;  
• Work closely with the MDT on the NVRU in a consultative capacity to ensure that staff are familiar with client formulations and risk issues;  
• Attend weekly MDT Dynamic Risk Assessment Meetings to provide a psychological contribution to ongoing decisions about the management of people residing in the NVRU;  
• Provide individual supervision for operational staff working in the NVRU. The focus of this will vary depending upon need, but will include support and guidance on the management of individual cases, and the emotional/personal impact of working with highly challenging, complex people in custody;  
• Provide ongoing training inputs to operational staff in response to identified training needs;  
• Collaborate with external services/operational staff across the prison estate;  
• Provide professional consultancy/training/education in relation to the management of other high risk/need people in custody across the prison estate as required;  
• Work within limits of professional competence in line with principles of best practice, professional conduct and clinical governance;  
• Engage in and utilise clinical supervision effectively, with due regard for the supervision policy within the IPS Psychology Service and PSI guidelines;  
• Maintain professional standards with regard to client and data confidentiality;  
• Work in an ethical and professional manner at all times;  
• Promote a culture that values equality, diversity and respect in the workplace;  
• Promote a trauma-responsive culture. |
### Education & Training
- Represent a professional viewpoint in relation to national and internationally accepted good practice and ensure a high level of ethical standards and professional conduct;
- Contribute to developments and innovative practice in Psychology in the IPS.
- Attend mandatory induction and training programmes;
- Be informed of advances in professional knowledge and practice;
- Participate in continuous professional development initiatives and ensure compliance with statutory registration requirements;
- In collaboration with the Senior Psychologist and Head of Psychology, attend training courses as informed by service requirements, career and PMDS;
- Engage in and utilise clinical supervision effectively;
- Support the education of those in postgraduate professional psychology training.

### Health and Safety
- Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.

### Administrative
- Maintain appropriate client records, databases and statistics in accordance with IPS requirements and local guidelines, Freedom of Information Act, Data Protection Acts and other relevant legislation;
- Maintain professional standards with regard to service user and data confidentiality with due regard for GDPR;
- Actively participate in development and continuing improvement initiatives of psychological services in liaison with the Senior Psychologist and Head of Psychology;
- Contribute to policy development, performance monitoring, business proposals, service and strategic planning and budgetary control in conjunction with Senior Psychologist and Head of Psychology;
- Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care and sentence planning;
- Assist in ensuring that the Psychology Service makes the most efficient and effective use of developments in IT, in particular in relation to the Service’s Psychology Case Tracking System;
- Keep up to date with organisational developments within the IPS.

The above Job Specification 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 by the Head of Psychology from time to time and to contribute to the development of the post while in office.

### TRAINING

The IPS Psychology Service is committed to providing appropriate supervision and Continuing Professional Development (CPD) for all staff members.

### ENTRY REQUIREMENTS

**Essential**
Candidates must, on or before the 31st December 2018:

Have a recognised University Degree or Diploma (QQI level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject,

and

Hold a recognised professional post-graduate qualification in Clinical or Counselling Psychology. (Applicants with qualifications obtained outside of Ireland must obtain a statement of equivalence in Clinical or Counselling Psychology from the Department of...
Desirable

In addition to the above, the following are desirable but not essential requirements:

- Have experience in addressing mental health difficulties using evidence informed psychological approaches *in a forensic or inpatient setting*.
- Have experience of providing consultation, education, guidance and support to multidisciplinary colleagues.
- Formal training in Cognitive Behavioural Therapy, Dialectical Behaviour Therapy, Schema Therapy, Mentalisation Based Therapy, Systemic Family Therapy Training, or training in the Comprehensive Resource Model.
- Training in assessment procedures, for example: VRS, HCR-20 Version 3, PCL-R (with evidence of inter-rater-reliability), IPDE, RSVP, SVR-20, VRS-SO, WAIS-IV, WMS-IV, neuropsychological assessments.

### KEY COMPETENCIES

**Drive & Commitment**

- Is self-motivated and shows a commitment to providing a professional, quality service;
- Is personally honest, trustworthy and can be relied upon;
- Ensures the needs of the client/service user and the IPS are at the heart of all services provided;
- Through leading by example, fosters the highest standard of ethics and integrity;
- Demonstrates resilience in the face of challenging circumstances;
- Demonstrates an ability to manage self in a busy work environment.

**Interpersonal and Communication Skills**

- Presents information in an articulate, confident, logical and convincing manner, both verbally and in writing;
- Demonstrates an ability to communicate complex psychological concepts;
- Possesses strong interpersonal and communication skills including the ability to collaborate with multi-disciplinary colleagues, clients with complex presentations, families, community services etc.;
- Actively listens to others; Modifies communication approach to suit the needs of the situation/ audience;
- Maintains a professional stance when dealing with challenging issues;
- Communicates the need for support in the face of challenging issues where necessary;
- Works effectively as part of a team, within a multi-disciplinary framework;
- Ability to pass on psychological skills to others;

**Management and Delivery of Results**

- Delivers on assigned tasks 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 a quality service to clients/service users and the IPS is central to the work of the Psychology Service;
- Looks critically at issues to see how things can be done better;
- Is open to new ideas, initiatives and creative solutions to problems;
- Possesses excellent organisation and planning skills;
- Demonstrates flexibility and openness to change;
- Demonstrates a willingness to develop Information and Communications Technology skills relevant to the role;

**Analysis and Decision Making**

- Demonstrates the ability to evaluate information and make effective decisions;
- Integrates complex information from various sources, identifying inter-relationships and linkages;
• Makes clear, timely and well-grounded decisions on important issues, in consultation with colleagues and supervisors as appropriate;
• Considers the wider implications of decisions on a range of stakeholders.

Specialised Knowledge, Expertise and Self Development

• Demonstrates experience of applying evidence based practice to mental health presentations;
• Demonstrates an understanding of up-to-date evidence based psychological practice relevant to the role, including current professional issues and trends;
• Has a clear understanding of the role of the Psychology Service in the IPS and in particular in the NVRU;
• Demonstrates the skills, knowledge and expertise to carry out evidence based psychological assessment, (re)formulation and intervention with clients with complex presentations;
• Demonstrates a capacity for collaborative multi-disciplinary working and effective communication of psychological knowledge to non-psychologists;
• Has knowledge of a range of risk assessment approaches used within a forensic setting (risk to self and others);
• Demonstrates knowledge of research methods and the application of research to practice;
• Demonstrates sensitivity to the issues involved in the application of psychological skills in the context of social disadvantage;
• Has a clear understanding of professional ethics;
• Demonstrates an ability to utilise supervision effectively;
• Maintains a strong focus on self-development, CPD, seeking feedback and opportunities for growth to help carry out the specific requirements of the role;
• Demonstrates an awareness of the organisation of the Irish Prison Service within the Criminal Justice System.

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

European Economic Area Nationals

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

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

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement (ISER)

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

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

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for
re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of 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 re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration:

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

PRINCIPAL CONDITIONS OF SERVICE

General

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

Pay

Personal Pension Contribution (PPC) Scale effective from 1 October 2018:

€53,157; €56,540; €58,951; €61,456; €63,961; €66,437; €68,491; €73,112; €77,283;
€81,518; €84,955 (Max); €87,610 (LSI1); €90,273 (LSI2)

LSI1 is Long Service Increment after 3 years' satisfactory service on the max of scale,
LSI2 is Long Service Increment after a further 3 years' satisfactory service on the max of scale

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

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

Important Note

Entry will be at the minimum of the scale. Incremental credit is normally granted on appointment, in respect of relevant previous experience. Application of incremental credit will not be considered in advance of accepting a position. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance increments may be payable in line will current Government Policy.
<table>
<thead>
<tr>
<th>Tenure</th>
<th>The appointment is to an established post in the Civil Service. The appointee will be required to serve a 12 month probationary period.</th>
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<tbody>
<tr>
<td>Headquarters</td>
<td>A successful candidate's headquarters will be such as may be designated from time to time by the Director General or the Head of Psychology of the Irish Prison Service. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to normal civil service regulations.</td>
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<tr>
<td>Hours of Attendance</td>
<td>Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.</td>
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<tr>
<td>Annual Leave</td>
<td>The annual leave for this position is 25 working days rising to 29 days after 5 years’ service and to 30 days after 10 years’ service. This leave is on the basis of a five day week and is exclusive of the usual public holidays.</td>
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<tr>
<td>Sick Leave</td>
<td>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. Appointees 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 Department of Social Protection. Payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.</td>
</tr>
<tr>
<td>Superannuation and Retirement</td>
<td>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 <a href="http://www.per.gov.ie/pensions">http://www.per.gov.ie/pensions</a> 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:</td>
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<tr>
<td>Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with changes in State Pension age.</td>
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<td>Retirement Age: Scheme members must retire at the age of 70.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Post retirement pension increases are linked to CPI</td>
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<tr>
<td>Pension Abatement</td>
<td>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</td>
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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 which, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

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

- **Ill-Health-Retirement**: Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**Pension Accrual**

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

**Pension-Related Deduction**

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

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: [http://www.per.gov.ie/pensions](http://www.per.gov.ie/pensions)

**IMPORTANT NOTICE**

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

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

## How to Apply

Applications should be submitted to [ipsrecruitment@irishprisons.ie](mailto:ipsrecruitment@irishprisons.ie)

All sections of the form must be fully completed. **All pages of the application form must be submitted in MS Word format, with only the final signature page submitted in PDF.**

Applications will not be accepted after the closing date and time.

## Closing Date

Your application must be submitted not later than 3pm on Friday 21st December 2018.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact the Human Resources Directorate at 043-3335100

The interviews for these posts are likely to be held in January / February 2019.

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

## Selection Methods

The selection *may* include:

- shortlisting of candidates on the basis of the information contained in their application;
- a competitive preliminary interview;
- presentation or other exercises;
- work sample/role play, tests of relevant professional competence, and any other tests or exercises that may be deemed appropriate;
- a final competitive interview.

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. It is expected that the panel will remain in place for 2 years.

## Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Irish Prison Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Irish Prison Service provide for the employment of a shortlisting process to select a group 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.

## Confidentiality

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

## Security Clearance

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form.
should they 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 they resided. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed by the Irish Prison Service. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

### Other important information

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

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

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

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

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

The recruitment and 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* (2017) published by the Commission for Public Service Appointments (CPSA).

Candidates are advised to familiarise themselves with the CPSA Code of Practice including, in particular the provisions of Section 5 which outlines the responsibilities placed on candidates who participate in the recruitment and selection process.

The CPSA Code of Practice may be accessed by visiting [www.cpsa.ie](http://www.cpsa.ie) or by contacting directly the Commission for Public Service Appointments, 18 Lower Leeson Street, Dublin 2.

Complaints/requests for review will be considered by the Irish Prison Service in accordance with the procedures set out under Section 7 and Section 8 in the CPSA Code of Practice 2017. A complaint/request for review form can be sought through [ipsrecruitment@irishprisons.ie](mailto:ipsrecruitment@irishprisons.ie)

### Candidates' Obligations

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

Candidates must not:
knowingly or recklessly provide false information
• canvass any person with or without inducements
• personate a candidate at any stage of the process
• interfere with or compromise the process in any way

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

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

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### Specific candidate criteria

Candidates must:

• Have the knowledge and ability to discharge the duties of the post concerned
• Be suitable on the grounds of character
• Be suitable in all other relevant respects for appointment to the post concerned;
• and if successful, they will not be appointed to the post unless they:

Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed

Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### Deeming of candidature to be withdrawn

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

### Quality Customer Service

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

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

### Data Protection Acts 1988 to 2018

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. 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. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018. To make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Co-Ordinator, Irish Prison Service, IDA Business Park, Ballinalee Road, Longford, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain
items of information, not specific to any individual, are extracted from records for general statistical purpose.