Information Booklet for recruitment of retired Prison Officers to the position of Temporary Prison Officer in the Irish Prison Service

CONTACT: SHANE DEVINE HEO
ipsrecruitment@irishprisons.ie

IRISH PRISON SERVICE
BALLINALEE ROAD
LONGFORD

Telephone Number: (043 3335377) - Main Number: (043 33353100)
Temporary Prison Officer in the Irish Prison Service

The Role
The position is to Temporary Prison Officer.
You will be required to perform duties at prison officer level (regardless of grade at retirement) in the Irish Prison Service in the following locations: Please indicate your preference in terms of location 1 to 7.

<table>
<thead>
<tr>
<th>Prison/CCJ</th>
<th>Please list your preferences from 1-7 below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castlerea</td>
<td></td>
</tr>
<tr>
<td>Cork</td>
<td></td>
</tr>
<tr>
<td>Limerick</td>
<td></td>
</tr>
<tr>
<td>Dublin (CCJ)</td>
<td></td>
</tr>
<tr>
<td>West Dublin</td>
<td></td>
</tr>
<tr>
<td>Mountjoy</td>
<td></td>
</tr>
<tr>
<td>Midlands</td>
<td></td>
</tr>
</tbody>
</table>

KEY DATES:
Closing Date: Thursday 20 July 2017 @ 5PM by email to ipsrecruitment@irishprisons.ie. No late applications will be accepted.

ESSENTIAL ENTRY REQUIREMENTS
Candidates must on or before Thursday 20 July 2017:
• Have been employed by the Irish Prison Service (up to and including Governor Grade) in an operational role and have retired on full pension at least 12 months prior to the closing date of applications for this competition.

• Have not reached 60 years of age. Please note Retirement is compulsory on reaching 60 years of age in the Irish Prison Service and will be compulsory on that date or on expiration of your contract whichever is the earlier.

Health and Character
• Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration.

Restrictions on Eligibility
Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

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.

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.

To Make and Application

• Applications should be made directly to Irish Prison Service at ipsrecruitment@irishprisons.ie on the attached Application Form.

• Candidates must use their own valid email address. Email address from third parties will not be accepted and may invalidate your application. The Irish Prisons will communicate application information with the candidate and not with any third party.
Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the IPS or any other body is satisfied that such a person fulfils the essential requirements.

**Closing Date for receipt of Application is:**

**Thursday 20 July 2017 @ 5pm**

It is suggested that you apply well in advance of the closing date in case you may experience any difficulties.

**Selection Process**

The selection methods used to select successful candidates for positons may include one or more of the following:

- Shortlisting
- Completion of Application Form
- Short Interview
Sample Terms and Conditions of Employment for Appointment to Temporary Prison Officer in the Irish Prison Service

(Please note these terms and conditions of employment are intended as indicative only) Contracts of employment will be available at time of assignment.

General

The appointment 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 appropriate full-time pay scale for this post is as follows: €32,329 per annum.

For a 19 hr week this equates to approximately €16 per hour

The rate of pay offered will be paid on a pro rata basis for max 19 hours per week. Your salary will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account choice. Payment cannot be made until a bank account number is supplied (IBAN and IBIC) to the Staff and Corporate Services.

This rate of pay may be adjusted from time to time in line with Government pay policy. Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. In the event of such an occurrence, the Department will advise you in writing of the amount and details of any such overpayment and give you at least one week’s notice of the deduction to take place and will deduct the overpayment at an amount that is fair and reasonable having regard to all the circumstances.

Tenure

The appointment is on a contract basis for a maximum 6 month period to a temporary unestablished position in the Civil Service. The position carries no entitlement to established status, by way of limited competition or otherwise. You will be subject to a probationary period of 6 weeks from the date of appointment.
Should your service be satisfactory as regards health, conduct, efficiency and performance generally during the probationary period, you will then, on completion of the period, be appointed for the period of tenure set out above. In accordance with the Protection of Employees (Fixed Term Work) Act 2003, your contract is on a fixed-term contract basis only.

The Irish Prison Service reserves the right to terminate your employment prior to the date of cessation on giving of the appropriate notice set down in the Minimum Notice and Terms of Employment Acts 1973 to 2005. The Irish Prison Service also reserves the right to terminate your employment for stated reasons. In the event that you wish to terminate your employment prior to expiry of the contract you are required to provide 1 week of notice to the Irish Prison Service.

In the event of serious misconduct the appointment may be terminated without notice. In the event of the appointment being terminated under the terms of the paragraph above no remuneration or compensation will be payable other than that applicable to work carried out.

**Unfair Dismissals Act 1977-2007**

The Unfair Dismissals Acts 1977-2007 will not apply to the termination of your employment by reason only of the expiry of the fixed term contract without it being renewed.

**Headquarters**

Your headquarters will be such as may be designated from time to time by the Head of the Department. When absent from home and headquarters on official duty you will be paid appropriate travelling expenses and subsistence allowances, in accordance with Civil Service regulations.

**Duties**

You will be required to perform any duties at prison officer level (regardless of rank at retirement) which may be assigned to you from time to time. You may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

**Leave**

The annual leave for this position will be determined by the number of hours worked. Based on 19hrs per week over 6 months equals 39 hours annual leave.
Hours of attendance and rosters

Hours of attendance will be as fixed from time to time but will amount to on average not less than 19 hours net per week. Where extra attendance is necessary, payment or time off in lieu may be allowed in accordance with the Civil Service regulations.

Hours of attendance will be determined by the location which you are assigned and will not exceed 38 hours per fortnight.

A fixed roster which will identify (Monday to Friday) 19 hours per week including but not limited to the following shift patterns:

- 8:00am – 5:00pm (8 hours)
- 8:00am – 4:00pm (7 hours)
- 2:00pm – 8:00pm (6 hours)

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply, as appropriate, to this appointment.

Sick leave

Pay during properly certified sick absence, provided that there is no evidence of permanent disability for service, may be allowed in accordance with the provisions of the appropriate sick leave circulars.

You will be required to sign a mandate (in the form of the “Form of Authorisation (sick pay)” authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Irish Prison Service and payment during illness will be subject to you making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation

Retired Officers who have had more than a 26 week break since their retirement/last public service pensionable employment in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, they will be deemed to be
members of the Single Scheme. The terms of the Single Public Service Pension Scheme will apply to this appointment. Retirement is compulsory on reaching 60 years of age or on expiration of your contract whichever is the earlier.

For Officers who have less than a 26 week break since their retirement/last public service pensionable employment they will not accrue additional pension entitlements and will not be entitled to the PPC Rate. Officers with more than one day’s break in service will be class A PRSI.

Further information on the Single Public Service Pension Scheme can be found at http://per.gov.ie/single-scheme/

GENERAL

Pension-Related Deduction
This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009

Health and Safety
Attention is drawn to the health and safety policy. It is a condition of employment that all aspects of the policy, of the Safety, Health and Welfare at Work Act and relevant regulations must be complied with at all times.

Secrecy, Confidentiality and Standards of Behaviour

Official Secrecy and Integrity
You will be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Acts 1997 and 2003. You will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

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

The Ethics in Public Office Acts, 1995 and 2001 will apply, where appropriate, to this employment.

**Prior approval of publications**

You will agree not to publish material related to your official duties without prior approval by the Minister.

**Political Activity**

During the term of employment, you will be subject to the rules governing civil servants and politics.

**Personnel Code**

All Circulars are available on the website [http://circulars.gov.ie](http://circulars.gov.ie) or from the Personnel Section.

**Changes to terms of Employment**

The Irish Prison Service reserves the right to change the terms and conditions of your employment as seen fit and in accordance with Government pay and employment policy generally as it affects the civil service. The Irish Prison Service will give you as much notice as is feasible of such changes.

**Pension Abatement**

If you have 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 the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, (the 2012 Act).

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.

Abatement is a standard feature of public service pension schemes. If you are in
receipt of a public sector occupational pension, and following retirement, you return to work in the public sector, you may not earn more, by way of “re-employed” salary and pension, than the up-rated salary for the post from which you retired. Where your new salary and pension exceed your previous up-rated salary, your employer will deduct the excess from your pension. This is known as ‘abatement’.

Abatement is determined by the specified period of re-employment and with reference to the work in that period. The extent of the ‘specified period’ may have the impact of permitting you to earn up to 50% of the uprated salary of your former post, before your pension is reduced.

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

Security Clearance
Garda 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. 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.

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.

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 Irish Prison Service 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 Irish Prison Service will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments [http://www.cpsa.ie/](http://www.cpsa.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
- 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;
- Be suitable on the grounds of health 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.

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.

Data Protection Acts, 1988 and 2003

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. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, 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. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Irish Prison Service'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.
**Retired Prison Officer in the Irish Prison Service**

**APPLICATION FORM  17/________**

**SECTION 1 – PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prison at Retirement</td>
<td>Date of Appointment</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Grade at Retirement</td>
<td>Date of Retirement</td>
</tr>
</tbody>
</table>

**SECTION 2 – ACADEMIC RECORD**

<table>
<thead>
<tr>
<th>Qualification Held</th>
<th>Grade Awarded</th>
<th>School / College or Examining Authority</th>
<th>Year Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


SECTION 3 – EMPLOYMENT DETAILS

**EMPLOYMENT HISTORY** *(BEGIN AT THE MOST RECENT DATE)*

<table>
<thead>
<tr>
<th>Period</th>
<th>Grade</th>
<th>Prison</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 4 – TRAINING & DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Training &amp; Development Event <em>(starting with most recent event)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RELEVANT INFORMATION/EXPERIENCE TO SUPPORT YOUR APPLICATION
**CANDIDATE’S DECLARATION**

I am a retired member of the Irish Prison Service on full pension and I confirm that the above information I have supplied is correct.

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate</td>
<td></td>
</tr>
</tbody>
</table>
NAME:

Before being accepted by the Irish Prison Service as suitable for appointment, candidates must satisfy certain criteria including suitability in respect of health and character. The onus is on you to declare your suitability, to the best of your knowledge and belief, regarding your health status and character, and in this regard you are asked to sign this self-declaration. Please note that any misstatements, incomplete statements and/or false declarations are liable to your disqualification from the competition and/or termination of your appointment to the position.

It is imperative that you have read and fully understood the self-declaration statements below before signing.

Health Status – Under the terms of current employment legislation, obligations are placed on both the employer and employee to contribute to ensuring that their workplace and their systems of work are safe.

Please set out in detail any circumstances which could impact on these obligations. Please note that the Irish Prison Service is concerned not to breach confidentiality in respect of a candidate’s medical history. Should you wish to declare any medical history in confidence, we can arrange for you to bring the matter directly to the attention of the Chief Medical Officer of the Civil Service.

DECLARATION

1. I hereby declare that I have read, and agree to be bound by, the Conditions of Service. I understand and accept that failure to disclose a material fact may constitute grounds for rejection of my application and/or termination of my employment. I hereby confirm my irrevocable consent to the Irish Prison Service to making such enquiries as they deem necessary in respect of my suitability for the post in respect of which this application is made.*

2. I declare that, to the best of my knowledge and belief there is nothing on grounds of health which would preclude me from meeting the Conditions of Service and performing my duties in a consistent and satisfactory manner. I also declare that I am fully competent, fully capable and available to undertake the duties of the post. *

3. There is no reason on the grounds of character why my application should not be considered for this post. I also confirm that I have never been convicted in a court of law of any offence of a criminal nature.*
4. I accept that if I make any misstatements, incomplete statements and/or false declarations I will be liable for disqualification from the competition and/or termination of my appointment to the position*.  

* Please tick box to indicate that you have read and understood each point of the Declaration If you feel you are unable to agree with any of the above statements, please specify the reason why:

___________________________________________________________________________

Signature: _____________________ Date: _____________