



**An Roinn Talmhaíochta,  
Bia agus Mara**  
Department of Agriculture,  
Food and the Marine

**CANDIDATE INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

**Open Competition for Appointment to the Role of**  
**Temporary Assistant Harbour Master**  
**Killybegs**  
**in the**  
**Department of Agriculture, Food and the Marine**

The Department of Agriculture, Food and the Marine is committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA). Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie).

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**Temporary Assistant Harbour Master - Killybegs**  
in the  
**Department of Agriculture, Food and the Marine**

## **Section 1: Overview of the Department's Marine Engineering Division**

The Minister for Agriculture, Food and the Marine has statutory responsibility under the Fisheries Harbour Centres Acts for the fishery harbour centres at Killybegs, Ros an Mhíl, An Daingean, Castletownbere, Dunmore East and Howth. The Minister is also responsible for fisheries related development at local authority harbours and for maintaining 1902 Act and ex-Congested District Board piers, lights and beacons on the state's coast.

The state is the owner of the foreshore around the nation's coast. The foreshore consists of the seabed from the high water mark seawards. The Minister has responsibility for issuing foreshore leases/licences within the six fishery harbour centres and for fishery related activities.

The Marine Engineering Division (MED) of the Department of Agriculture, Food and the Marine is organised on a regional basis with staff based in Clonakilty, Dublin, Tralee, Galway and Ballyshannon.

### **Key Functions of Division**

MED's Mission Statement is to support and manage the sustainable use and development of Ireland's Aqua/Marine territory in the following key areas;

- Aquaculture licence monitoring, surveillance and inspection, evaluation of applications and mapping records
- Operational management of the Fishery Harbour Centres
- Develop and implement the Fishery Harbour, Marine and Coastal Infrastructure Capital Programme
- Advise the Minister and other Divisions on engineering and harbour operational issues
- Contribute to the overall management of the Marine Portfolio of the Department

### **Vacancy**

The Department seeks to employ a Temporary Assistant Harbour Master. The post will be located at Killybegs Fishery Harbour Centre. The appointment will be for a period of three months but may be extended on a monthly basis thereafter depending on the business needs of the Harbour. In total the appointment will not exceed a period of one year.

Following an assessment process, candidates who achieve the qualifying standard will be placed on an Order of Merit from which one appointment will be made. The post will be offered to the candidate ranked first and, if refused, to the remaining candidates in sequence until the post is filled. The Order of Merit will remain in place for a period of up to two years and will be used to fill further temporary vacancies, if any, that may arise during that period in Killybegs Harbour Centre.

## Section 2: Job Specification

The Temporary Assistant Harbour Master will assist the Harbour Master in the day-to-day management and maintenance of the harbour and its installations, including the enforcement of Harbour Bye-Laws, Rules and Regulations and the collection of all monies due to the Department. He/she will act in the place of the Harbour Master in his/her absence and keep Headquarters informed of any matter that may require attention or action. They will also be required to work at other Fishery Harbour Centre locations as required, from time to time, to deputise in the event of existing harbour masters being absent.

### Working environment:

The post of Temporary Assistant Harbour Master can necessitate outdoor work / duties within the harbour area in all weathers.

The role will require the successful candidate to work outside of normal working hours and at weekends.

Temporary Assistant Harbour Masters will be issued with and expected to wear a uniform as prescribed by the Department.

### Special equipment and facilities available in connection with the work:

Familiarity with the following equipment and techniques is necessary:

- Telecommunications equipment (radio transmitter / receiver) to facilitate control of the harbour area,
- Radar,
- CCTV,
- Pollution control equipment
- Harbour launch at some locations.

**Temporary Assistant Harbour Masters are required to deal with various different people in the performance of their work.**

#### 1. Within the organisation:

	<u>Level</u>	<u>Type of Contact</u>	<u>Frequency</u>	<u>Purpose</u>
Within Fishery Harbour Centre:	Engineer and Engineering Staff	Verbal, Written, Telephone and Electronic	As Required	Progress of maintenance and capitol works in the harbour Co-ordination of contractors operations within the harbour.
<u>Headquarters</u>		Verbal, Written, Telephone.  Electronic  Written	3/4 times per week  As required  Weekly	<u>Details of Fish and Cargo landings</u>  Reports of dues collected, attendance logs, fishery statistics, general reports, and routine matters. Statements of accounts and receipts, routine matters.

**2. Outside the Organisation (including other bodies and the general public)**

<u>Type of Organisation</u>	<u>Type of Contact</u>	<u>Frequency</u>	<u>Purpose</u>
Trawler / Ships skippers and Agents	In Person, Written	Daily  As required	Details of fish Ships, Officers cargo landings,  Harbour Management
Other Harbour users	In Person, Written	As required	Details of activities and Harbour Management
Harbour users committees	In Person, Written	Monthly	Harbour Management and Development Issues
Leaseholders	In Person, Written	As Required	Harbour & Property Management
Commissioners of Irish Lights	In Person, Written	As Required	Management of ATNs
DAFM vets and Department of Transport	In Person, Written	As Required	Management of port waste reception facilities
Irish Coast guard	In Person, Written	As Required	Pollution control and plans
Other Civil Authorities Garda, HSE, Fire Service Etc	In Person, Written	As Required	Relevant Harbour matters

**Training:**

Other than on-the-job training, which is provided / encouraged, there is no formal training programme at present in operation for Temporary Assistant Harbour Masters at Fishery Harbour Centres. However, in addition to induction training, training will be provided for use of pollution control equipment, personal computer, safety equipment, etc as required.

**Principal duties are to provide assistance with the management of the following:**

- (a) enforcement of harbour bye-laws, rules and regulations;
- (b) control over and keeping records as appropriate of all shipping, fish landings, goods and ferry boat passengers entering or leaving the port by sea and submitting reports incorporating this information each month or as otherwise requested to Headquarters;
- (c) ensuring that harbour facilities are functioning properly, and reporting any defects promptly;
- (d) reporting any accident within the harbour area and any instances of damage to harbour structures or installations;
- (e) where applicable, ensuring the orderly conduct and efficient operation of fish auctions;
- (f) ensuring that the harbour area, including, where applicable, passenger areas, auction hall and toilet facilities, are at all times maintained in a clean and tidy state;
- (g) control over berthage in the harbour;
- (h) control over all road traffic within the harbour area and parking management;
- (i) operation of harbour lighting, maintenance of navigation lights and, where installed, reading of tidal gauges;
- (j) ensuring compliance with health and safety legislation in respect of his / her harbour area;

- (k) compliance with Pollution Control, Port Waste and Port Security legislation in respect of his / her harbour area;
- (l) the management of the synchrolift, where applicable, at his/her harbour;
- (m) collection and lodgement of harbour rates, tolls and dues;
- (n) accounting for all harbour income in an approved manner to Headquarters;
- (o) the collection of relevant statistics and local information as required;
- (p) making local purchases of urgently required items (subject to a maximum value which is fixed from time to time);
- (q) managing/supervising all staff under the Harbour Master's control;
- (r) keeping approved worksheets for Harbour Master and staff and furnishing copies of same to Headquarters;
- (s) acting as Local Lighthouse Authority for aids to navigation (ATNs) at the Fishery Harbour Centre, liaison with the Commissioners of Irish Lights and keeping ATN records up to date, as required.
- (t) deputising for Harbour Masters at other DAFM Fishery Harbour Centres, as required.

The foregoing is not an exhaustive list of duties which may be entrusted to the Temporary Assistant Harbour Master. The person appointed is required to be flexible in the position, willing to undertake other work outside the foregoing and may be required to work outside normal working hours in accordance with the operational demand of the Fishery Harbour Centres.

## Section 3: Person Specification

### Essential Requirements

Candidates must on the latest date for receipt of application:

1. (i) Hold a Certificate of Competency as Master or Chief Mate STCW, as amended, Reg. II/2, for vessels in the unlimited trading area, without limitations on type of ships, valid for service or eligible to be validated for service, in the Irish Merchant Marine.

**and**

have at least one year's satisfactory sea service as Master or Chief Mate or a combination of both.

**OR**

(ii) Be serving, or have served, in the Permanent Defence Force of the State and hold, or have held, the commissioned naval rank of Lieutenant Commander or Lieutenant,

**and**

have at least one year's satisfactory sea service in command of a naval ship(s),

**OR**

(iii) Hold a Skipper's Full Certificate of Competency and have at least one year's service as skipper of an Irish sea-fishing vessel of 24 metres or over in length.

2. Have a knowledge of maritime matters sufficient to enable him / her to discharge efficiently the duties of Temporary Assistant Harbour Master.
3. Possess the requisite knowledge and ability (including ability to communicate effectively) and be fully capable on entry to discharge the duties of the position.
4. Possess the relevant business acumen and have appropriate managerial experience and possess the organisational skills to effectively and efficiently manage a busy harbour.
5. Possess basic IT skills.

### Special personal attributes required for performance on-the-job:

- Good judgement, self-confidence, tact and attention to detail is essential
- Ability to work as part of a team, including consulting, collaborating and building relationships with stakeholders.
- Strives for high quality of work
- Excellent communications skills

**Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore candidates should satisfy themselves that they meet the eligibility criteria for this competition.**

## Section 4: Application and Selection Process

### How to Apply

Candidates should submit an up to date Curriculum Vitae (including contact details, email address and a clear statement of how they meet the essential qualifications at Section 3.1 above) no later than 4.00pm on Friday 10<sup>th</sup> August to;

Karl Brogan  
Competitions & Recruitment Section  
Department of Agriculture, Food and the Marine  
Eir Building  
Old Knockmay Road  
Portlaoise  
Co Laois  
R32 YK81

Applications will not be accepted after this date.

### Selection Process

The methods used to select candidates for this post may include some or all of the following:

- completion of online Assessment Questionnaire(s)
- online and/or paper-based assessment test(s)
- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- presentation or other exercises
- a final competitive interview which may include a presentation and/or additional assessment exercise(s)
- any other tests or exercises that may be deemed appropriate

### Competencies

Applicants should have all the attributes required of a Temporary Assistant Harbour Master and in particular they must demonstrate, by reference to specific examples from their career to-date, that they possess or have the capacity to acquire, the qualities, skills and knowledge required for the role as identified in the following competency framework.

#### 1. Specialist Knowledge, Expertise and Self Development

- Has a depth and breadth of knowledge of maritime matters sufficient to enable him/her to discharge efficiently the duties of Temporary Assistant Harbour Master
- Possesses the relevant business acumen to effectively and efficiently manage a busy harbour
- Focuses on self development, striving to improve performance

#### 2. Interpersonal & Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing



### 3. Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

### 4. People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

### 5. Drive and Commitment

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy and encourages this in others

### Communication

Candidates should note that all communications relating to this competition from Competitions & Recruitment Section, including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address is provided on their Curriculum Vitae and should check that email address on a regular basis.

Candidates should make themselves available on the date(s) specified by the Department of Agriculture, Food and the Marine and ensure that the contact details specified on the application form are correct.

The Department of Agriculture, Food and the Marine will not be responsible for refunding any expenses incurred by candidates.

**NOTE: Candidates should note that where a short listing exercise based on the information supplied in the Curriculum Vitae is applied, a board will examine the CV and assess them against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is therefore in candidates' interest to provide a detailed and accurate account of their experiences relevant to this post in their Curriculum Vitae.**

Candidates must produce satisfactory documentary evidence of all relevant qualifications and experience claimed by them, if required.

## Section 5: Eligibility to Compete

### **Eligibility to compete and certain restrictions on eligibility**

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.

### **Maximum Recruitment Age:**

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

## Section 6: Principal Conditions of Service

### General

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

### Pay

The salary scale for this position, with effect from 1st January 2018, is as follows:

€25,127, €26,408, €27,414.

This rate will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who is not required to make a Personal Pension Contribution.

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance.

### Important Note:

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Department of Agriculture, Food and the Marine. Statutory deductions from salary will be made as appropriate.

An officer appointed to the post of Temporary Assistant Harbour Master will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 10/2017: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

### Tenure and Probation:

The appointment is to a temporary position as Assistant Harbour Master for a period of six months and will be subject to a probationary period of two months from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary period in appropriate circumstances.

During the period of probation, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

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

Prior to completion of the probationary period a decision will be made as to whether or not the officer will be retained. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the officer by the Department of Agriculture, Food and the Marine on commencement of employment.

Notwithstanding the preceding paragraphs in this section, the probationary period 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.

The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave

In relation to absence on Parental Leave or Carers Leave, the Department of Agriculture, Food and the Marine may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation.

Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may in these circumstances make an application to the Department of Agriculture, Food and the Marine for an extension to the probationary period.

**Unfair Dismissals Acts 1977-2005:**

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

**Duties:**

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role in the Department of Agriculture, Food and the Marine.

**Headquarters:**

The employee's headquarters will be such as may be designated from time to time by the Department of Agriculture, Food and the Marine. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

**Hours of attendance:**

Hours of attendance will be as fixed from time to time. At present they amount to 43 hours 15 minutes gross per week (37 hours net).

**Annual Leave:**

The annual leave allowance will be 23 days. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

**Health:**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**The Organisation of Working Time Act 1997:**

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

**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 paying the 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 direct to the Department of Agriculture, Food and the Marine. Payment of salary 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 <http://www.per.gov.ie/pensions>

Where the appointee has worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with changes in State Pension age.
- Retirement Age: Scheme members must retire at 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 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>.

**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 Acts 1997, 2003 and 2014. The officer 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:**

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

**Ethics in Public Office Acts:**

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

**Prior approval of publications:**

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

**Political Activity:**

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

**Important Notice**

**The foregoing 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.**

## Section 7: Important Information

### Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

### Clearance Procedure

Candidates who come under consideration for appointment to the Department of Agriculture, Food and the Marine will be required to undergo a clearance procedure that will include, but is not restricted to, security checks by An Garda Síochána on all addresses in the Republic of Ireland and Northern Ireland at which the candidate resided, verification of identity, qualifications, experience, and medical status, and the provision of references. In addition the Department may make any other queries deemed necessary to establish the candidate's suitability for the post. 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.

### Other important information

The Department of Agriculture, Food and the Marine will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Department of Agriculture, Food and the Marine is 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. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Department may, at its discretion, select another person for appointment on the results of this selection process.

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

The selection process for this competition is being carried out in accordance with the principles set out in the Code of Practice for Appointment to Positions in the Civil Service and Public Service. This Code of Practice can be accessed through the Commission for Public Service Appointments website at [www.cpsa.ie](http://www.cpsa.ie).

Information regarding review procedures is set out in Sections 7 and 8 of the above Code of Practice. (The two procedures are mutually exclusive other than in the most exceptional circumstances which will be determined by the Commission at its sole discretion.)

- **Informal Review:** Where possible, and only with the agreement of the candidate, every effort will be made to resolve any issues/complaints by way of an informal process.
- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to his/her candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSA's Code of Practice.

### Requests for Review

Requests for informal review should be submitted to [competitions@agriculture.gov.ie](mailto:competitions@agriculture.gov.ie). In the event that a formal process is invoked, the candidates should determine which procedure is appropriate to their circumstances, i.e. Section 7 or Section 8. The candidate must submit their request in writing to the Office Holder, i.e. the Secretary General, Department of Agriculture, Food and the Marine at email address [SecGen@agriculture.gov.ie](mailto:SecGen@agriculture.gov.ie), clearly setting out the grounds for review and specifying the relevant Section of the Code. A request for a review may be refused if the candidate cannot support their request. Timelines for review requests are as follows:

SECTION 7 Review	SECTION 8 Review
<p>Interim stage of competition Request for Informal Review – 2 working days after receipt of decision</p> <p>Request for Formal Review – 4 working days after receipt of decision</p> <p>Final stage of competition Request for Informal Review – 5 working days after receipt of decision</p> <p>Request for Formal Review – 10 working days after receipt of decision or 2 working days after notification of informal review</p>	<p>Interim and Final stages of competition Request for Informal Review – 5 working days after receipt of decision</p> <p>Request for Formal Review – 2 working days after notification of decision arising from informal review or without delay where candidate does not avail of informal Review</p> <p>CPSA – 10 working days after receipt of decision arising from office holder’s review</p>

**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; 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 Department of Agriculture, Food and the Marine, or who do not, when requested, furnish such evidence as the Department of Agriculture, Food and the Marine require in regard to any matter relevant to their candidature, will have no further claim to consideration.



## Section 8: Data Protection Notice

Information applicable to all Department of Agriculture, Food and the Marine customers is available at <https://www.agriculture.gov.ie/dataprotection/>

### Information specific to the personal data being collected

The following is specific information in relation to the personal data processed for the purpose of administering the recruitment/promotion/assignment competition for which a candidate has applied.

#### 1. Specified purpose:

Competitions & Recruitment section of the Department of Agriculture, Food and the Marine is responsible for the administration of competitions for the purpose of recruitment to, and promotion and assignment within, the Department. Each competition is advertised (either internally or externally) and interested persons submit an application form.

The application form is divided into two sections and each section is used for distinct and separate purposes:

- a. Category A Information contained in Section I of the form is required for the administration of the competition including:
  - communication with the candidate
  - checking of eligibility of the candidate (e.g. length of service, sick leave, PMDS)
  - the tracking of the candidate throughout the assessment process
  - the communication of results
  - the application of a clearance process for candidates who come under consideration for employment in the Department
  - notification of results to the Department's HR Division for the purpose of appointments
  - In addition statistical information is extracted and facilitates the monitoring of the Department's obligations under Equality legislation (i.e. gender balance, avoidance of age discrimination, etc). Information on work patterns for internal candidates assists in identifying whether staff availing of work/life balance schemes suffer any disadvantage in terms of participation in promotion/assignment competitions.
- b. Category B Information contained in Section II of the form is used as the basis of the assessment process, i.e. for shortlisting on the basis of application form, other preliminary forms of assessment and for interview. (In the case of internal candidates, this information also contains the assessment by candidates' line managers.
- c. In the event that an external candidate comes under consideration for employment in the Department, a clearance process is undertaken for the purposes of verifying the suitability of the candidate for the relevant post. The candidate is asked to provide the following:
  - i. Verification of Identity: Candidates external to the Department are required to verify their identity by the provision of one or more of a selection of relevant documents, e.g. copy of passport, driving license, proof of address, social protection documents, etc.
  - ii. Verification of Educational Qualifications: In the event that a specific educational award forms part of those requirements deemed essential for the role in question, the candidate is required to submit documentary evidence of such award.
  - iii. Health and Character: Candidates external to the Department are requested to complete a Health and Character Self-Declaration. In this Declaration candidates also give permission to the Department to make whatever enquiries are necessary to confirm the suitability of the candidate for employment by the Department.

- iv. Health Checks (see Section 8: Information from Third Party)
- v. Vetting by the National Vetting Bureau (see Section 8: Information from Third Party)
- vi. References from previous or current employers: (see Section 8: Information from Third Party)

## 2. Legal basis:

Competitions & Recruitment Section of DAFM operates under the Public Service Management (Recruitment and Appointments) Act 2004. This Act established the Commission for Public Service Appointments (CPSA) for the purpose of overseeing all aspects of recruitment and promotion within the Civil and Public Service. The CPSA issued a Recruitment Licence to the Secretary General of the Department of Agriculture, Food and the Marine in 2009 in compliance with Part 4 of the Act. All recruitment and selection processes applied by DAFM derive from this Recruitment Licence and are governed by the Codes of Practice of the CPSA.

## 3. Recipients:

The following categories of recipients have access to some or all of the personal data provided by candidates:

- Staff of Competitions & Recruitment Section

Category A information as noted above is available solely to the staff of Competitions & Recruitment section and is used for the purposes outlined at number 8 above. Statistical information (e.g. gender and age profiles by group) is extracted and made available to senior management of the Department for the purposes of monitoring compliance with Equality legislation and for identifying patterns of participation in promotion competitions.

- Assessment Boards

Category B information is available to staff of Competitions & Recruitment section and to assessment boards as follows:

- i. Assessment of Educational qualifications (assessment board has access to that section of the form relating to Educational qualifications plus copies of any qualification awards submitted by candidate)
- ii. Shortlisting based on application form (assessment board has access to all Category B information)
- iii. Preliminary assessments e.g. Presentation or preliminary interview, (assessment board has access to all Category B information)
- iv. Final interview (interview board has access to all Category B information)

- External Test Provider

In the event that an external company is used to assess candidates (e.g. psychometric testing), the minimum personal data required for the application of the test (e.g. name and email address) is made available to the external service provider. The external provider signs a confidentiality agreement.

All Category B information that is made available to any one of the above recipients is transferred by way of secure electronic transfer and is only used for a specified and agreed purpose(s).

## 4. Transferred outside the EU:

No data is transferred outside of the EU. In the event that an external Test Provider is used, only companies that hold data within the EU are considered.

## 5. Retention Period:

The data collected for this purpose will be held by the Department only for as long as there is a business need to do so in line with the purpose(s) for which it was collected. After this time it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

**6. Data provision being statutory or contractual obligation:**

Competitions & Recruitment Section of DAFM operates under the Public Service Management (Recruitment and Appointments) Act 2004 and the various Codes of Practice set down by the Commission for Public Service Appointments. The information provided by candidates has a statutory basis whereby Section 24 of the Act, and Section 5 of the Code of Practice, set down the requirements for assessing the suitability of a candidate and the consequent responsibilities of candidates to provide information that is relevant and correct.

The candidate is not obliged to participate in a competition or to provide the information requested on the application form or at the clearance stage of a competition.

The data provided for this purpose is being requested under the requirements of Public Service Management (Recruitment and Appointments) Act 2004 and the Codes of Practice of the Commission for Public Service Appointments. If the customer chooses not to provide this information their application to participate in a competition cannot proceed.

**7. Automated Decision Making:**

No aspect of a person's candidature in a competition is processed by way of automated decision making.

**8. Information from Third Party:**

In the event that an external candidate comes under consideration for appointment to the Department, he/she is invited to participate in a clearance process that includes Vetting by the National Vetting Bureau, the checking of health status by the Office of the Chief Medical Officer and the provision of References by former or current employers.

- a. In the event that a candidate accepts an invitation to undergo vetting, he/she submits a form to Competitions and Recruitment section that includes name, address, date of birth and role applied for. This information is submitted to the online system maintained by the National Vetting Bureau. The Bureau provides an online Disclosure that indicates whether a candidate has a criminal conviction and, if so, the date and nature of the offence and penalty imposed.
- b. The Office of the Chief Medical Officer provides a short report which states whether the person is medically fit for the role applied for.
- c. Previous or current employers may be contacted for the purposes of verifying dates and type of employment, general character and performance and sick leave record. This information may be provided in writing or by way of telephone conversation and recorded by a staff member of Competitions & Recruitment section.

Personal data is obtained from the above in line with this Department's requirement to confirm a candidate's eligibility and suitability for the post under consideration. In circumstances where this Department did not gather your personal data you are still entitled to exercise your rights in relation to this personal data and the details on how to exercise individuals rights are detailed above.

**9. Technical information on data collected:**

Technical information on the cookies used on our Department's website is available at the following link:  
<https://www.agriculture.gov.ie/legalnotices/privacy/>