Open Competition for Appointment to the Role of

Civil Engineering Technician - Grade II

in the

Marine Engineering Division

of the

Department of Agriculture, Food and the Marine

Clonakilty, Ballyshannon, Galway, Tralee & Agriculture House, Dublin

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.

Contact: Competitions & Recruitment Section Tel: 0761 064453
Department of Agriculture, Food and the Marine
Eir Building
Knockmay Road
Portlaoise
Co. Laois
R32YK81
Candidate Information Booklet
Please Read Carefully

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Section 1: Overview of the Role

The Minister for Agriculture, Food and the Marine has statutory responsibility under the Fisheries Harbour Centres Acts for the fishery harbour centres at Killybegs, An Daingean, Ros a Mhíl, Castletownbere, Dunmore East and Howth, Co. Dublin. 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 for Agriculture, Food and the Marine has the responsibility for issuing foreshore leases/licences within the six fishery harbour centres and for fishery related activities elsewhere.

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, Agriculture House Dublin, Tralee, Galway and Ballyshannon.

Key Functions of Division

The MED provides technical, advisory and project management support to the Department’s Marine Programmes. The 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
- Development and implementation of the Fishery Harbour, Marine and Coastal Infrastructure Capital Programme
- Advising the Minister and other Divisions on engineering and harbour operational issues
- Contributing to the overall management of the Marine Portfolio of the Department

Vacancies

The Department of Agriculture, Food and the Marine currently has one vacancy at each of the following locations at the level of Civil Engineering Technician Grade II:

- Clonakilty, Co. Cork
- Ballyshannon, Co. Donegal
- Galway City
- Tralee, Co. Kerry
- Agriculture House, Dublin

Following an assessment process, candidates who achieve the qualifying standard will be placed on an Order of Merit and assigned to fill vacancies as they arise. The Order of Merit remains in force for a period of up to two years from the date of the first appointment or until exhausted and will be used to fill further vacancies for the role, if any, that may arise in any of the MED locations.

Candidates who refuse an offer of appointment to a specific location will retain their placing on the panel but forfeit their right to be offered any further appointment at that location.
Section 2: Job Specification

A. The Role

Civil Engineering Technicians (Grade II) are required to work in the following areas:

1. Fishery Harbour and Coastal Infrastructure Work
2. Aquaculture/Environmental related Work
3. Foreshore Work
4. Drawing Office Work

1. Fishery Harbour and Coastal Infrastructure Work

The MED is involved in planning and implementing maintenance and development works at the six Fishery Harbour Centres in Killybegs, An Daingean, Ros a’ Mhil, Castletownbere, Dunmore East and Howth, Co. Dublin. These FHCs are owned and managed by the Department and play a key role in servicing the Irish Fishing Fleet and also facilitate Marine Leisure activities. The MED also inspects and reports on Local Authority harbour work co-funded by the Department.

The MED is responsible for Health & Safety and operational management at the six ports and the Harbour Masters and all the industrial staff at the FHC’s are under the remit of the division.

Principal Duties

The principal duties of a Civil Engineering Technician Grade II involved in Fishery Harbour and Coastal Infrastructure work include;

- Assisting in the supervision of site investigation work, project construction and maintenance including supervision of direct labour force and contractors working at the FHC’s
- Monitoring and ensuring compliance of third party contractors with construction Health and Safety Legislation
- Monitoring and ensuring staff compliance with the Department’s Health and Safety Risk Management System e.g. holding safety inductions, inspecting documentation, preparing risk assessments and method statements, preparing, organising and holding tool box talks, completing and maintaining records, etc
- Assisting in the production of technical reports, including assisting in the preparation of outline design solutions and production of MED maps and engineering drawings using AutoCAD, GIS mapping, etc.
- Assisting in production of contract documents for the engagement of consultants and contractors work, principally in accordance with the GCCC CWMF suite of Contract Documents and Guidance
- Surveying structures and property and providing drawings and maps including PRAI compliant registry maps using conventional and modern surveying and levelling equipment
- Assisting in reporting on various activities at the FHC, including operational, H&S and environmental issues

2. Aquaculture/Environmental Work

The work of the MED in the aquaculture licensing and inspection area consists of site inspections and reports, reviewing and examining licence applications and general provision of aquaculture engineering advice to the Department.

The MED carries out regular inspections of marine and land based aquaculture installations and provides reports on licence compliance to the Department. The division maintains a GIS based data base of all the aquaculture installations and shares the information with other agencies including providing the maps required for licensing.

The MED is involved in providing technical advice to the Department of Agriculture, Food and the Marine on environmental related matters including EIA, SEA, AA, Climate Change, WFD, MSFD, in so far as they relate to the remit of the Department.
Principal Duties
The principal duties of a Civil Engineering Technician Grade II involved in Aquaculture/Environmental work include:

- Assisting in the production of reports on aquaculture applications which primarily includes fin fish, shell fish and aquatic plants
- Site surveys, inspections and mapping of marine and shore based infrastructure using modern surveying equipment and GIS applications
- Assisting with the maintenance of an aquaculture database, including assisting with processes to improve the database and MED processing of aquaculture information
- Assisting working groups in developing aquaculture protocols
- Assisting in assessing development applications and enforcement of license conditions attaching to development consents

3. Foreshore Work

The MED is involved in assessing, reviewing and providing technical advice on foreshore licence and lease applications in respect of fisheries, aquaculture and fishery harbour related activities.

The MED also provides advice and assistance on certain aspects of DEHLG foreshore related matters referred to the Department of Agriculture, Food and the Marine as part of the foreshore consultation process.

Principal Duties
The principal duties of a Civil Engineering Technician Grade II involved in Foreshore work include:

- Assisting in assessing, reviewing and providing technical advice on foreshore licence applications at the FHCs and aquaculture licence applications
- Assisting in examining foreshore development applications referred to the Department by DECLG and EPA in so far as fisheries, aquaculture and fishery harbours are concerned
- GIS/Mapping and Surveying of foreshore related infrastructure

4. Drawing Office Work

The technical nature of the MED’s work results in a considerable amount of duties that must take place in the drawing office in order to provide the necessary drawings, data bases, AutoCAD and management of the technical equipment that the Division requires.

Principal Duties
The principal duties of a Civil Engineering Technician Grade II involved in Drawing Office work include:

- Assisting in the development and maintenance of an appropriate technical register; Organisation and file management of technical drawings and other documentation, including MED drawings and/or drawings produced for MED by consultants. Filing records which may include hard copy or soft copies. A Drawing Office register of engineering drawings and other documentation (e.g. Geotechnical Investigation Reports / Hydrodynamic Studies, etc.) will be maintained. The Aquaculture GIS database will form part of this work
- Production of MED maps and engineering drawings using AutoCAD, GIS mapping, etc.; recording of drawings by title, drawing number, revision status, date, scale, etc.
- Assisting in the production of contract documentation
- Management of MED engineering equipment, including maintaining a database of Drawing Office equipment and specialist equipment in the field (e.g. tide gauges, environmental monitoring equipment, etc.)

B. Reporting Relationship
MED staff currently comprises a Chief Engineer and Assistant Chief Engineer, Engineers Grade I, Grade II and Grade III, Technical staff, Harbour Masters, Industrial staff (various grades) and Administrative staff. The Civil Engineering Technicians generally report to an Engineer III or II (Civil).

C. Working Environment

The work is divided between field and office, with travelling envisaged in all areas of work.

D. Training and Development

The Marine Engineering Division is Engineers Ireland CPD accredited for a number of years and every effort is devoted to ensuring that all staff are given ample opportunity to avail of learning and development opportunities over a wide range of topics related to our areas of work. Mentoring, lifelong learning and innovation is encouraged. Learning and Development plans are developed to suit each member of staff’s needs, which is an integral part of the Performance and Development System and our CPD programme. Both specialised and general training is available from the Training and Development Unit (TDU).

E. Health & Safety

Civil Engineering Technicians must comply with the duties of employees as defined under the Safety, Health and Welfare at Work Act 2005. Civil Engineering Technicians must comply in full with all safety, health and welfare directions, policies and instructions issued by the Department of Agriculture, Food and the Marine either centrally or by their line manager.

F. Special Equipment and Facilities Provided in Connection with the Duties

Special equipment as required will be provided by the Department to carry out the various duties. All staff are provided with the necessary training including health and safety training and the necessary personal protective clothing for the tasks to be carried out. Familiarity with the equipment and procedures is not necessary as training is provided. Personal protective clothing must be worn as directed.

Section 3: Person Specification

Candidates must;

At a minimum hold a Level 6 qualification on the National Framework of Qualifications in Civil Engineering, Engineers Ireland accredited

OR

Hold a qualification which would be acceptable to the Department of Agriculture, Food and the Marine as being at least equivalent to the above for the purpose of this competition

And have:

- Good interpersonal and communication skills
- The ability to work effectively as part of a team
- The ability to deliver results within defined timescales
- Good information management/processing skills
- Proficiency in GIS/mapping/surveying skills
- Proficiency in autocad skills
- At the time of appointment hold a current full driving licence (Category B) and/or access to a car (which shall not be a hired vehicle)
Desirable Requirements
It is desirable that candidates have relevant experience in one or more of the following areas;

- Marine related construction projects
- Hydrodynamics
- Coastal processes
- Fish/shellfish husbandry
- Aquaculture engineering
- Aquaculture/foreshore/environmental related work
- Procurement
- GCCC forms of contract
- Design of marine structures and related works

Competencies
Applicants should have all the attributes required of a Civil Engineering Technician - Grade II 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 of Civil Engineering Technician - Grade II as identified in the following competency framework.

1. Specialist Knowledge, Expertise and Self Development
2. Team Work & Communication Skills
3. Delivery of Results & Commitment
4. Information Management / Processing

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
Application forms may be downloaded from:

https://www.agriculture.gov.ie/customerservice/careers/currentcompetitions/

- All sections of the form must be fully completed.
- One hard copy of your application form must be submitted.

Closing Date
Your application must be submitted no later than 4pm on 22 October 2019 to;
Fiachra McKeon
Competitions & Recruitment Section
Department of Agriculture, Food and the Marine
Eir Building
Old Knockmay Road
Portlaoise
Co Laois
R32YK81

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

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 the application form 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 application form is applied, a board will examine application forms 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 the application form.

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 28 June 2012 to Personnel Officers introduced, with effect from 1 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 an established 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 September 2019, is as follows:

Personal Pension Contribution (PPC) Pay Rate:
€550.04, €583.57, €602.89, €624.34, €646.13, €661.10, €682.57, €704.12, €725.69, €746.34, €767.00, €787.66, €808.39(NMAX), €834.71(LSI1), €861.07(LS2)

*Long Service increment (LSI 1) may be payable following 3 years satisfactory service at the maximum of scale.
*Long Service increment (LSI 2) may be payable following 6 years satisfactory service at the maximum of scale.

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

Tenure and Probation:
The successful candidate who is appointed to the post will be required to give a written undertaking that he/she will remain in the assigned post for a minimum of two years before being eligible for transfer. However, in certain circumstances the business needs of the Department may dictate that an officer be transferred earlier.

The appointment is to an established position as Civil Engineering Technician Grade II and will be subject to a probationary period.

The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

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

In certain circumstances the contract may be extended and the probationary period suspended. The extension must be agreed by both parties.

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 contract 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 22 days per annum, rising to 23 days after 5 years’ service, rising to 24 days after 10 years’ service, rising to 25 days after 12 years’ service and rising to 26 days after 14 years’ service. 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 [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

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

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

- **Pensionable Age:** The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- **Retirement Age:** Scheme members must retire on reaching the age of 70.
- **Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).**
- **Post retirement pension increases are linked to CPI**

**Pension Abatement**

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

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

**Ill-Health-Retirement**
Please note 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.

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

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

**Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity:**
During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information 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. 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, 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

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<td>Interim stage of competition</td>
<td>2 working days</td>
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<tr>
<td>Request for Informal Review after receipt of</td>
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<tr>
<td>decision</td>
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<tr>
<td>Request for Formal Review after receipt of</td>
<td>4 working days</td>
<td></td>
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<tr>
<td>decision</td>
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<tr>
<td>Final stage of competition</td>
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<td></td>
</tr>
<tr>
<td>Request for Informal Review after receipt of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>decision</td>
<td></td>
<td></td>
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<tr>
<td>Request for Formal Review after receipt of</td>
<td>10 working days</td>
<td></td>
</tr>
<tr>
<td>decision or 2 working days after notification</td>
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<tr>
<td>of informal review</td>
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</table>

### SECTION 8 Review

<table>
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<tr>
<th>Stage of Competition</th>
<th>Informal Review</th>
<th>Formal Review</th>
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<tr>
<td>Interim and Final stages of competition</td>
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<tr>
<td>decision</td>
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<tr>
<td>Request for Formal Review after receipt of</td>
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<tr>
<td>notification of decision arising from informal</td>
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<tr>
<td>review or without delay where candidate does</td>
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<tr>
<td>not avail of informal Review</td>
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<tr>
<td>CPSA</td>
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<tr>
<td>10 working days after receipt of decision</td>
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<tr>
<td>arising from office holder’s review</td>
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</table>

### 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 and Confidentiality Statement

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Department of Agriculture, Food and the Marine, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition. By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by DAFM’s Competitions & Recruitment section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). The data submitted will not be used for any other purpose and will be retained in accordance with the Department’s retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts 1988-2018 and the General Data Protection Regulation 2016/678 (GDPR). Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

In line with the Data Protection Acts 1988-2018 and the General Data Protection Regulation 2016/678, you maintain, among others, the following rights in this regard;

- To receive a copy of the personal data that we hold about you
- To request that any inaccurate data that is held about you is corrected or, if we have incomplete information, you may request that we update the information such that it is complete
- To request, in certain circumstances, that we erase your personal data
- To restrict processing
- To have your personal information sent directly to yourself or to another organisation

A comprehensive Data Protection Notice for Competitions & Recruitment is available on the Department’s website at:

https://www.agriculture.gov.ie/customerservice/careers/

Internal candidates can access the document on the Competitions and Recruitment Home Page on Ezone.