



**An Roinn Coimirce Sóisialaí**  
Department of Social Protection

## **CANDIDATE INFORMATION BOOKLET**

PLEASE READ CAREFULLY

Open competition for appointment as

**Legal Advisor: Legal Affairs Division  
(Assistant Principal Level)**

**In the Department of Social Protection - Dublin**

**Closing Date: 3pm on Friday 18<sup>th</sup> July 2025**

The Department of Social Protection is committed to a policy of equal opportunity.

This Competition will be run in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission of 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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## **1. The Department of Social Protection**

The Department of Social Protection (DSP) is the largest Government Department in the Irish Civil Service and one of the largest organisations in the State. It plays the leading role in developing policy and advising government on social protection and labour market issues including income support, pensions, and employment policies.

The Department also has responsibility for the delivery of a wide range of services through its own nationwide network of offices and through a number of agencies and third-party service providers. These services include the payment of income supports and other benefits, the registration of important life events such as births, deaths, marriages and changes to gender identity, the provision of identity authentication services, the provision of employment services and programmes and the provision of a range of community services.

The Department, which employs approximately 7,500 staff, processes in excess of 10 million customer transactions per annum and issues about 84 million payments each year to 2.2 million customers and their families. The range of supports includes over 100 schemes with a total spend in excess of €26 billion p.a.

Bodies and agencies part of, or under the aegis of, the Department include the Pensions Authority, The Citizens Information Board (including MABS), the Pensions Council, The General Registration Office, and the National Auto-Enrolment Retirement Savings Authority (the latter awaiting formal establishment).

In delivering these functions and services the Department is responsible for developing, and operates under, a number of significant primary laws, and supporting statutory instruments, including:

- The Social Welfare Consolidation Act 2005 (as amended)
- The Pensions Act 1990 (as amended)
- The Civil Registration Act 2004 (as amended)
- The Comhairle Act 200 (as amended)
- The Automatic Enrolment Retirement Savings System Act 2024

## **2. Legal Affairs Division**

Given the breadth and scale of its operations the Department is heavily reliant on expert legal advice and services including with respect to the drafting and interpretation of legislation (including statutory instruments), the preparation and management of contracts, the management and resolution of disputes, the management of litigation, the Department's compliance with legal obligations as a provider of public services (including with respect to data protection, freedom of information, health and safety, procurement, and equality), employment matters, the prosecution of offences as defined under its governing legislation, and the operation of the Social Welfare Appeals function.

The Department's Legal Affairs Division manages all aspects of the Department's legal affairs working in close collaboration both with the Chief State Solicitors Office, the Office of the Attorney General, external counsel, and with other line divisions and business units of the Department. The Division currently comprises a Chief legal Advisor with two legal advisors (all on secondment from the Office of the Attorney General) together with a full-time senior solicitor.

Given the growth in the Department's business and the attendant increase, in particular, in litigation and appeals work the Department now wishes to recruit a suitably qualified person to join the Division as a legal advisor, at Assistant Principal level.

### **3. Location**

It is intended that the post will be headquartered in Dublin, but this location may be changed at the discretion of the Department.

Blended working is facilitated subject to an attendance in Dublin on a scheduled basis of at least two days per week and on other days if, and as, required. (Staff joining the Department on probation are expected to work full-time on-site in the office for at least the first nine months of their tenure).

The Department of Social Protection has an active mobility policy. Candidates should note that they may be assigned to other duties appropriate to their substantive grade either within the Department or another civil service organisation. Appointees with permanent tenure at Assistant Principal or equivalent level posts in the Civil Service may also have opportunities to move to an Assistant Principal level role or equivalent level post in another civil service organisation.

### **4. The Role of Legal Advisor**

The person appointed to the role will be expected to work on any matters assigned to them by the Chief Legal Advisor or the Department's Secretary General.

In the first instance it is intended that the appointee will be assigned to work full-time in support of the Chief Appeals Officer dealing in particular with the increasing volume of judicial review challenges made with respect to decisions made by Social Welfare Appeals Officers pursuant to the Social Welfare Consolidation Act 2005 (as amended) and regulations thereunder. The successful candidate will be required to advise and support the Chief Appeals Officer in assessing and completing reviews of appeals received under section 318 of the Social Welfare Consolidation Act 2005 (as amended). The role will involve both the management of judicial review and other litigation against the Social Welfare Appeals Office and also the provision of internal legal advice on the legal issues arising in the course of such litigation and otherwise.

### **5. Essential Entry Requirements, Qualifications and Experience**

Candidates **must**, on or before the **closing date** hold a certificate as a practising solicitor from the Law Society of Ireland, **or** be admitted to and hold membership of the Bar of Ireland **or**, if not a member of the Law Society or the Bar of Ireland:

- a) hold a Level 7, or equivalent, third level qualification with law as a major subject; and
- b) have completed and passed the final examination (FE-1) of the Law Society of Ireland **or**, if holding a Barrister-at-law degree from the Bar of Ireland/Honourable Society of Kings Inns, have completed, and passed the Essentials of Legal Practice Course of the Law Society.

and, ideally,

- c) have successfully completed the 2-year training period with a practicing solicitor as required by the Law Society of Ireland as a condition precedent to undertaking Professional Practice Course of that society.
- d) have successfully completed the Professional Practice Course of the Law Society and the required in-office period of practice.

Ideally candidates should be capable of demonstrating that they have experience in managing sensitive and complex litigation, including judicial review, and/or drafting legislation and/or dispute resolution.

In addition, candidates must be able to demonstrate that they possess the key competencies required to be considered for appointment as an Assistant Principal in the civil service, as set out in [Appendix A](#).

## 6. How to Apply

Applicants may apply provided they meet the eligibility requirements as set out above.

1. Please register/update your profile on the DSP Careers Portal [link here](#). **You can only apply for this position or update your draft application using the link above. You are advised to save this link to your favourites.**
2. Complete your Application within the DSP Portal (you must have registered your profile before you can access the application questions).
3. Submit your application (please note you will not be able to amend your application once submitted).

### Please note the following:

- **Internet Explorer does not support DSP Careers portal it should be used with Microsoft Edge or Google Chrome.**
- **You must complete your profile in full before accessing the application questions.**
- **Please ensure you save any information entered on your profile/application as you go along as it will not be automatically saved. The system will display a pop-up message after 15 minutes, you are advised to save your application as draft at this time.**

### Technical Support

If you experience any technical difficulties, please click on the **Help** facility which you will find in the top right-hand corner of the **DSP Careers Portal**. From here, please **Submit a Request** by selecting **Support Ticket** from the drop-down menu and complete all the necessary fields. You will get a call back from the **HireLab Helpdesk**, please also notify [dspcareers@welfare.ie](mailto:dspcareers@welfare.ie).

### Applicants must ensure that:

- The information provided is accurate as the information contained in your profile will automatically link to the completed application. You should check that the information which you have included in your profile i.e., work history etc is relevant to the position you are applying for.
- The contact information contained in your profile is correct as DSP HR will use this information for all further communication.
- You have completed and submitted the relevant application for the position for which you are applying, as profile registration alone does not allow access to the competition.

**Applications must be completed & submitted no later than the closing date of  
3pm on Friday 18<sup>th</sup> July 2025**

**Late applications will not be accepted, and this will be strictly enforced by the Department.**

## 7. Selection Process

An assessment board will be set up by the Department to conduct any shortlisting/interviews. Subject to the number of applications received, the selection process may include shortlisting and/or preliminary interview, in addition to a final interview.

**Short-listing of candidates:** Based on information contained in your application form, a board will examine the application and assess against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications and experience on the application form.

**Preliminary interview:** Depending on the number of applications received and shortlisted the Department may conduct a competitive preliminary interview.

**Final interview:** Will be based around the essential competencies and experience required for the post. The interview will focus primarily on seeking to establish the extent to which candidates possess and can demonstrate the skills and knowledge required for the post.

It is envisaged that interviews will be held as soon as possible after the competition closing date.

Each candidate will be advised of the time, date, and venue of their interview and of the names of the members of the interview board. The onus is on candidates to be available for interview at the appointed time.

The scoring system below will be used at shortlisting and interview. The maximum score available in each competency is 100. The pass mark in each competency is 50. Only candidates who achieve the pass mark in all competencies will be deemed suitable for consideration for appointment.

1 – 49	50 – 75	76 – 100
Failed to demonstrate sufficient evidence	Demonstrated evidence	Demonstrated strong evidence

### Panel

Following completion of Final Interviews, a panel may be formed in order of merit from which the post of Legal Advisor may be filled. This panel will be in place for a period of 18 months from the date on which it is established.

The Department may revert to the panel to fill any subsequent vacancies that may arise during the lifetime of the panel.

This panel may also be used to fill similar Legal Advisor posts which may arise across a range of Civil Service departments.

## **8. Competition Rules**

### **Availability and Admission**

During the selection process, the onus is on all candidates to make themselves available on the date(s) specified by the Department of Social Protection and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form.

### **Non-Refund of Expenses**

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Department of Social Protection is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

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

### **Canvassing**

Canvassing will disqualify and will result in exclusion from the process. Candidates must not:

- Knowingly or recklessly provide false information.
- Canvass any person with or without inducements.
- Personate a candidate at any stage of the process.
- Interfere with or compromise the process in any way.

In line with the Obligations of Candidates as set out in part 5, section 54 -56 of the Public Service Management (Recruitments & Appointments) Act 2004 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 and/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- A candidate who has not been appointed to a post will be disqualified as a candidate.

And

- Where a candidate has been appointed subsequent to the recruitment process in question, they shall forfeit that appointment.

### **Declining an offer of appointment**

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

### **Security Clearance**

A candidate will be required to complete and return a Garda Vetting Form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all addresses at which they resided.

### **Deeming of candidature to be withdrawn**

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

### **Confidentiality**

Protecting confidentiality is a priority. Candidates can expect, and we guarantee, that all enquiries, applications, and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the competition process. We will not contact referees, employers, or previous employers without the candidate's written consent and then only if under consideration for appointment.

### **Data Protection**

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> of May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When a candidate applies for a competition run by DSP a computer record is created in the candidate's name. Information submitted with a job application is used in processing the application. Where the services of a third party are used in processing the application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of the candidate's data.

### **Use of Recording Equipment**

DSP does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and candidates/clients and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under Section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

### **Code of Practice**

The selection and appointment process for this competition will be conducted in accordance with the [Code of Practice on Appointment to Positions in the Civil Service and Public Service](#) published by the Commission for Public Service Appointments ([CPSA](#)). The Code of Practice reflects the following core principles:

- Probity
- Appointments made on merit
- An appointments process in line with best practice
- A fair appointments process applied with consistency
- Appointments made in an open, accountable, and transparent manner

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

Any complaints/requests for review will be considered in accordance with the procedures as set out in the Code of Practice.

## 9. Eligibility to Compete and Certain Restrictions on Eligibility

**In order to participate in this competition, the following Citizenship requirements apply:**

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 or a stamp 5 permission;

*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.*

**To qualify candidates must be eligible by the date of any job offer. Successful candidates must continue to satisfy Citizenship Eligibility requirements at all times during their assignment.**

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> 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<sup>st</sup> 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<sup>th</sup> 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**

Candidates will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Candidates 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.

## **10. References**

Candidates should begin to consider names of people who would be suitable referees (2 names and contact details). The referees do not have to include a current employer but should be in a position to provide a reference. The referees should be able to provide relatively recent information on the candidate's performance and behaviour in a work context. Candidates may wish to select referees that can provide such information from different perspectives or in different work contexts.

Candidates can be assured referees will only be contacted should the Candidate come under consideration after the preliminary interview stage.

Please note, should the Candidate be successful at final interview, the Department may seek a reference from a current employer prior to appointment. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

## **11. Principal Conditions of Service**

### **General**

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

### **Salary (PPC)**

The salary for the position of Assistant Principal Officer as at the date of advertisement is as follows:

**€80,668, €83,639, €86,651, €89,672, €92,690, €94,431, €97,474 (LSI1\*), €100,530 (LSI2\*\*)**

### **Personal Pension Contribution (PPC Rate)**

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

A different salary scale, applies where the appointee is not required to make a Personal Pension Contribution (Non-PPC).

Long service increments may be payable after 3 (LSI1\*) and 6 (LSI2\*\*) years satisfactory service at the maximum of the scale.

### **Important Note**

Different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy. You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

### **Tenure and Probation**

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. 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 your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- I. Have performed in a satisfactory manner.
- II. Have been satisfactory in general conduct.
- III. Are suitable with regard to attendance, and
- IV. Are suitable from the point of view 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 pursuant to *Section 7. 5A (1-4) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iv) above. The detail of the probationary process will be explained to the officer by the employing Department. A copy of Department of Public Expenditure and Reform guidelines on probation will also be made available to the officer.

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 your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

### **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.

### **The Organisation of Working Time Act**

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

### **Headquarters**

Headquarters will be such as may be designated from time to time by the Head of the Department/organisation. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

### **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.

### **Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 35 hours net per week.

No additional payment will be made for extra attendance (over and above 41 hours and 15 minutes gross or 35 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

### **Annual Leave**

The annual leave allowance for this position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

### **Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

### **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](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 the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

### **Pension Abatement**

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

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

### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

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

### **Ill-Health-Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension, to the organisation administering the recruitment competition. Candidates will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

### **Appointment post Ill-health retirement from Civil Service:**

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, **there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension,** that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

### **Appointment post Ill-health retirement from Public Service:**

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.

2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#).

### **Pension Accrual**

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

### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note;** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme. For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](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 Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

### **Civil Service Code of Standards and Behaviour**

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

### **Ethics in Public Office Acts**

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

### **Prior approval of publications**

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

### **Political Activity**

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

All circulars are available on the website [www.circulars.gov.ie](http://www.circulars.gov.ie).

### **Please Note**

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

**Organisation of Working Time Act 1997**

The terms of the [Organisation of Working Time Act, 1997](#) will apply, where appropriate, to your employment.

**Additional Facilities & Enquiries**

If you require any additional facilities to assist with your participation in any stage of this competition or have any queries, please email [dspcareers@welfare.ie](mailto:dspcareers@welfare.ie)

**IMPORTANT NOTICE**

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

## **Appendix A - Assistant Principal Officer Level Competencies**

### **Leadership**

- Actively contributes to the development of the strategies and policies of the Department/ Organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

### **Judgement, Analysis and Decision Making**

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Uses judgement to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
- Takes a firm position on issues s/he considers important

### **Management and Delivery of Results**

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

### **Interpersonal and Communication Skills**

- Presents information in a confident, logical, and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
- Maintains poise and control when working to influence others
- Instills a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

**Specialist Knowledge, Expertise and Self Development**

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

**Drive and Commitment to Public Service Values**

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided