



**Grangegorman
Development Agency**
Gníomhaireacht Forbartha
Ghráinseach Ghormáin

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for appointment to the position of:

Communications Officer Panel

Grangegorman Development Agency

(Specific Fixed Purpose Contract)

Closing Date: 20 January 2020

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Corporate Affairs

Grangegorman Development Agency

The Clock Tower, Grangegorman Lower, Dublin D07 XT95

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Communications Officer Panel

Grangegorman Development Agency

1. Background Information on the Post

The Grangegorman development is being progressed on a 73 acre site in Dublin 7 and is a key deliverable under Project Ireland 2040. It represents the single largest education sector project underway in the State and is also a key driver of social and urban renewal in Dublin's north inner city.

The objective is to transform the site of the former St Brendan's Hospital into a purpose-built city-centre campus for TU Dublin, as well as a hub for primary and residential healthcare facilities, public amenities and spaces. The development is designed to strongly interlink with neighbouring areas, creating new connections into and across the wider city.

The Grangegorman Development Agency (GDA) was established pursuant to the Grangegorman Development Agency Act 2005 to facilitate the development of the 73 acre site as a modern campus for Technology University Dublin (TU Dublin), to provide the Health Service Executive (HSE) with upgraded primary health and social care facilities, and to provide community access/facilities. The Act can be viewed [here](#)

The Grangegorman development consists of a number of interrelated projects across the education, health and community sectors as follows:

- **TU Dublin:** Consolidation of TU Dublin's city centre activities which will ultimately bring some 22,000 students and 2,000 staff together at a single location. Programme I, which included site-wide infrastructure and adaptive reuse of existing buildings, has been completed. Programme II, the East and Central Quads, is under construction and scheduled for completion in 2020. Programme III is now in advanced planning and will be the main delivery focus of the Agency over the coming years. Programme III includes, inter alia, the development of a West Quad to accommodate the School of Business and Academic Hub/Library to serve the full campus.
- **HSE:** The relocation of residents and staff of St. Brendan's hospital from antiquated accommodation into a purpose built 54 bed facility on the site was achieved in March 2013. The subsequent project, the Primary Care Centre forms the core of the HSE area on the Grangegorman site. Part new build, part refurbishment of the protected Laundry building, the facility accommodates the Grangegorman and Cabra East primary care teams along with a range of other health and social care network services for the North West Inner City. The new structure, comprising three stories as per the Grangegorman Planning Scheme, provides GP suites and Public Nursing, facilities for Ophthalmology and Occupational Therapy as well as a full Audiology suite, including the Bone Anchoring Hearing Aid (BAHA) programme and hearing aid repairs. The next phase of build for the HSE will be the Grangegorman Residential Care Neighbourhood. This Project will result in the provision of a new Residential Healthcare Facility for older people with high dependency needs and a Day Care Centre offering services to older residents from the local area. A significant Mixed Use/Science & Technology development is also envisaged to be delivered on the HSE lands.
- **Community:** Providing a major public recreational and amenity resource for the north inner city including health facilities, primary school, playgrounds and park, and access to sports facilities. Connecting the Grangegorman site into the fabric of the wider city is fundamental to its success. The first playground opened in September 2015.

TU Dublin Programme III is a suite of projects and tasks of varying scales and complexity, from circa €100K to greater than €100M. The successful candidate will be largely focused on helping deliver these projects.

2. Project Vision

The Vision for the Grangegorman Project elaborates upon the statutory purpose of the Grangegorman Development Agency (GDA) and embraces the identified needs of the stakeholders to describe a vision for the future reality of Grangegorman and to establish key success measures for the project.

The Project Vision establishes the overall Project Aims and may be described as follows:

- To satisfy the requirements of the Grangegorman Development Agency Act 2005.
- To develop a world class integrated campus for the former Dublin Institute of Technology now Technology University Dublin (TU Dublin) – a flagship in development within higher education in Ireland, incorporating leading edge design, educational innovation and technology.
- To redevelop St. Brendan’s Hospital and other local clinical services on a state-of-the-art integrated healthcare campus which enables a high class service model to be delivered by the HSE.
- To generate community benefit through enhanced physical environment, sport and recreational facilities, arts and cultural spaces, social and educational amenities, and economic opportunity.
- To achieve excellence in architecture, urban design and sustainability and protect the architectural heritage of the site.
- To develop a new city quarter which links with and adds value to its surrounding neighbourhoods and the city in general and articulates Dublin City Council’s vision for the City as expressed in the City Development Plan.
- To maintain a communications strategy throughout the delivery of the project that facilitates appropriate consultation.

3. Principal Duties

The Role of the Communications Officer as set out in the GDA Act 2015 is first and foremost to ensure all stakeholders are consulted with on all aspects of the project and to ensure that they are kept up to date with every relevant aspect of the development. Over the years, this has included both statutory and non-statutory consultation. While the project has moved more into the construction phase, there is a lot of consultation and communication that must still take place. This takes various forms including regular meetings with stakeholder groups, attendance at external events, one to one meetings online engagement.

The Communications and Consultation Officer plays a key role in all projects undertaken by the Agency with input into early plans and the organisation of consultation and information session at key moments throughout all projects. It is vital that the person in this role has the ability to build sustainable relationships and high levels of trust not only with the public and outside stakeholders, but also with partner organisations and equivalent communication staff. The person will need to be interested in contributing to the design and delivery of a quality communication service and ensuring relevant

information is accessible and timely.

In addition to the direct project based work, the Communications Officer has input into and responsibility for other aspects of the Grangegorman Project. They will act as a contact point and liaison between both the Public Art Working Group and the Grangegorman Histories Working Group. It is also an important aspect of the role to continue to look for ways to build relationships and partnerships with key organisations around Grangegorman, e.g. Stoneybatter Pride of Place Festival, Culture Night and Open House.

The Communications Officer, reporting to the Corporate Affairs Manager will be expected to carry out some/all aspects of the following functions:

- Implementing as required statutory consultation processes required under the Grangegorman Development Agency Act 2005;
- Liaising and networking with residents, local community groups, schools, community forums, individuals and interested stakeholders in the neighbourhood of the project. The appointee shall be a key contact person in the Agency for the local community;
- Strengthening and improving links with the Grangegorman neighbourhood to convey information and to listen to and gather the concerns and aspirations of the community regarding all phases of the overall project and its constituent projects, through the pre-planning, planning application, construction and operation stages;
- Assisting in developing and delivery of strategies to enhance external and internal communication
- Media Relations, including preparation of Press Releases, handling of enquiries from journalists and other media contacts via telephone calls and email;
- Monitoring Media coverage of the Agency and current affairs. Providing support and briefing to spokespeople, senior management and the Board in preparation for media engagements and coordination of training if required.
- Proactive media relationship building as required by the Agency's business priorities, including briefing and engaging with the media as required
- Development and implementation of the Agency's digital and social media strategy. Create content that can be leveraged across all of the organisation's platforms.
- Preparation of material for newsletters and website;
- Organisation of consultation events including display materials, venue preparation, and general event management;
- Support the work of the Public Art Working Group and other groups to deliver communication and strategies
- Other relevant duties as identified by the GDA.

4. Qualifications and Experience

4.1. Essential Requirements:

Education, Training, Experience, etc.

- A qualification of at least Level 8 on the National Framework of Qualifications in Communication, Journalism, Multi Media/Communications, or Public Relations;
- A minimum of 4 years relevant communications experience or of working in a similar field;
- Relevant experience in consultation processes and communications;
- Developing content across a range of platforms;
- IT and Digital Media skills, and website management;
- Experience or an understanding of the issues that could affect local community groups and stakeholders.

4.2. Desirable Requirements

- A recognised communications or community development related third level degree;
- Excellent interpersonal and communication skills;
- Experience of community consultation in relation to building projects;
- Ability to work on own initiative and as part of a team;
- Knowledge of media practices;
- Knowledge of city making or urban re-development issues.

Character

Candidates shall be of good character.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

5. Eligibility to compete and certain restrictions on eligibility

European Economic Area Citizens

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) and the Minister's consent will have to be secured prior to employment by any Public Service body.

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 Education and Skills Early Retirement Scheme for Teachers Circular

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).

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 either of these schemes are not eligible to compete in this competition.

Department of Environment, Community & Local Government

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.

6. Principal Conditions of Service

6.1. Salary

Entry will be at the minimum of the scale and increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution).

HIGHER EXECUTIVE OFFICER (PPC)

€48,868	€50,297	€51,722	€53,147	€54,577	€56,003	€57,429
€59,489 ¹	€61,545 ²					

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

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

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Successful candidates will agree to repay any overpayment of salary, allowances, or expenses in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

6.2. Annual Leave

The annual leave allowance for the position of Higher Executive Officer is 29 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil or Public Service, is based on a five day week and is exclusive of the usual public holidays.

6.3. Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to

time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

6.4. Place of Work

The GDA's offices which are currently located at Grangegorman Lower, Dublin 7. The offices will be such as may be designated from time to time by the Agency to meet the needs of the project and could relocate during the course of the contract to facilitate the work of the Agency. When absent from home and office on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil or Public Service regulations.

6.5. Tenure and Probation

The position of Communications Officer is a full-time specific fixed purpose contract aligned with the lifetime of the Agency. The provisions of the Unfair Dismissals Acts 1977 – 2007 will not apply to the termination of the contract consisting only of the expiry of the fixed term.

The probationary contract will be for a period of one year, this is included and not additional to the fixed term purpose 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, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

6.6. Suspension of Probation

The Agency may suspend the probationary period and, as a result, extend the term of the probationary contract in the following circumstances:

- the probationary period will be suspended if the officer is on Maternity or Adoptive leave,
- the probationary period may, at the discretion of the Department, be suspended where the employee is absent on any other form of statutory or non- statutory leave.

Where the Agency's ability to assess the officer and/or the officer's ability to demonstrate their suitability for permanent appointment is compromised by the officer's absence on leave, the contract period will be extended by the period of leave taken.

6.7. Duties

You will be required to perform any duties appropriate to your grade which may be assigned to you. You may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

6.8. 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 Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

6.9. Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the Grangegorman Development Agency depending on the status of the successful appointee:

- (a) 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

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:

- (a) 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).
- (b) Retirement Age: Scheme members must retire on reaching the age of 70.
- (c) 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).
- (d) Post retirement pension increases are linked to CPI
- (b) An individual who is on secondment will remain a member of the parent organisation’s pension scheme and the pensionable remuneration will be based on his/her substantive grade i.e. the grade at which the individual is employed in his/her parent organisation;
- (c) An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

6.10. Pension Abatement

- (a) 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.**
- (b) 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.

- **III 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. Applicants will be required to attend an appointed medical professional 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 to 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 upon request.

- **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

For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>

For further information in relation to the pension scheme for Established State Employees, please see the following website: <http://www.cspensions.gov.ie>.

Outside Employment

The position is whole time and the officer may not engage in private practice or be connected with any outside business which would interfere, or be incongruent, with the performance of official duties.

Official Secrecy and Integrity

The appointment will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. Successful candidates 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 appointment will be subject to the Civil Service Code of Standards and Behaviour.

Political Activity

The appointment will be subject to the rules governing civil servants and politics.

Ethics in Public Office Acts 1995 and Standards in Public Office Act 2001

The provisions of these Acts apply, as appropriate, to this position.

Personnel Code

Further details and circulars regarding these terms and conditions can be found in An Cod Pearsana and are available on the following web site www.circulars.gov.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.

7. Competition Process

Candidates should submit a comprehensive CV setting out your career history, with responsibilities and achievements. Enclose a covering letter, highlighting your suitability for this role and providing your full postal address, daytime, and mobile telephone numbers.

If after reading the material you have any questions about any aspect of the recruitment for this appointment please email recruitment@ggda.ie

Closing date

Please email your CV with a covering letter to be received no later than 9am, 20 January 2020 to recruitment@ggda.ie, clearly identifying which role you are applying for in the Subject Line eg: Application for position – Communications Officer Panel.

You can also post or deliver to

Confidential
Communication Officer Panel
Nora Rahill
Corporate Affairs
Grangegorman Development Agency
The Clock Tower
Grangegorman Lower
Dublin D07 XT95

Only applications received by 9am, 20 January 2020 will be accepted into the campaign. **Applications will not be accepted after the closing date.**

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Alison McCormack** at (01) 402 4140 or email Alison.McCormack@ggda.ie

Interviews for this post are likely to be held in February 2020

You are advised to check your Junk/Spam email folders as communication of the recruitment process will be by email to all candidates. You are also advised to check these folders regularly.

The onus is on each applicant to ensure that s/he is in receipt of all communication from the Grangegorman Development Agency (GDA).

The GDA accept no responsibility for communication not accessed or received from/by an applicant

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

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- presentation or other exercises
- a final competitive interview
- Any other tests or exercises that may be deemed appropriate

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the GDA may decide that a number only will be called to interview. In this respect, the GDA provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 2014, the Data Protection Acts 2018 and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by the Agency or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

Appointments from panels

At the end of the selection process a panel(s) of qualified candidates is formed from which vacancies may be filled. This panel may remain in place for up to two years. A panel is a list of qualified candidates ranked in order of merit from the final stage of the selection process. Should a vacancy arise and their place reached, candidates undergo the final stage of the selection process. Prior to recommending any candidate for appointment to this position the GDA will make all such enquiries that are deemed necessary e.g. employer references, to determine the suitability of that candidate. Until all stages of the selection 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. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate may no longer remain on the panel. Please note that some posts may be advertised to the panel of qualified candidates.

Security Clearance

You may be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by GDA. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form. Special Security Clearance is a requirement for appointments to certain offices or departments.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more you will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- 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; and
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Non-Refund of Expenses

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

Other important information

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

Prior to recommending any candidate for appointment to this position the GDA 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.

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 s/he has not been appointed to a post, s/he will be disqualified as a candidate; and where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Specific candidate criteria

Deeming of candidature to be withdrawn

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

Declining an offer of appointment

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

Quality Customer Service

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

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you register with the GDA or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to sections of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: Gdpr@ggda.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition. Please note that all assessment

and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials and/or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

GDA does not allow the unsanctioned use of any type of recording equipment on its premises. 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 customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach and will result in the candidate being disqualified from the competition.

Other

Elements of the selection process may be undertaken by other parties. In such circumstances it will be necessary for your information to be shared between GDA and these parties in order for your application to be processed.

Appendix 1

Grangegorman Development - This Project Delivers:

- A **construction project** with substantial employment and spin-off benefits
 - 2,000 construction jobs from now until project completion
 - a further **1161** full time jobs created on completion. (*Scale equivalent to two Dundrum Town Centres*).
 - A 'Local Labour' Charter has been put in place, committing contractors to recruiting up to 20% of all new employees through the Area Network Skills Register.
- A **central piece of national economic infrastructure** – supporting knowledge society, research and development, intellectual capital creation, upskilling of the labour force and enterprise innovation.
- One of the first major **new mental health assets** to come about as part of the Department of Health and Children's multi-annual programme of capital investment consistent with 'A Vision for Change'.
 - Phoenix Care Centre sets a new standard for care of mentally ill patients
- Develops a **new urban quarter** for Dublin city
 - Maintains this key city-centre site in public ownership
 - Contributes significantly to regeneration of Dublin's north inner city, including areas such as Smithfield, Cabra and Phibsborough
 - Knits areas of the city together in a coherent way
 - Integrates with and supports transport initiatives including Luas Cross-City
 - Delivers vital primary care and other health services to the area.
- Major **consolidation of higher education** sector
 - TU Dublin accounts for almost 10 % of the total higher education sector in Ireland.
 - all TU Dublin City Campus activities, previously on 39 separate citywide locations, will be brought together at Grangegorman
 - First 1,000 TU Dublin students arrived on campus in September 2014
 - First new TU Dublin building, The Greenway Hub, completed in October 2015

Core Aspects of the Grangegorman Project:

- HSE: Relocation of residents and staff of St. Brendan's hospital from antiquated accommodation into a purpose built 54 bed facility on the site. Building opened in March 2013. The new primary care centre is complete and fully operational. The new residential care neighbourhood is entering design stage.
- TU Dublin: consolidation of all TU Dublin City Campus activities – 22,000 students and 2,000 staff - at a single location, including education facilities, research, technology transfer, sports, cultural activities, science park and student accommodation.
- Providing a major public recreational and amenity resource for the north inner city. Apart from health facilities, this includes a public library, primary school, playgrounds and park, and access to sports facilities. The first playground opened in September 2015 and has been a huge success in the area.

Project Milestones to Date

- Strategic Development Zone planning designation for the entire site, ensuring no planning delays as each aspect of the development rolls out. 20 Planning permissions granted under the SDZ Planning Scheme.
- The HSE Mental Health Replacement, the Phoenix Care Centre, completed and occupied in spring 2013.
- Phoenix Care Centre won the RIAI 2013 award for *Best Health Building*.
- Masterplan for the physical development of the whole site has won major international awards for urban development.
- High level of engagement with all stakeholders in the project throughout the last 10 years.
- Major Site Infrastructure and Public Realm (SIPR) Project covering the entire 73 acre site, phase 1 complete (Includes major underground site services, new parkland, playing pitches and a playground). SIPR Project won the International Construction Project Management Association (ICPMA) 2015 award for Excellence in Construction Project Management.
- Adaptation and refurbishment of 6 listed buildings now in occupation by 1,100 TU Dublin students and staff since September 2014.
- The campus development is being used as a learning project for many TU Dublin students at undergraduate and postgraduate level.
- The first new TU Dublin building on site – the Greenway Hub – funded through PRTLI and Enterprise Ireland for the Environmental Health Sciences Institute and TU Dublin Hothouse now complete and occupied.
- The Primary Care Centre, one of the 5 largest in the country, accommodates the Grangegorman and Cabra East primary care teams along with a range of other health and social care network services for the North West Inner City.
- Two Major Academic Buildings, the Central and East Quads being constructed via PPP's (Public Private Partnership) are at the next stage of development for the new TU Dublin City Campus at Grangegorman and due for completion in September 2020. The Central Quad will incorporate ten TU Dublin schools from the Colleges of Science, Health, Arts & Tourism, and Engineering. The East Quad will be a centre of excellence for Creative Arts; Media; the Conservatory of Music and Drama; and Social Sciences, Languages and Law.
- 24 classroom primary school (onsite in temporary accommodation since September 2009) accommodating Dublin 7 Educate Together, has Department of Education and Skills approval for development of permanent premises on campus. Grafton Architects have been appointed to design this new building.
- The Academic Hub, which will mainly incorporate the new library for the quarter, will be delivered by 2022. O' Donnell + Tuomey Architects have been appointed to design this new building.

- The West Quad, designed by Heneghan Peng Architects, will also be delivered on this timeline and will be the business school and main conferring venue for the university.
- Grangegorman Labour and Learning Forum established and co-ordinator appointed to implement the recommendations of the “Joining up the Dots” employment studies (2009, 2014). An Employment Charter has been agreed for all contracts on the site, committing contractors to a target of 20% of new hires from within the local area.
- Major Public Art Programme now underway as part of the overall development. Already 16 community art projects have been commissioned and a major public art commission was announced early in 2019.
- New replacement Bus Facilities for Dublin Bus is complete which enabled the Luas Cross City works at Broadstone to proceed.
- Luas Cross City is now up and running.