



## CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for appointment to the position of:

Director of Corporate Services and Community

Grangegorman Development Agency

Specific Fixed Purpose Contract

Closing Date: 13<sup>th</sup> March 2023

Gníomhaireacht Forbartha Ghráinseach Ghormáin  
Grangegorman Development Agency

Teach Páirc, 4 Urlar, 191 An Cuarbhóthar Thuaidh. D07 EWW4  
Park House, Floor 4, 191 North Circular Road. D07 EWW4

URL: [www.ggda.ie](http://www.ggda.ie)



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# Director of Corporate Services and Community (DCSC) Grangegorman Development Agency

## 1. Background Information on the Post

The Grangegorman Development Agency (GDA) is a statutory agency established in 2006 by the Irish Government under the [Grangegorman Development Agency Act 2005](#) to redevelop the 30 ha (73 acre) former St. Brendan's Hospital grounds in Dublin's North Inner City. The development represents one of the largest regeneration projects and urban design undertaken within the city core for many decades.

The GDA's mission is to transform Grangegorman into a vibrant community that encompasses a world class, integrated and inclusive education, health, and community campus. This will be achieved by delivering a built environment that is in keeping with the Grangegorman Masterplan Vision.

In doing so, the Agency's vision is to be locally and internationally recognised as an exemplar of community urban regeneration, focused on education and health.

The Agency values are:

Collaboration	We work hard with all our stakeholders to ensure everyone's voice is heard and considered; we align ourselves strategically and apply our resources to achieving our shared objectives
Delivery Focused	We are a fixed purpose Agency whose job it is to transform Grangegorman, while optimising value for money.
Design Quality	We ensure that all projects, activities and initiatives developed by, or on behalf of, the Agency are designed to the highest quality and sustainability standards.
Integrity	We always act with integrity with all of our stakeholders, end users, neighbours, contractors, consultants and colleagues. We work to build and maintain trust, to treat everyone with respect, to be patient and to always endeavour to do the right thing.
Sustainability	We will endeavour to ensure that everything designed and built by and on behalf of the Agency is as environmentally and socially sustainable as possible. This applies to buildings, infrastructure and public realm; our activities, initiatives and operations; and our relationships with stakeholders.

## 2. Principal Duties

This person will be responsible to the CEO of the GDA for the seamless delivery of corporate services covering ICT, HR, corporate governance, board secretarial services, relevant corporate procurement and communications; and will also be responsible, in liaison with the Project Directors, for the management of community relations and delivery of social and cultural projects such as local employment, public art, research and events. In providing high quality support and services to the board and executive of the GDA, the role will be critical in facilitating the smooth delivery of the GDA's Mission and Vision in line with its stated Values and helping ensure that the GDA is an enjoyable and productive place to work.



The DCSC will lead the further development of relevant internal corporate policies, plans and processes in line with evolving public policy requirements; lead the development and integration of all relevant aspects of ICT and HR with the developing blended working environment (i.e. the physical and digital office environments, etc.) all with a view to creating an improved and improving more efficient and effective organisation. This may include leading or supporting (as appropriate) the adoption of quality management frameworks or international standards such as ISO 9001 or structured workplace improvement processes, potentially with third party service providers.

On a day-to-day basis, the Director of Corporate Services and Community (DCSC) will report to the Chief Executive Officer (CEO); liaise with, support and advise the Project Directors and the Director of Finance in the performance of their respective roles; and lead the corporate and communications team. The DCSC, with the CEO and other senior management, will help ensure the smooth operation of the organisation over time, facilitating all other functions to perform sustainably at optimal levels and in a manner that is compliant with the direction of the Board, relevant legislation, Government policies and relevant procedures. The DCSC will manage a team of administrative and communications staff who perform the various tasks as delegated by the DCSC (generally a headcount mix of c. 5 - 10 GDA employees, agency staff and service providers).

### **Non-Exhaustive list of Particular Duties:**

#### **Corporate Services:**

- The DCSC will be responsible for the overall delivery and management of Corporate (i.e. non-construction) Health and Safety
- Human Resources (incl. PMDS, recruitment, policies and procedures, training & development, employee support, etc.)
- ICT & Digital Services in line with Government Strategy (e.g. Connecting Government 2030) incl. the preparation and implementation of relevant Digital and ICT improvement strategies
- Corporate information management and document control
- Communications
- GDPR, Open Data, Data Protection and Freedom of Information
- Compliance with GDA and public sector operational and general policy matters
- Office Administration and Facility Management, ensuring the provision of a well maintained, comfortable clean safe and sustainable environment that meets the needs of the staff and visitors
- In collaboration with the Director of Finance, day-to-day corporate legal and insurance matters
- Preparation of annual / specific plans and reports as required by the CEO
- Procurement of Corporate Services / ICT Hardware and Software / day-to-day office needs, equipment, furniture, sundries, etc.

#### **Community and Culture:**

The DCSC will lead the delivery of the social and cultural aspects of the Grangegorman Project, in liaison with internal staff, key project stakeholders and partners, and other relevant public bodies, government departments and NGO's. The DCSC will ensure that this work is aligned with the GDA's Sustainability Strategy, other relevant strategies, and the GDA's reporting obligations and policies.



In collaboration with other GDA staff, the DCSC will represent the GDA CEO and arrange the administration of the following groups and committees, supporting each (or at times acting as) Chairperson, and ensuring the aims and objectives of the GDA are being met in an efficient and effective manner;

- The Public Arts Working Group
- Grangegorman Histories
- Grangegorman Labour and Learning Forum
- Consultative Group
- Community Liaison Committee

Other similar groups may form from time to time in order for the GDA to fulfil its statutory function and achieve its overall Mission and realise its Vision, for which the DCSC may be required to take on a similar role.

The DCSC will also supervise the GDA Communications Team to ensure appropriate performance in line with relevant.

### **Corporate Governance and Board Secretarial Services:**

The DCSC, in collaboration with the Director of Finance, will be responsible for the provision of corporate governance services on behalf of the CEO to the Board and wider executive.

The DCSC will exercise due care, skill and diligence in ensuring the provision of secretarial services to the Board (and its Committees) as per the Code of Governance of State Bodies and the GDA Act 2005, including;

- Assisting the Chairpersons of the GDA Board & Committees, including;
  - Arranging and recording meetings
  - The timely, clear and accurate issue of appropriate information (i.e. records of meetings, reports, papers and other such documentation as required)
  - Ensuring matters of disclosure are appropriately managed
- Advising the Board and Committees on matters of corporate governance, and ensuring compliance with statutory obligations and regulations
- Supporting each of the Board members in fulfilling their duties
- Induction of new Board Members and arrangement of training and mentoring
- Arranging Board Evaluations and other Board performance improvement related processes
- Any other relevant function as requested by the Board
- Adherence to Government policies plans guidance & procedures
- Advising relevant staff and Board Members of Government initiatives, policies, requirements etc.

The DCSC will also manage the corporate governance arrangements with the GDA's parent Department, the Department of Further and Higher Education, Research Innovation and Science (DFHERIS), and will ensure that the Department gets timely and accurate information relating to the GDA, as and when required.

The GDA also operate project governance structures with TU Dublin, HSE and DFHERIS that align with the Public Spending Code and the Capital Works Management Framework. The operation of these structures is largely the responsibility of the CEO, Project Directors and the Director of Finance, however the DCSC will be required to provide support to the CEO and other executive directors from time to time in the performance of their respective roles, such as the preparation and issue of accurate and timely minutes.



### 3. Qualifications and Experience

#### Person Specification:

The successful candidate will be expected to demonstrate the following:

- Exceptional organisational, planning and communication (written and verbal) skills, presents well in different forums, acts with integrity (and discretion as necessary) at all times and can convey authority as and when required.
- A clear ability to identify, understand, analyse, synthesise and communicate the various challenges and requirements across the different aspects of the role in order to fulfil and best serve the needs of the GDA.
- A drive for results, set appropriate targets and leads their team to successful high quality and sustainable outcomes. Including coordinating and collaborating with, and supporting as appropriate, both internal and external stakeholders.

#### Essential Requirements:

- Track record of managing the various corporate functions of HR, ICT, board secretarial etc.
- Demonstrated ability to manage difficult or sensitive situations in a calm, respectful, and objective manner, with integrity and discretion, and in a way that meets the needs of the GDA and / or others as appropriate
- Well developed stakeholder management skills, and the ability to communicate (written and oral) clearly and effectively with different stakeholders and in different circumstances, including the ability to write clear and concise corporate documents, such as minutes, board papers, reports, etc.
- Proven ability to identify, analyse, organise, plan, execute and review key tasks as appropriate, with a good eye for detail
- Experience of leading and managing teams/others with the ability to support and collaborate with colleagues to achieve collective outcomes

#### Desirable Requirements:

- Knowledge of relevant areas of law and other relevant legislation, regulation policies and procedures (e.g. health and safety, corporate, public sector, procurement, GDPR, etc.)
- Strong ICT literacy and associated skills incl. cybersecurity, and in particular the use and development of SharePoint and Office 365
- Appropriate experience of developing and delivering staff training, learning and development / mentoring / coaching / talent / performance management programmes and use of HR management systems
- Appropriate experience of working with or developing quality management systems relevant to the role

#### Qualifications:

- A recognised and relevant third level or professional qualification e.g. business, legal, IT and/or HR etc. (level 8 on the National Framework of Qualifications or higher)
- Minimum of 6-7 years relevant postgraduate experience



#### **4. 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.

## **5. Principal Conditions of Service**

### 5.1. Salary

#### **ASSISTANT PRINCIPAL (PPC)**

€73,236	€75,933	€78,668	€81,412	€84,151	€85,730
€88,495	€91,270				

### **Important Note**

Entry will be at the minimum point 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

#### **ASSISTANT PRINCIPAL (PPC)**

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).

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.

### 5.2. Annual Leave





The annual leave allowance for the position of 30 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.

### 5.3. Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 35 hours nett 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.

### 5.4. Place of Work

The GDA's offices are currently located at Park House, Grangegorman, 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. The GDA does have hybrid working policies in place, subject to agreement with your manager.

### 5.5. Tenure and Probation

The position of DCSC, 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.

### 5.6. 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.

### *Duties*



The appointee will be required to perform any duties appropriate to his/her grade which may be assigned to him/her. S/he may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

#### 5.7. 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.

#### 5.8. 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:

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:

- (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.
- (e) 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;
- (f) 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.

#### 5.9. 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.

#### 5.10. 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. 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 be aware of the following:

If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.

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.

- 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:

- 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.
- 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.
- 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.

#### 5.11. 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)

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>.

#### 5.12. 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.

#### 5.13. 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 Act 2014. Successful candidates will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

#### 5.14. 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 on the following web site [www.circulars.gov.ie](http://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.

## **6. Selection Process**

How to Apply:

The application process is an online one via Hays Executive Ireland at [ExecutiveSearch@hays.ie](mailto:ExecutiveSearch@hays.ie)

You are asked to submit:

- A comprehensive CV
- A short letter of application (no more than 2 pages) outlining a statement of key achievements and where you believe your skills, experience and values meet the requirements of the position.

Closing Date:

Closing date for this position is 13<sup>th</sup> March 2023. Your online application must be submitted to [ExecutiveSearch@hays.ie](mailto:ExecutiveSearch@hays.ie) not later 5.30pm on the closing date.

If you feel you would benefit from a confidential discussion about any aspect of this significant opportunity, please contact Arlene Sheridan at [ExecutiveSearch@hays.ie](mailto:ExecutiveSearch@hays.ie).

*Interviews for this post may be held by in person or online.*

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 only a number will be called to interview. In this respect, the GDA provide for the employment of a shortlisting



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 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.

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.

### *Candidates with Disabilities*

Candidates with Disabilities that would like to avail of reasonable accommodations are asked to email [ExecutiveSearch@hays.ie](mailto:ExecutiveSearch@hays.ie). The submission of a psychologists/medical report may be requested in order to provide reasonable accommodations. The purpose of the report is to provide GDA with information to act as a basis for determining reasonable accommodations, where appropriate.

### *Confidentiality*

Subject to the provisions of the Freedom of Information Act 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.

### *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 eVetting 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
- 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.

### *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.

### *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.

### *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](mailto: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).