



CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for appointment to the position of:

Clerical Officer Panel
Grangegorman Development Agency
(Specific Fixed Purpose Contract)
Closing Date: Monday 16th May 2022

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[Title]

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Clerical Officer Panel

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.

Communication is identified under the Grangegorman Development Agency Act 2005 as a core function of the Agency and is embedded into the Grangegorman Project at all levels. The GDA communications strategy provides for consultation with residents in the Grangegorman neighbourhood, patients and providers of HSE healthcare services, the staff and students of TU Dublin, trade union and employers' representatives, public representatives, and any other person relevant to the Grangegorman Project.

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. Programmes I and II included site-wide infrastructure and adaptive reuse of existing historic buildings along with the development of the new East and Central Quads. These are now completed and currently in full occupation by the University. Programme III is currently in advanced planning and will be the main TU Dublin delivery focus for the Agency over the coming years. TU Dublin Programme III is a suite of projects and tasks of varying scales and complexity, from circa €100K to greater than €100M. It includes, inter alia, the development of a West Quad to accommodate the School of Business, School of Languages and Law and the University Exam and Event Space. The FOCAS Research Institute which will further consolidate an emerging research and innovation hub in Grangegorman, and the Academic Hub & Library to serve the campus and provide a focal point for Grangegorman and the city. The Academic Hub & Library has recently commenced a 2-year construction programme.
- 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 opened in 2018, serving the Grangegorman and Cabra East areas, as well as providing specialist services, including audiology, for the wider Dublin area. The next phase for the HSE will be the Residential Care Neighbourhood. This project, which is due to be lodged for planning shortly, 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 further significant new healthcare development off the North Circular Road and a new Mixed Use development at Broadstone are also to be delivered for the HSE.
- Community: The GDA is 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 and has proven to be a fundamental asset to the community. Further developments of this nature will be delivered in parallel with TU Dublin, HSE and other facilities. The GDA is a key partner in the Grangegorman Area Based Childhood programme and the Grangegorman Employment Charter, which seeks a minimum of 20% local employment for new jobs on site, has been successfully operating since 2012. The GDA is also supporting community involvement in a wide variety of initiatives through '...the lives we live' Grangegorman Public Art and Grangegorman Histories programmes.

2. Project Vision

The Vision for the Grangegorman Project elaborates upon the statutory purpose of the 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 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 Clerical Officer working as part of the Corporate Team will contribute to the achievement of the Agency's objectives and effectiveness by ensuring that the day to day office functions are efficient and responsive to the Project.

The role involves:

- dealing with telephone queries and acting as a receptionist for the GDA's offices
- preparation of agendas, minutes and general documentation for the Board of the Agency, its committees, working groups and for the Consultative Group
- ensuring up-to-date contact details of stakeholders, interested parties are maintained
- provide clerical support to the various functions in the Agency
- support in the organising of public or consultation meetings and workshops
- support in updating policies and procedures for the GDA
- support for Corporate Health & Safety
- support in relation to the Agency web site and intranet
- across the Agency team on various projects:
- maintaining an effective electronic filing and records system, including archiving
- stocktaking of office supplies and equipment
- managing PPE equipment for construction site visits
- conducting staff surveys using MS forms
- providing photocopying and filing support to the GDA team
- ordering couriers and taxis for the GDA team
- dealing with the GDA's incoming and outgoing post, and maintaining credit on the franking machine
- booking and setting up of rooms, materials and consumables for meetings
- preparing of documentation and presentation material for meetings
- raising Purchase Orders (PO's)

To undertake any other duties of a similar level and responsibility as may be required from time to time.



4. Qualifications and Experience

Candidates must demonstrate:

Essential Requirements

- Leaving Certificate Qualification
- A minimum of 1 year's relevant office administration experience including provision of secretarial support, minute taking, etc.
- Excellent IT skills (including Microsoft Word, Excel, PowerPoint and Access)
- Good communications skills and ability to work as part of a team

Desirable Requirements

- Letter writing skills and grammatical proficiency
- Previous experience of working in administration within an educational or public service setting
- Good organisational skills and an ability to work on own initiative
- Experience in dealing with Local Community or Voluntary Groups

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).

CLERICAL OFFICER (PPC)

€25,339	€26,693	€27,375	€28,181	€29,368	€30,555	€31,740
€32,604	€33,581	€34,717	€35,517	€36,642	€37,760	€39,504
€40,876 ¹	€41,504 ²					

CLERICAL OFFICER (PPC)

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 Clerical Officer is 22 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 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.

6.5. Tenure and Probation

The position of Clerical 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.

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.

6.7. 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.

6.8. 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

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.

6.9. 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.

6.10. 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 to 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.

6.11. 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

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>.

6.12. 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.

6.13. 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.

6.14. 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.

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 including 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 on Monday 16th May 2022 to recruitment@ggda.ie, clearly identifying which role you are applying for in the Subject Line e.g.: Application for position – Clerical Officer Panel .

Only applications received by 9am on Monday 16th May 2022 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: Aengus.Cooke@ggda.ie

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

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 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 submit a psychologists/medical report. The purpose of the report is to provide GDA with information to act as a basis for determining reasonable accommodations, where appropriate.

These reports must be forwarded to the GDA Corporate Affairs Manager at by the closing date as set out above. You should email a scanned copy of the report to nora.rahill@ggda.ie

If you have previously applied for a competition with GDA and submitted a report, please email nora.rahill@ggda.ie to confirm if your report is still on file.

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.

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.

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 ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).