

2025

Candidate Booklet

Grangegorman Development Agency

Job title: Clerical Officer (Administration)
Grade: Clerical Officer
Closing date: 5pm, Friday 25th April 2025

General Information

<i>Job Title:</i>	Clerical Officer (Administration)
<i>Grade:</i>	Clerical Officer
<i>Starting Salary:</i>	*€30,691.02 *Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant.
<i>Employing Authority:</i>	Grangegorman Development Agency
<i>Office Location:</i>	Floor 4, Park House, 191 North Circular Road, Dublin 7
<i>Working Hours:</i>	35 hours per week
<i>Blended / Agile / Remote Working:</i>	Blended Working Policy in place, available subject to role requirements
<i>Annual Leave:</i>	22 days
<i>Tenure:</i>	5-year Fixed Term Contract
<i>Other Benefits:</i>	<ul style="list-style-type: none"> • Central office location • Generous public sector pension scheme • Employee wellness programme that includes annual health check up • A culture of continuous professional development
<i>Closing Date:</i>	5pm, Friday 25th April, 2025

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1 Background

This is an exciting opportunity for a talented professional to join a diverse public body responsible for the regeneration of a major urban site within Dublin city centre in the role of Clerical Officer. The successful candidate will contribute to a dynamic and supportive environment in the area of Corporate Services and Community in the GDA.

2 Equal Opportunities

The GDA is an equal opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where everyone has equal access to opportunity and feels comfortable and confident to be themselves at work. Reasonable Accommodations will be provided, if required, during this process. To discuss and request reasonable accommodations in confidence please contact recruitment@ggda.ie.

3 The Grangegorman Development Agency

In 2002 a government decision was reached to redevelop the St. Brendan's Hospital site, Grangegorman.

This was followed in 2005 with the Grangegorman Development Agency Act - (GDA Act) which made provision for the development of the Grangegorman site as an Open Urban Quarter including education, health, and community facilities. The Agency was subsequently established in 2006.

3.1 Grangegorman Development Agency Mission – Vision – Values

Mission Statement

To transform Grangegorman into a vibrant community that encompasses a world class, integrated and inclusive education, health, community campus and urban quarter. This will be achieved by delivering a built environment that is in keeping with the Grangegorman Masterplan Vision.

Vision

To be locally and internationally recognised as an exemplar of community urban regeneration, focused on education and health.

Values

Collaboration, Delivery Focus, Design Quality, Integrity, Sustainability

3.2 Objectives

The overall objective of the GDA can be summarised as being the social and urban renewal of the 30 hectares of the former St. Brendan's Hospital site in Grangegorman and its surrounding areas, driven by the relocation of TU Dublin and the provision of modern primary and residential healthcare facilities. Grangegorman will be a new piece of Dublin City with a vibrant sustainable community based largely around new, world-class third level educational facilities and other community focused services.

3.3 Development

In numbers, the Project will ultimately deliver around 400,000 sqm. of floor space, of which about 60,000 sq. will relate to the delivery of healthcare services; 280,000 sqm. will relate to education; and a further 60,000 sqm. will be occupied by a mixed-use development focused on science and technology. It is expected that around 30,000 people will use the Grangegorman Site once it is fully completed. The Project also includes the provision of around 15 hectares of connecting streets, public spaces, and parkland with football pitches, playgrounds, and jogging paths. The public realm is designed to link strongly into the neighbouring areas, creating new connections into and across the wider city.

3.4 Stakeholders

The GDA act as the Contracting Authority to develop the Grangegorman site for and on behalf of our stakeholders. All project communication between the Tenderers/ Design Team is through the GDA Project Coordinator.

Primary Stakeholders are:

- Department of Education;
- Department of Further and Higher Education, Research, Innovation and Science;
- Dublin City Council;
- Health Service Executive;
- Local community;
- Technological University Dublin;

4 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.
- Assisting with the 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.
- Providing clerical support to the various functions in the Agency.
- Maintaining and updating the Admin A-Z on OneNote.
- Providing support in organizing public or consultation meetings and workshops.
- Providing support in updating policies and procedures for the GDA.
- Providing support for Corporate Health & Safety.
- Maintaining an effective electronic filing and records system, including archiving Procurement of office supplies and equipment.
- Stocktaking of office supplies and equipment and ensuring there are no stock shortages.
- Managing PPE equipment for construction site visits.
- Conducting staff surveys using MS forms.
- Providing photocopying and filing support to the GDA team.
- Ordering couriers/taxis for the GDA team.
- Dealing with the GDA's incoming and outgoing post.
- Booking and setting up rooms, materials, and consumables (catering) for meetings.
- Preparing of documentation and presentation material for meetings.
- Raising Purchase Orders (PO's).
- Liaising with Office contractors (Fire Extinguisher Maintenance, Water Cooler/Boiler Servicing, Cleaners).
- Coordinating Staff Social Events.
- Ensuring that the GDA offices, kitchen and lobby area are kept tidy, clean, and professional looking at all times.
- Undertaking any other duties of a similar level and responsibility as may be required from

time to time.

The functions and responsibilities assigned to this position are based on the current stated role and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the GDA.

As this role includes reception duties it is not suitable for blended working.

5 Candidate Requirements

Candidates shall on the latest date for receipt of completed application forms have the following:

- 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 SharePoint).
- 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.

Please also refer to the Clerical Officer Competencies in Appendix 1 of this booklet.

6 Eligibility to compete and certain restrictions on eligibility

6.1 Eligible Candidates must be:

- A citizen of the European Economic Area. The EEA (European Economic Area) consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- A citizen of the United Kingdom (UK);
- A citizen of Switzerland pursuant to the agreement between the EU (European Union) and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State because of family reunification and has a stamp 4 visa or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer. Candidates who are not citizens of the aforementioned countries must have the necessary permissions to work in Ireland.

6.2 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.

6.3 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.

6.4 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 considered in the calculation of the pension payment).

6.5 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.

6.6 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).

6.7 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.

It is the responsibility of former public or civil servant candidates to ensure their eligibility to apply. Potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarise themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

7 Principal Conditions of Service

7.1 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)

590.21 – 623.23 – 631.62 – 647.99 – 672.15 – 696.26 – 720.35 – 737.91 – 757.82 – 780.93 – 797.18 – 820.07 – 842.79 – 878.27 – 906.13¹ – 918.93²

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.

7.2 Annual Leave

The annual leave allowance for the position of Clerical Officer Grade 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.

7.3 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 their 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.

7.4 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 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.

7.5 Tenure and Position

The position of Clerical Officer is a full-time 5-year fixed term contract. 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 6 months, this is included and not additional to the specified 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 regard to sick leave.

7.6 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.

7.7 Duties

The appointee will be required to perform any duties appropriate to their grade which may be assigned to them. They may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

7.8 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. Candidates will be shortlisted on the following essential requirements in

7.9 Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the GDA 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.

7.10 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 their 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.

7.11 Ill Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill health their 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 their 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. _

7.12 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

7.13 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.

7.14 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.

7.15 Civil Service Code of Standards and Behaviour

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

7.16 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.

7.17 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.

8 Competition Process

To apply for the role of Clerical Officer, please email your cover letter and CV in the specified format to recruitment@ggda.ie before the closing date and time.

Your cover letter should be no more than five hundred words in length and must clearly demonstrate your suitability for the role.

Your CV should comprehensively set out your career history and key milestones and achievements in each role.

- Your CV must clearly describe your career history including roles, responsibilities, and key achievements, in reverse chronological order.
- Educational achievements should be listed in reverse chronological order. For any courses that are in progress please indicate the completion date and expected grade / qualification.
- Please include other information and achievements that may be relevant to role, for example, voluntary work; language skills (including level of fluency); industry/sectoral memberships or recognitions; publications etc.

If have any questions about the competition process or about any aspect of the recruitment for this appointment, please email recruitment@ggda.ie

Please ensure you fulfil the eligibility criteria outlined in Section 5 of this booklet prior to application.

8.1 Closing date

Please email your CV and cover letter to recruitment@ggda.ie no later than 5pm, on Friday 25th April 2025 clearly identifying which role you are applying for in the Subject Line e.g.: Application for position – Clerical Officer.

Only applications received by 5pm, on Friday 18th April 2025 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: desiree.ohanlon@ggda.ie.

Interviews for this post may be held by 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 they are in receipt of all communication from the GDA. The GDA accepts 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.

8.2 Selection Methods

The selection may include:

- shortlisting of candidates based on 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.

8.3 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 for your application to be processed.

8.4 Reasonable Accommodations

Candidates who would like to avail of reasonable accommodations are asked to email HR@ggda.ie in confidence to discuss provision of the required supports.

8.5 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.

8.6 Appointment 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.

8.7 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 A 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.

8.8 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.

8.9 Non-Refund of Expenses

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

8.10 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.

8.11 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 they have not been appointed to a post, they will be disqualified as a candidate; and where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

8.12 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 regarding any matter relevant to their candidature, will have no further claim to consideration.

8.13 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.

8.14 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.

8.15 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.

8.16 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.

8.17 General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th of 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.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

Your application will be retained for the duration of the panel for this position is formed. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, the Agency will not be able to progress your application form for the competition.

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).

Appendix 1 - Key Competencies for Clerical Office

1. Teamwork
Shows respect for colleagues and co-workers
Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
Offers own ideas and perspectives
Understands own role in the team, making every effort to play his/her part
2. Information Management / Processing
Approaches and delivers all work in a thorough and organised manner
Follows procedures and protocols, understanding their value and the rationale behind them
Keeps high quality records that are easy for others to understand
Draws appropriate conclusions from information
Suggests new ways of doing things better and more efficiently
Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc
3. Delivery of Results
Takes responsibility for work and sees it through to the appropriate next level
Completes work in a timely manner
Adapts quickly to new ways of doing things
Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
Identifies and appreciates the urgency and importance of different tasks
Demonstrates initiative and flexibility in ensuring work is delivered
Is self-reliant and uses judgment on when to ask manager or colleagues for guidance
4. Customer Service & Communication Skills
Actively listens to others and tries to understand their perspectives/ requirements/ needs
Understands the steps or processes that customers must go through and can clearly explain these Is respectful, courteous and professional, remaining composed, even in challenging circumstances
Can be firm when necessary and communicate with confidence and authority Communicates clearly and fluently when speaking and in writing
5. Specialist Knowledge, Expertise and Self Development
Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.

Clearly understands the role, objectives and targets and how they fit into the work of the unit
Is committed to self-development and continuously seeks to improve personal performance
6. Drive and Commitment to Public Service Values
Consistently strives to perform at a high level and deliver a quality service
Serves the Government and people of Ireland Is thorough and conscientious, even if work is routine Is enthusiastic and resilient, persevering in the face of challenges and setbacks
Is personally honest and trustworthy
At all times, acts with integrity

Appendix 2 – Cover letter and CV guidance note

Applications must include a detailed cover letter as outlined in section 7 above.

CVs should be no longer than 2 A4 pages and must clearly describe career history including roles, responsibilities, and key achievements in reverse chronological order.

Educational achievements should be listed in reverse chronological order. For any courses that are in progress please indicate the completion date and expected grade / qualification.

Please include other information and achievements that may be relevant to role, for example, voluntary work; key presentations; language skills (including level of fluency); industry/sectoral memberships or recognitions; publications etc.