



An Roinn Fiontar,
Trádála agus Fostaíochta
Department of Enterprise,
Trade and Employment

Professional Opportunities

Labour Market Policy Advisor (Principal Officer Level)

Department of Enterprise, Trade and
Employment

Closing Date: Thursday 9th May, 2024 at 12 noon



Overview of the Role



Introduction

The Department of Enterprise, Trade and Employment leads in advising on and implementing the Government's policies of stimulating the productive capacity of the economy and creating an environment which facilitates employment creation and sustainability.

The Department is also charged with promoting fair competition in the marketplace, protecting consumers and safeguarding workers. Working with our Offices and Agencies, the Department's remit covers a wide range of activity including:

- Assisting entrepreneurs and businesses to create and sustain high quality employment across all parts of our country, by developing a strong Irish owned enterprise base, attracting foreign direct investment and strengthening trade.
- Orienting policy to help enterprise reduce resource consumption and carbon emissions, meet the costs of decarbonisation and exploit the opportunities of the transition to a low carbon economy.
- Delivering on Ireland's ambition to be a digital leader to drive productivity and enable a decoupling of economic growth from resource consumption.
- Assisting enterprise to research and innovate to maintain and create high quality jobs and contribute to building a better society.
- Identifying the future skills needs of enterprise and working across Government to develop policies to meet these needs, including through upskilling.
- Promoting quality employment, positive workplace relations, well-functioning dispute resolution mechanisms, safe working environments and legislating for enhanced workers' rights.
- Ensuring our business regulation facilitates sustainable investment and development, competition in the marketplace, high standards of consumer protection and corporate governance.
- Ensuring best value for money and alignment of Departmental expenditure with policy priorities, informed by data, evidence and robust evaluation.

For further information on the Department, please consult the website www.enterprise.gov.ie.



In Brief

The Department of Enterprise, Trade and Employment wishes to appoint a senior Labour Market Policy Advisor (Principal Officer level) to lead the Skills and Labour Market Policy Unit within the Enterprise Strategy, Competitiveness and Evaluation Division (ESCED).

The role encompasses three main areas:

1. Leading the secretariat of the Expert Group on Future Skills Needs;
2. Supporting the work and overseeing the secretariat of the Low Pay Commission, which has statutory responsibility for advising on the level of the National Minimum Wage in Ireland; and
3. Leading for the Department on a broad range of economic policy issues relating to skills, labour market and workforce development in Ireland.

This is a full-time position, based in the Department's head office in Dublin, with working arrangements that are in line with the Department's policy on blended working.

The individual role is at Principal Officer level and the individual may be re-assigned to other policy roles within the Department as appropriate.

Enterprise Strategy, Competitiveness and Evaluation Division (ESCED)

The Enterprise Strategy, Competitiveness and Evaluation Division works with other divisions in the department and with other government departments with the aim of ensuring that policy supports a competitive, high-productivity and sustainable enterprise sector. The Division provides evidence-based support to the work of the Department and works across Government to enhance the business environment in areas such as skills, taxation, environmental sustainability, competitiveness and productivity. The Division provides the secretariat for the [National Competitiveness and Productivity Council \(NCPC\)](#), the [Expert Group on Future Skills Needs \(EGFSN\)](#) and the [Low Pay Commission \(LPC\)](#). The EGFSN and LPC both operate within the Labour Market and Skills Unit.

The Expert Group on Future Skills Needs

The Expert Group on Future Skills Needs (EGFSN) was established in 1997 and has the task of advising Government on future skills requirements and associated labour market issues that impact on the national potential for enterprise and employment growth. Membership includes Government Departments; Enterprise Development Agencies, Business, Unions, Further Education and Training and the Higher Education Authority. The EGFSN:

- Advises Government on projected skills requirements at national and sectoral levels and make recommendations on how best to address identified needs;
- Makes recommendations on how existing education and training systems and delivery mechanisms might be adapted to better effect;



- Advises on any skills requirements that cannot be met internally at a given time and so must be met through inward migration.
- Ensures that recommendations made are assessed and implemented by the relevant agencies and authorities.

The Low Pay Commission

The role of the Low Pay Commission is to make recommendations to the Minister regarding the national minimum hourly rate of pay that is designed to assist as many low paid workers as is reasonably practicable, is set at a rate that is both fair and sustainable, where adjustment is appropriate, is adjusted incrementally, and over time, is progressively increased, without creating significant adverse consequences for employment or competitiveness. Following a Government decision in November 2022 to introduce a National Living Wage set at 60 per cent of hourly median wages, the Low Pay Commission's role is to now make the appropriate recommendations required to ensure this decision is fulfilled over the coming years.



The Role

The Principal Officer, Labour Market and Skills Unit, will provide leadership to the team within ESCED on:

- Planning and delivery of a multi-annual work programme for the Expert Group on Future Skills Needs;
- Supporting and advising the Minister and Senior Management of the Department on a broad range of skills and labour market issues to ensure their alignment with Irish enterprise policy;
- Providing the secretariat and research support for the Low Pay Commission, which advises the Minister on the appropriate rate of the National Minimum Wage in Ireland.

Key Responsibilities

Expert Group on Future Skills Needs (EGFSN)

- Engage with relevant Departments and other stakeholders on a revised mandate for the EGFSN.
- Lead on a process to identify the priority issues for the EGFSN to address through a new multiannual work programme.
- Allocate EGFSN resources (staff and research budgets) to ensure the delivery of the work programme according to agreed milestones and quality standards.
- Support the Chair of the EGFSN in planning for meetings of the EGFSN; ensure the efficient running of meetings, recording of decisions and follow-up to actions arising.
- Embed the EGFSN within wider structures for skills governance in Ireland by developing close working relationships with the relevant Departments, agencies and other actors including representative groups for those persons with disabilities.
- Design and oversee implementation of a communications and outreach strategy for the EGFSN identifying the relevant stakeholders and ensuring appropriate methods of communication are in place for each target group.

Skills and Labour Market Policy

- Support the Minister and Senior Management of the Department on issues relating to skills and labour market policy including the Department's participation on the Labour Market Advisory Council.
- Contribute to and oversee research on labour market issues (e.g. Future of Work; Job Quality; changing work patterns including reduced working time etc.).
- Represent the Department on key skills and labour market groups including groups under the National Skills Council, the National Training Fund Advisory Group etc.
- Lead the team in ensuring that DETE input is provided on a broad range of sectoral and/or cross-cutting skills issues (e.g. ICT/digital skills; AI skills; SME management skills; construction skills; Zero Carbon Economy / green skills; input to apprenticeship policy and reforms etc.).



- Work with the relevant units to ensure that policy decisions around economic migration are informed by analysis of skills shortages / needs in the economy.
- Ensure active participation by DETE on the European Union's Employment Committee (EMCO) and feed through of policy advice to support the Minister at EPSCO Council (jointly with the Department of Social Protection).
- Oversee the implementation of the National Remote Work Strategy; lead on DETE input on matters relating to remote work policy.
- Represent Irish Government on the Board of Eurofound, the European Foundation for the Improvement of Living and Working Conditions.

Low Pay Commission and Low Pay Policy

- Lead the team providing the secretariat and research support for the Low Pay Commission (LPC).
- Ensure high quality research is delivered in a timely fashion to inform LPC deliberations on the National Minimum Wage and related matters.
- Deliver on DETE commitments in respect of progressing to a National Living Wage (including data / measurement issues and any legislative amendments required).
- Support the Minister and Senior Management of the Department on policy issues relating to the National Minimum Wage / National Living Wage and transposition of the EU Directive on Adequate Minimum Wages.

The above is not, and does not purport to be, a comprehensive list of all responsibilities involved and consequently, the successful candidates may be required, as appropriate, to undertake other responsibilities, which may be assigned from time to time, to contribute to the development of the post.



Role Requirements

Essential Role Requirements

Applicants for the position must, on or before 9th May 2024 have achieved the following:

- Significant demonstrated leadership experience at the appropriate level.
- Excellent interpersonal, leadership, problem solving, negotiation and communication skills, including verbal, written and presentation skills.
- Expert knowledge of the Irish labour market and the wider Irish and EU economy.
- Experience in managing, leading, and participating in economic research and analysis projects.
- Experience in briefing and providing analysis for the political system.
- Knowledge and experience of the Irish and EU policy environment within which the Department operates.
- A proven ability to lead, manage and support teams, prioritising workload and responding to changes flexibly and with a solution focus.
- Proven track record of strong stakeholder engagement.
- Energy, drive, resilience and motivation and the proven ability to deliver objectives in a challenging environment.
- High levels of professional and personal integrity.

Desirable Role Requirements

- Third level qualification(s) in economics / business / public policy or other relevant disciplines.
- Familiarity with Irish / EU labour market and skills policy and/ or enterprise policy.
- Experience in managing large, independent stakeholder groups / advisory committees.



COMPETITION PROCESS

APPLICATION PROCESS

To formally apply for the post, interested applicants will be required to submit the following:

- An up-to-date CV

Please forward an up-to-date CV to: dete@osborne.ie

Closing Date

Your CV must be submitted by: **12 noon on Thursday, 9th May 2024.**

CVs will not be accepted after the closing date.

Selection Methods

The selection **may** include:

- shortlisting of candidates on the basis of the information contained in their CV
- a competitive preliminary interview
- pre-recorded video Interview
- remote interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for 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, DETE may decide that a smaller number will be called to the next stage of the selection process.

In this respect, DETE provide for the employment of a short-listing process to select a group who, based on an examination of candidate applications, appear to be the most suitable for 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 CV, appear to be better qualified and/or have more relevant experience. An expert board will examine all candidates CVs against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your CV.



Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 - 3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment

Security Clearance

You will be required to undergo Garda Vetting should you come under consideration for appointment. DETE will liaise with you in this regard.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

Eligibility Requirements

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

Please note that, DETE is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out. DETE reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g., from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Other important information

DETE will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that DETE 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 DE TE 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.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

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

Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition.

Candidates with Disabilities

Candidates who have indicated on their application or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide DE TE with information to act as a basis for determining reasonable accommodations, where appropriate.

These reports must be forwarded to dete@osborne.ie by: **9th May 2024, no later than 12 noon.**

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

The review process enables candidates to seek review when they believe that an action or decision taken in relation to the selection process was unfair or unreasonable. The Department will consider requests for review in accordance with the provisions of the codes of practice published by the Commission for Public Service Appointments (CPSA). It is open to a candidate to seek to have the matter resolved on an informal basis. If a candidate remains dissatisfied following any such discussion, it is open to them to seek a formal review. The Codes of Practice are available on the website of the Commission for Public Service Appointments [CPSA - Code of Practice](#)

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

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.

A third party must not impersonate a candidate at any stage of the process.

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 or interview(s) 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.

Contravention Code of Practice

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, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post

Use of Recording Equipment

DETE 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 of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where a candidate has not been appointed to a post, they will be disqualified as a candidate, and
- Where a candidate has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

Specific candidate criteria: candidates must:

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



Deeming of candidature to be withdrawn

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

Candidates are expected to provide all requested documentation to DETE, including all forms issued by DETE for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.



Other Eligibility Criteria

HEALTH & CHARACTER

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. Some posts will require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts. It is important that candidates list their previous civil or public service employment; if they have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS

REQUIREMENTS

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4¹ or a Stamp 5 visa;

¹Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

To qualify candidates must be eligible by the date of any job offer.

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)



INCENTIVISED SCHEME FOR EARLY RETIREMENT (ISER):

It is a condition of the Incentivized Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

DEPARTMENT OF HEALTH AND CHILDREN CIRCULAR (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

DEPARTMENT OF ENVIRONMENT, COMMUNITY & LOCAL GOVERNMENT (CIRCULAR LETTER LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for reemployment 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 incentivized 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.

LOCATION

The post will be based in the Department of Enterprise, Trade and Employment, 23 Kildare Street, Dublin 2. The successful candidate will be expected to initially work from the office. In due course, consideration will be given to blended working, in line with the policy to be put in place by the Government for the Civil Service.



EMPLOYER OF CHOICE

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

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

PRINCIPAL CONDITIONS OF SERVICE

General

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

Pay

The salary scale for the position (rates effective from 1st January 2024) is as follows:

Principal Officer - Standard Personal Pension Contribution (PPC) Salary:

€100,885.00 €105,166.00 €109,414.00 €113,693.00 €117,303.00^{NMax}
€121,048.00^{LSI1} €124,787.00^{LSI2}

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

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

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.



The Successful candidate will agree that you will 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.

Tenure and Probation

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

The probationary contract will be for a period of one year from the date specified on the contract. 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.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956 – 2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation. and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work; and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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

Functions, Powers and Duties

The appointee may not engage in private practice or relate to any outside business which would interfere with the performance of official duties or conflict in any way with the position.



Headquarters

The post will be based in the Department of Enterprise, Trade and Employment, Kildare Street, Dublin 2.

The officer's headquarters will be such as may be designated from time to time by the Head of the Department/Office. When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 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.

Annual Leave

The annual leave allowance for a position of Principal Officer is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five-day week and is exclusive of the usual public holidays.

Sick Leave

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

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

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

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:



1. Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
2. Retirement Age: Scheme members must retire on reaching the age of 70.
3. 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).
4. Post retirement pension increases are linked to CPI.

Pension Abatement

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

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

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

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

III-Health-Retirement

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.



Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service:

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

- (iv) If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
- (v) 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.
- (vi) 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:

- (vii) 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.
- (viii) 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.
- (ix) The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

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

Pension Accrual

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

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.



For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity:

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour:

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

Ethics in Public Office Acts:

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

Prior approval of publications:

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

Political Activity:

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

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.



Applicant Privacy Statement

Department of Enterprise, Trade and Employment

Purpose of Processing

The Department of Enterprise, Trade and Employment (DETE) is conducting recruitment and selection processes to fill vacancies. When applying for these competitions applicants are asked to submit a range of documents, e.g., application form, CV and/or cover letter, etc.

This Applicant Privacy Statement had been produced for applicants applying for positions in DETE and further information on the General Data Protection Regulation “GDPR” and Subject Access Requests can be found at <https://enterprise.gov.ie/en/Data-Protection/>.

There is a legal basis for processing this data and the data is also shared as necessary, see below.

Recipient/Shared With	Reason
DETE HR Management Unit	Certain information is required for inclusion in the contract for successful applicants.
Selection Board	Information required for shortlisting and interview process.
Osborne Recruitment Agency	Gathering, processing and storing applications, acknowledging responses and corresponding with applicants.

DETE is fully aware of GDPR requirements and all related data is managed in compliance with the relevant regulations. For successful candidates, their application and any related paperwork will be retained for the duration of their employment and as necessary for a period thereafter. For unsuccessful candidates, applications and correspondence shall be retained for 6 months, or where panels are formed, 6 months after the panel expires. Where any data is retained, this will be managed by the HR Management Unit. All data will be treated in confidence and all appropriate security measures will be applied.

Applicants Entitlements

DETE recognises that applicants have entitlements and these are outlined below.

Access

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

Erasure

Applicants can request the data held be erased.



Rectification

Applicants can have any incorrect information corrected.

Objection

Applications can object to this information being processed.

Complain

Applicants can make a complaint to our internal Data Protection Officer “DPO” (contact details below) and/or make a complaint to the relevant authority – Data Protection Commission in Ireland

DETE DPO Contact Details

Email: dataprotection@enterprise.gov.ie

Or

Data Protection Officer
Department of Enterprise, Trade and Employment
23 Kildare Street
Dublin 2
D02 TD30

For Further information on Data Protection:

The website of the Data Protection Commissioner – www.dataprotection.ie or

Make contact with the Office of the Data Protection Commissioner by phone on Telephone 1890 252231 or by email on info@dataprotection.ie.



Appendix 1: PRINCIPAL OFFICER LEVEL COMPETENCIES

Leadership & Strategic Direction	Leads the team, setting high standards, tackling any performance problems & facilitating high performance
	Facilitates an open exchange of ideas and fosters and atmosphere of open communication
	Contributes to the shaping of Departmental / Government strategy and policy
	Develops capability and capacity across the team through effective delegation
	Develops a culture of learning & development, offering coaching and constructive / supportive feedback
	Leads on preparing for and implementing significant change and reform
	Anticipates and responds quickly to developments in the sector/ broader environment
	Actively collaborates with other Departments, Organisations and Agencies
Judgement & Decision Making	Identifies and focuses on core issues when dealing with complex information/ situations
	Assembles facts, manipulates verbal and numerical information and thinks through issues logically
	Sees the relationships between issues and quickly grasp the high level and socio-political implications
	Identifies coherent solutions to complex issues
	Takes action, making decisions in a timely manner and having the courage to see them through
	Makes sound and well-informed decisions, understanding their impact and implications
	Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions
Management & Delivery of Results	Initiates and takes personal responsibility for delivering results/ services in own area
	Balances strategy and operational detail to meet business needs
	Manages multiple agendas and tasks and reallocates resources to manage changes in focus
	Makes optimum use of resources and implements performance measures to deliver on objectives
	Ensures the optimal use of ICT and new delivery models
	Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
	Instils the importance of efficiencies, value for money and meeting corporate governance requirements
Ensures team are focused and act on Business plans priorities, even when faced with pressure	
Building Relationships & Communication	Speaks and writes in a clear, articulate and impactful manner
	Actively listens, seeking to understand the perspective and position of others
	Manages and resolves conflicts / disagreements in a positive & constructive manner
	Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives.
	Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
	Proactively engages with colleagues at all levels of the organisation and across other Departments/ Organisations and builds strong professional networks
Specialist Knowledge, Expertise & Self Development	Makes opinions known when they feels it is right to do so
	Develops and maintains skills and expertise across a number of areas that are relevant to their field and recognised by people internal and external to the Department/ Organisation
	Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
Drive & Commitment to Public Sector Values	Maintains a strong focus on self-development, seeking feedback and opportunities for growth
	Consistently strives to perform at a high level
	Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues
	Contributes positively to the corporate agenda
	Is personally trustworthy, honest and respectful, delivering on promises and commitments
	Ensures the citizen is at the heart of all services provided
	Is resilient, maintaining composure even in adverse or challenging situations
Promotes a culture that fosters the highest standards of ethics and integrity	