



Citizens **Information** Board  
*information · advice · advocacy*

## CANDIDATE INFORMATION BOOKLET

**POSITION:** CHIEF EXECUTIVE OFFICER (CEO)

**DURATION:** FIVE-YEAR FULL-TIME FIXED TERM CONTRACT

**CLOSING DATE:** THURSDAY, 14 NOVEMBER 2024, 5.30PM

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## 1. WHO ARE THE CITIZENS INFORMATION BOARD?

The Citizens Information Board (CIB) is the national agency responsible for supporting the provision of information, advice, and advocacy. CIB funds and supports a range of 22 Service Delivery Companies including the Citizens Information Services, the Money Advice and Budgeting Services, (MABS) Support, National Traveller MABS, the National Advocacy Service for People with Disabilities, the Sign Language Interpreting Service, and the Register of Irish Sign Language Interpreters.

CIB-funded service delivery organisations are independent companies limited by guarantee under the Companies Act, 2014. Exchequer funding is provided to these community/voluntary sector organisations by the Citizens Information Board which works with its delivery service organisations on the basis of Service Level Agreements to meet its statutory functions.

The Citizens Information Board also delivers information directly to the public via the website [citizensinformation.ie](http://citizensinformation.ie) and [mabs.ie](http://mabs.ie) and other publications.

The Citizens Information Board had an annual budget of €61.283m for 2023. Of this, over 68% goes directly to the delivery service organisations with the balance used to provide support services such as ICT, training, publications, and other supports.

The Citizens Information Board has a staff of 79 whole time equivalents. These are public sector employees.

The network of independent grant-aided service delivery organisations has over 590 approved whole time equivalent staff, who are not public sector employees.



## 2. JOB DESCRIPTION: CHIEF EXECUTIVE OFFICER

### Nature and scope

The Chief Executive Officer is responsible for providing the leadership, direction and overall vision for all staff and management in CIB by implementing the Board of CIB's strategic plan which sets out the main objectives and targets for the organisation.

### Reports to

The CEO is accountable to the Chairperson and the Board of CIB. The performance of the CEO will be reviewed annually in accordance with the process determined by the Board.

### Responsibilities

Lead all aspects of the organisation and ensure its continual improvement in accordance with the priorities and objectives set out in the Citizens Information Board's Strategic Plan. The CEO is responsible for developing and maintaining strategic relationships with a range of stakeholders, both statutory and voluntary, with particular emphasis on overseeing the governance of CIBs, funded companies, outlined in service level agreements, to deliver strategic objectives, whilst fostering productive relations with the Department of Social Protection.

### Leadership and Management

- Lead the Citizens Information Board in a dynamic way, overseeing the implementation of the Strategic Plan, delivering results within timelines agreed with the Board
- Enable a positive and collaborative culture, leading and supporting the Central Management team, all CIB staff, and resources. Ensure organisational effectiveness by fostering a motivated and results-orientated organisation, equipped to deliver independent Information, Advice, Money Advice and Advocacy Services through the network of 22 Service Delivery Companies funded and supported by CIB
- Drive accountability and compliance, relating to the provisions of the Acts governing the Citizens Information Board, the Comhairle Act 2000, the Citizens Information Act 2007 and the Social Welfare (Miscellaneous Provisions) Act 2008, financial requirements under Circular 13/14 as well as the requirements established under the Code of Practice for the Governance of State Bodies and the Public Spending Code
- Support innovation and strategic leadership through future-proofing CIB's offerings, ensuring that they remain fit-for-purpose and inclusive of all citizens
- Drive a comprehensive risk management approach and report to the Board, the Governance Committee and the Finance, Audit and Risk Committee on strategy, risk management and governance matters
- Undertake such other duties as may be directed from time to time by the Board

### Communication

- Represent the organisation by effectively communicating CIB's mission, strategy, achievements, priorities, vision, and values internally and externally to promote and raise awareness of the work of the Citizens Information Board and its Service Delivery Companies
- Oversee and evaluate CIB operations, providing necessary updates to the Board as required

- Oversee dealings with Government departments and other statutory/non-statutory bodies

### **Finance/Operations**

- Oversee the management of the annual budget, authorise, and monitor expenditure to ensure that sufficient funds are made available to meet CIB's Strategic Plan in line with agreed revenue and expenditure budgets
- Present annual operating budgets and plans, annual reports, and audited accounts for approval to the Board
- Lead the development, establishment and achievement of operational targets and service level agreements
- Oversee effective reporting and accountability to the Department of Social Protection, including reporting and delivery of the annual Performance Delivery Agreement and compliance with the Oversight Agreement
- Guarantee strict adherence to financial governance principles and compliance with Circular 13/14 guidelines, Public Spending Code and Public Procurement Guidelines whilst overseeing the responsible management and accountability of public funds allocated to CIB
- Function as the Accountable Officer for CIB

### **Reporting Relationships**

Four Principal Officers currently report directly to the Chief Executive:

- Head of Division, Corporate Services
- Head of Division, Standards and Development
- Head of Division, Compliance and Reporting
- Head of Division, ICT, Digital and Data

The Chief Executive also leads the Central Management team (CMT) which consists of the Heads of Division as well as the Finance Manager and the HR Manager.

**This list is not exhaustive but serves to reflect the nature of the duties included in the role. Given the nature of the organisation and the requirement to respond to citizens' needs on an ongoing basis, the role is subject to change over time.**

**October 2024**

### 3. CANDIDATE PROFILE

The ideal candidate will have the following experience, personal characteristics, and educational background:

#### Essential Criteria

- Proven leadership capabilities including the ability to initiate, direct and review new developments together with the stamina to energise, motivate and build trust
- Significant management experience at an appropriate senior level, including establishing, leading, and managing large teams and resources and delivering services in a national context
- An ability to plan for the medium – and longer – term strategic goals of CIB to ensure a fit – for – purpose organisation that consistently strives to meet the ongoing and changing needs of the public
- Experience of project management, managing budgets, strategic management, and policy development
- Hold an appropriate third level qualification, minimum of level 8 on the National Framework of Qualifications (NFQ)
- A capacity for understanding the role of information, advice, and advocacy within civil society and of the challenges of delivering quality customer services through external agents
- Experience in corporate governance, especially as it pertains to statutory and non-statutory bodies funded by the Exchequer
- Possess a range of communication, persuasion, negotiation, and interpersonal skills to manage and represent this dynamic and multi-faceted organisation in a government and public setting
- Demonstrate commitment, flexibility, innovation, and leadership in management
- Experience in dealing with the media and the political system
- Understanding of crisis/emergency management principles and experience in their application

#### Desirable Criteria

- Proficiency in the Irish language and/or an understanding of the requirements of the Official Languages Act and practical experience in its application
- Leadership experience across a variety of sectors
- Experience serving as a non-executive director and/or trustee
- An understanding of/experience in legislation related to environmental sustainability and corporate responsibility

*The below are not mandatory criteria but are considered advantageous for this position.*

## Core Competency areas – Chief Executive

- Leadership and Personal Effectiveness
- Critical Analysis and Decision Making
- Managing and Delivering Results
- Building Relationships and Communication
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

## Competencies of the Chief Executive Officer

Leadership and Personal Effectiveness	Description
<b>Competencies</b> <ul style="list-style-type: none"> <li>■ Strategic Thinking</li> <li>■ Contextual Awareness</li> <li>■ Creativity and Innovation</li> <li>■ Initiating and Driving Change</li> <li>■ Resilience</li> <li>■ Self-awareness and Career Development</li> <li>■ Trust and Integrity</li> </ul>	<ul style="list-style-type: none"> <li>■ Execute the Board’s policies and decisions in a strategic plan that is consistent with the statutory functions of the Citizens Information Board</li> <li>■ Transforms vision into meaningful objectives and provides a framework and structures for moving forward</li> <li>■ Ability to balance change and continuity, continually striving to improve service and program delivery, to creating a work environment that encourages creative thinking fostering a motivated and results driven workforce under increasingly complex and demanding conditions</li> <li>■ The ability to deal with challenging and sometimes difficult situations in a constructive fashion, maintaining composure when dealing with crises and keeping a sense of perspective and balance in situations that involve significant personal or work challenge</li> <li>■ Possess a strong sense of personal self-belief and integrity and a willingness to be an independent voice where required. Willingness to learn from experience and to identify opportunities for further growth and development</li> </ul>
Critical Analysis and Decision Making	Description
<b>Competencies</b> <ul style="list-style-type: none"> <li>■ Information Management and Analysis</li> <li>■ Judgement and Decision Making</li> </ul>	<ul style="list-style-type: none"> <li>■ Possesses the ability to rapidly assimilate information, discriminate between relevant and irrelevant information, and to see through to the core issues, with a balanced and considered approach to decision making. It includes the capacity to acquire and to manage complex information and to base decisions on effective analysis of the data</li> <li>■ Ability to challenge information, evaluate the consequences of different approaches and use sound</li> </ul>



	judgement in coming to conclusions. It also involves an ability to embed and integrating risk-based considerations into decision making
<b>Managing and Delivering Results</b>	<b>Description</b>
<b>Competencies</b> <ul style="list-style-type: none"> <li>■ Managing Performance through People</li> <li>■ Resource Allocation and Management</li> <li>■ Customer Focus</li> <li>■ Personal Responsibility</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensures that objectives are met by translating overall strategy into meaningful actions that demonstrate a clear understanding of what is required</li> <li>■ Demonstrates a strong understanding and awareness of the management process. Develops capability; rolls out strategies to maximise employee potential/performance, co-ordinates resources and manages activities to achieve high standards in the delivery of Citizens Information Board and/or customer objectives</li> <li>■ Measures performance and results and is willing to take personal responsibility to initiate activities and drive objectives to a successful conclusion</li> </ul>
<b>Building Relationships and Communication</b>	<b>Description</b>
<b>Competencies</b> <ul style="list-style-type: none"> <li>■ Managing relationships in a complex environment</li> <li>■ Influencing/Negotiating</li> <li>■ Networking</li> <li>■ Interpersonal and Communication Skills</li> </ul>	<ul style="list-style-type: none"> <li>■ Ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. An emphasis on exceptional negotiating and influencing abilities, adept at securing buy in, while working effectively with a diverse range of internal and external stakeholders</li> <li>■ Ability to develop an expansive professional network to remain up to date with and influence the internal and external environment and its impact on the work of the organisation. Work co-operatively with and influence senior management colleagues to drive forward the corporate agenda</li> </ul>
<b>Specialist Knowledge, Expertise and Self Development</b>	<b>Description</b>
<b>Competencies</b> <ul style="list-style-type: none"> <li>■ Self-Development and Seeking Opportunities for Growth</li> </ul>	<ul style="list-style-type: none"> <li>■ Develops and maintains skills and expertise relevant to their role</li> <li>■ Keeps up to date with key departmental, sectoral, national, and international policies and economic, political, and social trends that affect the role</li> <li>■ Maintains Focus on self-development seeking feedback and opportunities for growth</li> </ul>

Drive and Commitment to Public Sector Values	Description
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>■ Public Service Values</li> <li>■ Integrity</li> <li>■ Resilience and Commitment to Service Delivery</li> </ul>	<ul style="list-style-type: none"> <li>■ Demonstrates personal commitment to the role, maintaining determination and persistence while maintain</li> <li>■ maintains a sense of balance and perspective in relation to work issues</li> <li>■ Contributes positively to the corporate agenda</li> <li>■ Is personally trustworthy, honest, and respectful, delivering on promises and commitments</li> <li>■ Ensures the citizen is at the heart of all services provided</li> <li>■ Is resilient, maintaining composure even in adverse or challenging situations</li> <li>■ Promotes a culture that fosters the highest standards of ethics and integrity</li> </ul>

## 4. PRINCIPAL TERMS OF SERVICE

### Duration

This position will be offered on a five-year fixed term contract basis subject to the satisfactory completion of a probation period of six months from the commencement of employment.

The Unfair Dismissals Acts 1977 to 2015 as amended, shall not apply to a dismissal consisting only of the expiry of the term of this Agreement.

A secondment arrangement may be considered for the full term, subject to agreement with the relevant public body.

### Starting Salary and Payment Arrangements

This position is remunerated at the grade of Principal Officer (Higher) plus Directors Allowance.

#### Salary from 1<sup>st</sup> October 2024

PPC				Non-PPC			
Point	PPC PO Higher Salary	Directors Allowance	Chief Executive (PPC) Total Salary		Non-PPC PO Higher salary	Director's Allowance	Chief Executive (Non-PPC) Total Salary
1	€110,759	€15,209	€125,968		€105,215	€14,448	€119,663
2	€115,319	€15,209	€130,528		€109,554	€14,448	€124,002
3	€119,091	€15,209	€134,300		€113,908	€14,448	€128,356
4	€124,473	€15,209	€139,682		€118,247	€14,448	€132,695
MAX	€128,372	€15,209	€143,581		€121,956	€14,448	€136,404
LSI1	€132,481	€15,209	€147,690		€125,861	€14,448	€140,309
LSI2	€136,588	€15,209	€151,797		€129,763	€14,448	€144,211

LSI1 after 3 years' satisfactory service at the maximum.

LSI2 after 6 years' satisfactory service at the maximum.

The PPC scale will apply where the appointee is an existing civil or public servant appointed on or after 6<sup>th</sup> April 1995 or is newly recruited to the Civil Service and is required to make a Personal Pension Contribution. The non PPC scale will apply where the appointee is an existing civil or public servant appointed before 6<sup>th</sup> April 1995.

Candidates should note that entry will be at the 1<sup>st</sup> point of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance with the exception of long service increments, if applicable.

Different terms and conditions may apply if, immediately before appointment, the candidate is a currently serving civil/public servant.

The candidate will agree that any overpayment of salary, allowances, or expenses will be repaid by the candidate in accordance with Circular 7/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

## Outside Employment

The position is full time, and candidates may not engage in private practice or be connected with any outside business which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

## Location

Citizens Information Board, Georges Quay House, 43 Townsend Street, Dublin 2. D02 VK65. The organisation operates a blended working policy which allows employees apply for a combination of working from their assigned office premises and working remotely.

CIB reserves the right, at its discretion, to change working location within reason.

## Working Week

The normal working week is not less than 35 hours exclusive of lunch breaks, with normal starting and finishing times at 9.00am and 5.00pm Monday to Friday. Extra attendance may be required from time to time and the rate of remuneration payable covers any extra attendance liability that may arise.

## Annual Leave

The annual leave allowance for this post will be 30 working days per annum (on a pro rata basis) plus public holidays.

## The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate to this appointment.

## 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 S.I. 124 of 2014 and S.I. 384 of 2015 public Service Management (Sick Leave) Regulations of relevant sick leave circulars.

## Official Secrecy and Integrity

The Chief Executive will, during the term of their appointment, be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Acts, 1997, 2003 and 2014. They will agree not to disclose to third parties any confidential information especially that with commercial potential either during or after the period of employment in accordance with the provisions of the Act.

## Ethics in Public Office Act

The Ethics in Public Office Act 1995 and Standards in Public Office Act 2001 shall apply to this post.

## 5. ELIGIBILITY TO COMPETE & RESTRICTIONS ON ELIGIBILITY

### European Economic Area Nationals

Candidates should note that eligibility to compete is open to UK citizens and citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreement may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

### Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 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 other public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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 Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of the same sector. Therefore, such retirees cannot apply while the above restrictions continue in force.

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

eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

## Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## 6. SUPERANNUATION AND RETIREMENT

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never working 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

<http://www.per.gov.ie/pensions>

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.

The key provisions attaching to membership of the Single Scheme are as follows:

- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated annually by reference to CPI).
- Pensionable Age - The minimum age at which pension is payable is 66 (rising to 67 and 68 in line with State Pension age changes).
- Retirement Age - Scheme members must retire at the age of 70.
- Post retirement pension increases are linked to CPI.

## Pension Abatement

**This may have pension implications for any person appointment to this position who is currently in receipt of a Civil or Public Service Pension or has a Preserved Civil or Public Service Pension which will come into payment during his/her employment in this position.**

If the appointee was previously employed in the Civil Service or in the Public Service, please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment or comes into payment during this employment. This provision, to apply abatement across the wider public service, came into effect on 1 November 2012. Please note: In applying for this position, the candidate acknowledges they 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.

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

### Ill-Health Retirement

For an individual who has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### Pension Accrual

40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

### Additional Superannuation Contribution

The appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

### Other Conditions of Employment

Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

## Data Protection

In line with General Data Protection Regulations (GDPR) 2018, all personal information provided on this application form will be stored securely by the HR Department at Citizens Information Board (CIB) and will be used for the purposes of the recruitment process.

Application will be retained for a period of one year from the scheduled interview date, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. By submitting this application, the candidate consents to the candidate's information being submitted and processed by a pre-approved external recruitment party. The information will also be made available to the interview panel.

Following completion of the recruitment selection process, all personal information will be retained only by CIB and this information will not be disclosed to any other external third party without the candidate's consent, except where necessary to comply with statutory requirements or seeking references.

The candidate may, at any time, make a request for access to the information held about the candidate as outlined. Should the candidate wish to make any changes, or erasures to any of the information stored about the candidate within the one-year retention period, please contact the HR Manager at Citizens Information Board, Georges Quay House, 43 Townsend Street, Dublin 2, DO2 VK65.



## 7. HOW TO APPLY

To apply for this role, candidates **must:**

- Provide a comprehensive CV highlighting details of experience of operating at senior leadership level. The candidate should include the name and contact details of two referees who will be in a position to provide professional references for the candidate. One of the referee's should be the candidate's current or most recent employer. Referees will not be contacted without the candidate's expressed permission.
- Attach a separate cover letter (**max two pages**) demonstrating their skills knowledge and experience under the competencies required for this senior role.
- Include a high-level organisational chart showing their job role in their current employment.
- Completed applications for this role should be sent by email to: [cibceo@osborne.ie](mailto:cibceo@osborne.ie)

All documents must be submitted in **Word or PDF format**. For security reasons, files sent by email as links to documents in shared cloud-based servers will not be accepted.

***Please note: The Citizens Information Board have retained the services of Osborne Recruitment to manage the administration of the recruitment campaign and to conduct the initial shortlisting process. Candidates must give their explicit consent to their application being shared between Osborne Recruitment and the Citizens Information Board for the specific purpose of being considered for the role of Chief Executive of CIB. Candidates are required to note their consent in the body of the email accompanying their application. Failure to follow this process will result in the candidate's application being excluded from the competition.***

### Closing date

Please note latest receipt for applications is **5.30pm on Thursday, 14 November 2024**. Incomplete applications, postal applications or applications received after the closing date and time will not be considered.

## 8. SELECTION PROCESS

Candidates will be shortlisted based on information contained within their application. Shortlisted candidates will be contacted by Osborne recruitment in relation to attending an interview. During any short-listing exercise that may be employed, a shortlisting panel will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in the candidate's own interest to provide a detailed and accurate account of their qualifications and experience within the application.

It is expected that interviews will be conducted in person, week commencing **Monday 16<sup>th</sup> of December 2024**.

Round one interviews will explore the candidate's skills knowledge and experience based on the competencies set out in this information booklet.

Candidates successful in round one interviews will move forward to a second-round interview, which will explore their skills knowledge and experience in more detail on specific areas of the role requirements. **It is expected that round two interviews will take place in the second week of January 2025.**

The onus is on all applicants to make themselves available on the date(s) specified by Osborne recruitment and make whatever arrangements are necessary to ensure they receive communications sent to them at the contact details provided in their application. Osborne Recruitment and CIB are not responsible for any expenses incurred by candidates.

### 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(s).

The Citizens Information Board are committed to providing equal opportunities for employment to all. Applications will be reviewed and shortlisted on the merit, skills and experience detailed in the documentation supplied, regardless of gender, age, sexual orientation, civil status, family status, religion, disability, race, or membership of the Traveller community.