

# MARA

An tÚdarás Rialála Limistéir Mhuiri  
Maritime Area Regulatory Authority

# Candidate Information Booklet

# Director of Policy & External Affairs

This competition will be undertaken by Osborne Recruitment on behalf of the Maritime Area Regulatory Authority (MARA) under licence from the Commission for Public Service Appointments (CPSA) in accordance with the Code of Practice for Appointments to the Civil and Public Service

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## The Position:

<b>Title of Position:</b>	Director of Policy and External Affairs
<b>Grade:</b>	Principal Officer
<b>Tenure:</b>	Permanent (subject to successful completion of probationary period)
<b>Employing Authority:</b>	Maritime Area Regulatory Authority (MARA)
<b>Location:</b>	Menapia House, Drinagh Business Park, Co. Wexford, Y35 RF29.
<b>Annual Leave:</b>	30 Days per annum
<b>Hybrid Working:</b>	The successful candidate will be required to attend the office at least 2 days per week and can avail of remote working up to 3 days per week subject to business needs and the MARA blended working policy
<b>Closing Date:</b>	Monday 3 <sup>rd</sup> February at 5pm
<b>Starting Salary:</b>	Principal (PPC) Scale
<b>Working Hours:</b>	35 hours (NET per week)
<b>Panel:</b>	A panel may be formed from this competition

## About MARA

The Maritime Area Regulatory Authority (MARA) is a new independent body responsible for the sustainable management of Ireland’s diverse and unique maritime area, brought about by the enactment of the Maritime Area Planning Act 2021 (MAP Act). Established in July 2023, as part of the biggest reform of marine governance in Ireland in almost a century, MARA will be key to the transformation of our maritime governance regime.

The system and structures set out in the MAP Act are key legal enablers of development and the protection of the environment and cultural heritage in the maritime area for the future generations, including the envisaged expansion of the offshore renewable energy sector required to meet Ireland’s 2030 climate goals in an integrated and sustainable manner.

## MARA Mission, Vision and Values



## The Organisational Context

MARA is an independent agency, established by the Maritime Area Planning Act 2021, now under the aegis of the Department of Environment, Climate and Communications (DECC). MARA has an 11-member Board who are appointed by the Minister.

Under the direction of a Chief Executive Officer, the executive of MARA are responsible for carrying out the following day to day functions:

- Processing applications for maritime area consents (MACs) for the maritime area;
- Processing application for maritime usage licences for specified scheduled activities;
- Compliance and enforcement of MACs, licences, foreshore authorisations and offshore development consents;
- Administration of the extant MHLGH Foreshore consent portfolio; and
- Fostering and promoting co-operation between regulators of the maritime area.

Working collaboratively with all its partners, MARA will support the pillars of Ireland’s marine planning system by:

- Bringing its expertise, knowledge and skills to enhance forward planning in the maritime area;

- Developing a well-functioning transparent consenting system, consistent with the principles of proper marine spatial planning, for all maritime users and activities; and
- Implementing a rigorous, but proportionate, compliance and monitoring programme to ensure the sustainable use of our maritime area and challenge unauthorised development and non-compliance with maritime planning permission.

### Strategic Objectives 2024 - 2027

MARA has completed its first Statement of Strategy with the following Strategic objectives for 2024 – 2027 which include:

STRATEGIC PRIORITY	<p><b>Establish solid foundations for delivery</b> - this includes building an infrastructure to assess applications, issue timely robust decisions and deliver effective governance.</p>	<p><b>Build capacity and knowledge</b> - this includes growing our team, building capacity within the organisation, enhancing our knowledge, insight and innovation, and embedding our structures.</p>	<p><b>Regulate effectively and impartially</b> - this includes managing authorisations, monitoring compliance with legislation and driving regulation through risk-based compliance and enforcement.</p>	<p><b>Drive cooperation and empower action</b> - this includes being a leading voice for the protection of Ireland's maritime area proactively informing policy, legislation, and better choices for the environment to overcome sea blindness and foster ocean literacy.</p>
INDICATOR OF SUCCESS	<p>MARA is a well-governed regulator, operating a streamlined maritime authorisations process that builds trust and confidence, and can withstand scrutiny.</p>	<p>MARA is appropriately resourced with the necessary capabilities, knowledge and skills to fulfill out responsibilities with the capacity necessary to work innovatively and promote personal development.</p>	<p>MARA is trusted and respected for our transparent and fair decision-making and its risk based compliance and enforcement regime, which in turn supports a culture of compliance in the communities that we serve.</p>	<p>MARA is a recognised thought leader in the maritime area, whose evidence is relied upon in the development of maritime policy and legislation, and whose insights inform the identification of future developments in the maritime are requiring regulation.</p>

MARA will achieve this by building expertise in its people, its processes and its technology. As custodians of the maritime area, MARA will ensure that through good management and transparent decision making we will optimise our maritime resource on behalf of all citizens.

To realise its ambition, MARA has recruited and continues to seek motivated, dynamic and passionate people to join its team. This is an unrivalled opportunity to join a new agency at the early stages of its journey and to be at the forefront of managing Ireland's extensive maritime resource.

## The Role

The **Director of Policy and External Affairs** will be a key member of the MARA leadership team. Responsible for shaping and delivering the organisation's policy agenda and public affairs activity to enable delivery of MARA's mission. The role will involve working with internal and external stakeholders to build and maintain MARA's reputation as a well-functioning regulatory agency that delivers societal value. A key component will involve interacting with relevant government departments on national marine spatial planning policy and relevant legislation.

As a member of the MARA's Senior Management Team, the Director of Policy and External Affairs will lead on a number of key areas within MARA, in addition to contributing to the overall delivery of MARA's functions and objectives. As MARA continues its establishment, it will continuously evaluate its organisational structure and the placement of functions within different divisions.

## Key Duties and Responsibilities

Work with the CEO to lead a high performing policy and external affairs function, including a media team. As part of the MARA leadership team, shape the development of the organisation's strategy, culture, values and operating model.

Act as a key advisor to the Chair, CEO, and the MARA Senior Management team on policy, strategy, and communications matters. A close working relationship with Department of Energy, Climate and Communications (DECC) will be essential.

Shape MARA's position on policy matters, horizon scanning and identifying gaps, risks and opportunities in the overall maritime regulatory environment. Lead MARA's input to government policies affecting MARA's functions.

Develop and advance MARA's strategic policy and inform DECC in legislative requirements. During the next 2-3 years, the key outputs that the successful candidate will lead on include:

- Development of regulatory policy to align with national marine spatial planning objectives
- Development and implementation of MARA's competitive Maritime Area Consent (MAC) process for the Offshore Renewable Energy (ORE) sector;
- Review of MARA's levy framework;

Lead and oversee the implementation of stakeholder engagement and external affairs strategy; to build and maintain trust with key stakeholders, including government departments, Oireachtas, other state agencies, board members, industry, NGOs, EU & international regulatory bodies and other stakeholders.

Lead MARA's co-operative function with other maritime regulators.

Develop and manage a policy and communications budget, ensuring high performance and value for money in line with MARA's strategic plan, project briefs, contracts and public sector procurement requirements.

Oversee MARA's Board governance programme, including co-ordinate Board and subcommittee engagement with MARA's executive.

Oversee MARA's suite of corporate governance requirements in respect of Code of Practice for State Agencies and lead on Departmental engagement.

*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 need to respond to change on an ongoing basis, the role is subject to change over time.*

### Essential Qualifications and Experience

- Holds a recognised qualification at level 8 on the NFQ in a relevant area such as Public Policy, Political Science, International Relations, Sociology, Geography, Business Administration or Science.
- A minimum of 5 years' senior management experience in a Policy and External Affairs role, which involved managing cross functional teams and driving strategic initiatives.
- Demonstrable experience in delivering an organisations policy agenda and public affairs.
- Excellent written and verbal communication skills, with the ability to distil complex policy issues for diverse audiences.
- Be exceptional at public speaking, media handling and presentation skills
- Be a Strategic thinker with the ability to influence, negotiate, liaise at high levels and external stakeholders.
- Demonstrable experience of strong analytical and problem-solving skills.
- Strong interpersonal skills to collaborate with all stakeholders.
- Ability to build, mentor and develop teams

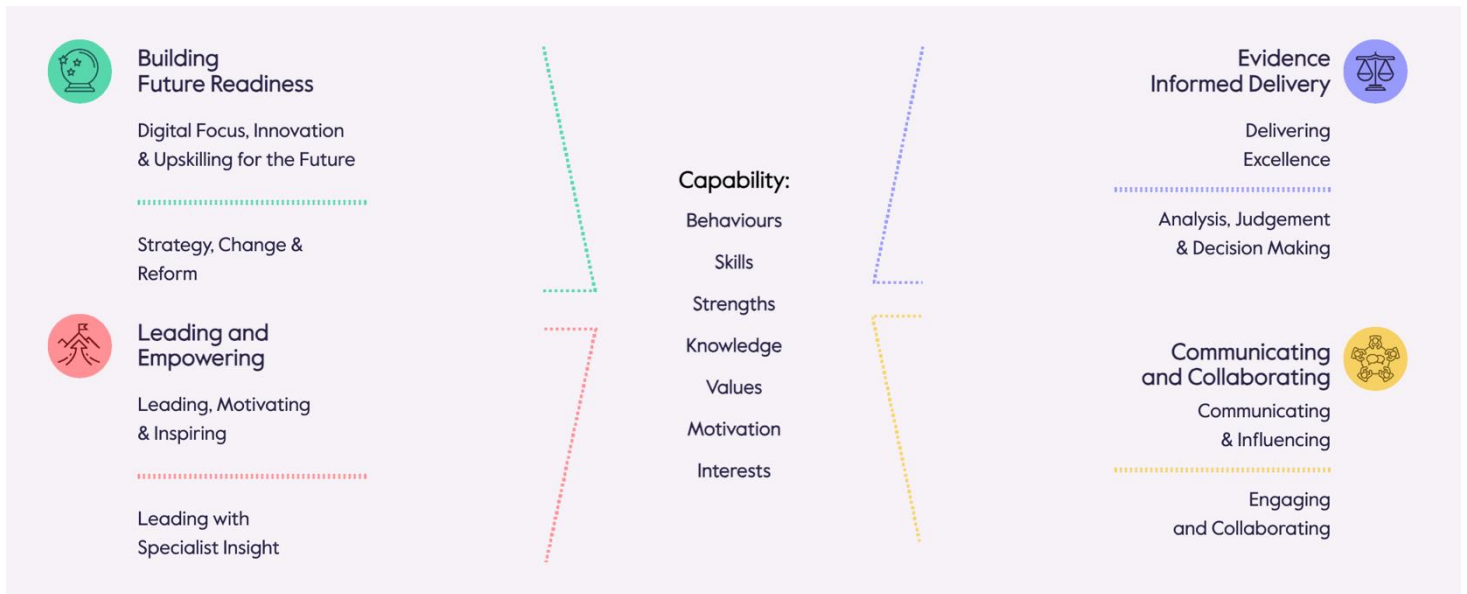
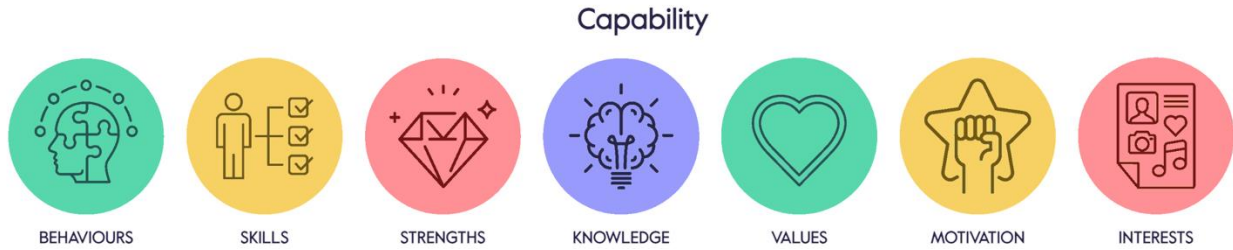
Applicants for the post should have an understanding of the work of MARA and experience which demonstrates the required skills for the role.

### Desirable Knowledge and Experience

- Previous experience in a regulator environment.

## Core Capabilities

The person appointed to the role of Director of Policy and External Affairs will be required to show evidence of the following capabilities:





## Capability 1: Building Future-Readiness

### Building Future Readiness

Delivering excellent public policy and services requires us to embrace change and innovation. We strive to create an inclusive customer centric strategy and vision that keeps pace with environmental, social and technological changes. Adopting an agile and digital-first approach, we will continually upskill, change and improve how we do things to meet current and future demands.



#### Building Future Readiness

#### Digital Focus, Innovation & Upskilling for the Future

- Digital Focus
- Innovation & Continuous Improvement
- Upskilling for the Future

#### Strategy, Change and Reform

- Strategic Capability & Vision
- Contextual Awareness & Adaptability
- Implementing Change & Reform



#### Digital Focus, Innovation & Upskilling for the Future

##### Digital Focus

- Drives the digital-first agenda by ensuring that digital tools and IT solutions are prioritised and implemented

##### Innovation & Continuous Improvement

- Delivers and encourages innovative, creative and practical solutions, striving for continuous improvement
- Creates an open and trusting work environment, where challenging the norm, taking measured risks and learning from mistakes is encouraged

##### Upskilling for the Future

- Committed to building own expertise, knowledge and skills for the future
- Ensures their people and Organisation are building future readiness and nurturing talent, to deal with current and future demands
- Proactively seeks development opportunities and regularly reflects on learning experiences, with awareness of own strengths and weaknesses



##### Key Skills Examples

- Innovation
- IT and digital skills
- Continuous learning
- Design thinking
- Process improvement



#### Strategy, Change and Reform

##### Strategic Capability & Vision

- Develops a clear vision and strategic plan for their area, setting goals which map to organisational/government objectives
- Actively contributes to the development of broader organisational, departmental, and government strategy, policy and objectives
- Evaluates the success and impact of current strategy and makes necessary amendments

##### Contextual Awareness & Adaptability

- Strong understanding of wider Civil Service policies and relevant developments in the Public and Private sector
- Anticipates, adapts and responds to developments in the sector and external environment, reviewing and revising strategic and/or operational plans as necessary

##### Implementing Change & Reform

- Leads others through times of change and transformation – communicating a clear vision, listening to feedback and addressing concerns
- Leads on the implementation of significant change and reform, critically appraising suggested change and delivering best possible improvements
- Listens and responds appropriately when met with criticism or resistance to change



##### Key Skills Examples

- Managing and supporting change
- Policy and strategy development
- Goal setting
- Strategy implementation
- Strategic thinking
- Future forecasting

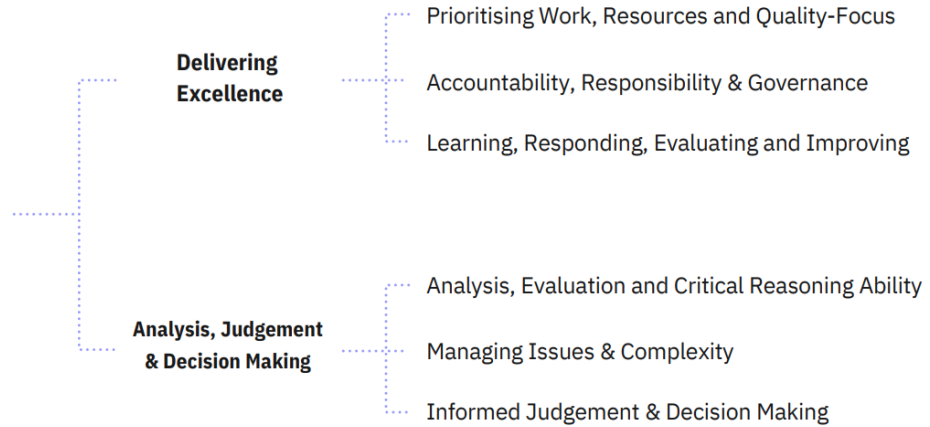
## Capability 2: Evidence Informed Delivery

### Evidence Informed Delivery

Delivering excellent public policy and services requires us to make evidence based and well-informed judgements and decisions, prioritise objectives and effectively manage resources, using relevant information to evaluate the delivered outcome to ensure maximum benefit for the people we serve.



#### Evidence Informed Delivery



#### Delivering Excellence

##### Prioritising Work, Resources and Quality-Focus

- Effectively manages multiple agendas and significant work programmes, allocating or securing resources to meet priorities
- Oversees work and monitors progress to ensure delivery against key organisational objectives and business plan priorities
- Ensures high standards are set and maintained, leading by example to encourage others commitment to quality

##### Accountability, Responsibility & Governance

- Provides regular and accurate updates to relevant stakeholders and governing bodies/executives
- Within their team(s), instils the importance of efficiencies, value for money, adherence to policies/protocol and corporate governance requirements
- Demonstrates accountability for self and team

##### Learning, Responding, Evaluating and Improving

- Gets up to speed with new tasks/roles at a fast pace, asks questions to understand requirements, relevant information and sensitivities
- Is flexible, agile and resilient in the face of difficulty or emerging demands
- Seeks feedback and evaluates delivery against required outcomes, taking action to learn, respond and improve



##### Key Skills Examples

- Project management
- Resource allocation
- Cost-benefit analysis
- Risk management
- Project evaluation



#### Analysis, Judgement & Decision Making

##### Analysis, Evaluation and Critical Reasoning Ability

- Can quickly gather, analyse and critically evaluate relevant data from a range of sources, identifying key information
- Ensures the team/organisation gather and utilise data to inform future decisions
- Analyses and evaluates complex verbal and numerical information, such as policies, strategies, budgets or statistics

##### Managing Issues & Complexity

- Effectively manages complex situations and ambiguous or 'on-the-spot' issues, deciding on the best course of action quickly and confidently
- Solves complex problems in an informed, logical and composed manner, seeking additional inputs where necessary

##### Informed Judgement & Decision Making

- Makes balanced judgements and decisions, drawing from evidence, experience and relevant policies/procedures, while also considering contextual issues/sensitivities
- Makes important, urgent or difficult decisions in an appropriate, timely and ethical manner, considering the broader implications, governance issues and political sensitivities
- Openly and honestly shares the rationale for decisions made, to ensure transparency, build confidence and trust



##### Key Skills Examples

- Research skills
- Data analytics
- Budgeting
- Data management and visualisation
- Critical thinking

## Capability 3: Leading & Empowering

### Leading & Empowering

Delivering excellent public policy and services requires us to lead in our areas of expertise, inspire others and create a clear vision. We are committed to developing, supporting, and empowering our colleagues to meet their potential and to creating a positive and inclusive work environment where everyone's contribution is valued.



#### Leading & Empowering

#### Leading, Motivating & Inspiring

- Developing, Motivating & Supporting Performance
- Vision, Purpose & Authenticity
- Empowerment, Psychological Safety and Inclusion
- Social & Emotional Intelligence

#### Leading with Specialist Insight

- Adding Value with Specialist Expertise
- Leading & Advocating
- Building Networks, Knowledge & Insights



#### Leading, Motivating & Inspiring

##### Developing, Motivating & Supporting Performance

- Ensures their team have exposure to development opportunities, strategically delegating projects, considering individual suitability and project demands/urgency
- Supports and motivates high performance by providing recognition, guidance, coaching and regular feedback
- Utilises and promotes both formal and informal performance management techniques

##### Vision, Purpose & Authenticity

- Inspires their team and brings people along, by showing authenticity, trust, passion and living the organisational values, by example
- Creates a clear vision for the team, reminding them of the wider purpose and impact
- Leads with integrity, honesty, transparency and accountability

##### Empowerment, Psychological Safety and Inclusion

- Creates an inclusive and psychologically safe team environment, which empowers, trusts, and respects all members
- As a leader, champions equality, diversity and inclusion, taking meaningful action through the work of their organisation/department and in supporting a diverse workforce

##### Social & Emotional Intelligence

- Openly prioritises the wellbeing of self and others, instilling a culture of support, empathy and consideration
- Demonstrates high self-awareness and ability to manage own emotions and behaviour, particularly in challenging situations



##### Key Skills Examples

- Performance management
- Coaching / providing feedback
- Conflict management
- Managing remote / blended teams
- Emotional intelligence



#### Leading with Specialist Insight

##### Adding Value with Specialist Expertise

- Demonstrates a high degree of specialist expertise and knowledge in their area
- Adds value to the Organisation/Department by utilising their specialist expertise to meet the business needs and shape broader policy or strategy

##### Leading & Advocating

- Leads and provides direction, through openly sharing insights, knowledge, evidence and rationale in a non-technical manner
- Advocates and explains the value of their area/expertise and why it is necessary to prioritise
- Recognised as a Thought Leader or Subject Matter Expert in their area of expertise, providing guidance, knowledge and leadership

##### Building Networks, Knowledge & Insights

- Networks with experts at conferences and events, sharing relevant information, learnings and drawing inspiration from others at a national and international level
- Committed to Continuous Professional Development, actively engaging in relevant courses, conferences and activities to keep knowledge and insights up to date



##### Key Skills Examples

- Specialist skills in own area of expertise
- Research
- Networking

## Capability 4: Communicating & Collaborating

### Communicating & Collaborating

Delivering excellent public policy and services requires us to work together, build relationships and collaborate enabling a joined up, whole-of-Government approach. Effective engagement and communication with our customers, clients and colleagues will enhance and build trust in our services.



#### Communicating & Collaborating

##### Communicating & Influencing

Communicating Effectively & Listening to Understand

Influencing and Negotiation Skills

##### Engaging & Collaborating

Networking, Representing and Stakeholder Engagement

Collaboration, Cross-Functional Working and Relationship Management



#### Communicating & Influencing

##### Communicating Effectively & Listening to Understand

- Communicates and presents in a clear, persuasive and impactful manner, across verbal, digital and written communications
- Demonstrates self-awareness of own communication approach, adjusting style as appropriate for the audience
- Appreciates diversity and makes an active effort to involve different people, to bring challenge and alternative viewpoints
- Communicates with transparency to external audiences in areas of public interest

##### Influencing and Negotiation Skills

- Tactfully influences and persuades others and considers compromise when necessary
- Develops an understanding of context, sensitivities and differing perspectives when engaging in discussions/negotiations with key stakeholder groups or the political system
- Approaches difficult discussions, conflict or negotiations with respect, thoughtfulness, composure and self-assurance



##### Key Skills Examples

- Languages – e.g., Gaeilge
- Written skills
- Effective presentation
- Active listening
- Influencing and negotiation skills
- Storytelling to influence, teach & inspire



#### Engaging & Collaborating

##### Networking, Representing and Stakeholder Engagement

- Builds useful networks and engages with relevant stakeholders, both within and outside of their own organisation/department
- Consults regularly with key stakeholders, managing their expectations and providing insightful, open and transparent updates
- Represents the organisation/department with professionalism and awareness, taking opportunities to promote the work of the organisation/department, where appropriate

##### Collaboration, Cross-Functional Working and Relationship Management

- Utilises interpersonal skills to build and maintain effective working relationships at all levels, including in a remote/hybrid working environment
- Maximises opportunities to collaborate and engage in cross-functional working, ensuring their team do not operate in a silo
- Stays abreast of organisational developments and the work of other teams, showing interest, providing input and offering support to other senior managers



##### Key Skills Examples

- Collaboration
- Cross-functional working
- Networking
- Relationship building and interpersonal skills
- Social intelligence

## How to Apply:

### Eligibility to Compete:

Candidates must, by the date of job offer, be:

- a) A citizen of the European Economic Area. 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 is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) 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

### Applications should be submitted via email and must include:

- A completed application form outlining why you wish to be considered for the post and how your skills and experience meet the requirements for the position
- Only applications fully submitted will be accepted into the campaign.

To apply for this role candidates must submit the relevant, signed and completed application form to [MARA@osborne.ie](mailto:MARA@osborne.ie)

### Closing Date:

**Deadline for application:** Please note latest receipt for applications is **Monday 3<sup>rd</sup> February at 5pm.** Incomplete applications, postal applications or CV's will not be accepted. Any applications received after the closing date and time will not be considered.

Applications will not be accepted after the closing date and time. Late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission time of your application. Applicants must ensure they retain a copy of the email submitted to [MARA@osborne.ie](mailto:MARA@osborne.ie) including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact [MARA@osborne.ie](mailto:MARA@osborne.ie) to ensure the application has been received.

### Selection Process:

The selection process will include:

- Shortlisting of applications
- A competitive interview
- Presentation
- Completion of all relevant checks as set out below.

A second or final interview may be required, candidates will be informed following completion of the first round of interviews.

Additional selection steps may be included.

A selection board shall be established and shall use the essential requirements as referred to earlier in this candidate information booklet to shortlist candidates. Scoring at the shortlisting stage shall be based on the information contained in the application form. Therefore, it is in your interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications, and experience meet the requirements of the post. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to progress all candidates to the next stage of the selection, which is the interview process, MARA may decide that a certain number of candidates shall only be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

### **Interview:**

It is expected that interviews will be held in February 2025 within Wexford. Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

Any candidate requiring any accommodation for interview or other elements of the selection process should notify us at [MARA@osborne.ie](mailto:MARA@osborne.ie) so that appropriate arrangements can be made.

### **Panel:**

A second or final interview may be required, candidates will be informed following completion of the first round of interviews.

Following the interview stage, MARA may produce a panel of candidates listed in order of merit. This panel may also be used to fill future temporary posts. Not all those interviewed may be placed on the panel. A panel may be established from which appointments may be made which will expire 12 months from the date of interview or when it has been exhausted, whichever is sooner. Candidates will be advised of the outcome of the competition as soon as possible after the interview process. Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

### **Relevant Checks:**

Prior to recommending any candidate for appointment to a position, the HR team complete all relevant checks. 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.

Should the person recommended for appointment decline or having accepted it, relinquish it, MARA may at its discretion, select and recommend another person for appointment and this will be based on the results of this selection process.

MARA is not obliged to appoint any candidate arising from this competition.

Please note that any offer of employment made to a successful candidate may be subject to satisfactory:

- Reference verification,
- Qualification verification,
- Vetting – where applicable

At the reference verification stage, referees sought will include your current employer and your next most recent employer.

## Conditions of Service

### Salary

The Principal Officer salary scale (rates effective from 1 October 2024) is as follows:

**(PPC Scale\*\*) €102,913, €107,280, €111,613, €115,978, €119,661, €123,481 (LSI 1) €127,295 (LSI 2)\***

LSI 1 after 3 years satisfactory service at the maximum.

LSI 2 after 6 years satisfactory service at the maximum.

Long Service Increments may be payable after 3 years (LSI1) and 6 years (LSI2) satisfactory service at the maximum of the scale. \*\* *Pay scale wef 1 October 2024.*

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

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6 April 1995 or is newly recruited to the and is required to make a personal pension contribution.

Different terms and conditions may apply if immediately before appointment you are a current serving civil/public servant.

Please note that entry will be at the minimum point of the scale. Candidates should know that 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.

Please note that entry will be at the minimum point of the scale. Candidates should know that 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.

Note: Salary for the purposes of calculation of superannuation benefits may differ from the above depending on individual circumstances.

### Payment Arrangements

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a BIC code and IBAN number and bank sort code has been supplied to the Personnel Section of the relevant Department or Office. Statutory deductions from salary will be made as appropriate by the Department / Office.

An officer will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members / Former Staff Members / Pensioners

### **Location**

The usual place of work for this role will be MARA, Menapia House, Drinagh Business Park, Co. Wexford, Y35 RF29. MARA reserves the right, at its discretion, to change this location to any other place within Ireland.

### **Hours of Attendance**

Hours of attendance will amount to not less than 35 hours net per week. The successful candidate will be required to work 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.

Outside Employment: The position will be full-time, and the appointee shall 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.

### **Annual Leave**

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

### **The Organisation of Working Time Act 1997 (as amended)**

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

### **Principal Conditions of Service**

#### **Health:**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

#### **Employee Benefits:**

We value our employees and will invest in their health, welfare and safety at work and will provide an Employee Assistance Programme. We support and encourage staff to reach their full potential through education and training opportunities on and off the job. We also offer flexible hours, challenging, rewarding work and benefits that include:

- Membership of a Superannuation Scheme
- Sick Leave Scheme
- Hybrid Working
- Shorter Working Year scheme
- Maternity Leave
- Parental Leave
- Parents Leave
- Career Breaks
- Exam and Study Leave

#### **Employer of Choice:**

As an Employer of Choice the Civil Service has many flexible and family friendly policies e.g. Work-sharing, 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.

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.

### **Principal Conditions of Service and Eligibility to Compete:**

For information on principal conditions of service and any information on eligibility to compete please review the 'Principal Conditions of Service and Eligibility to compete' document in detail available here <https://www.maritimeregulator.ie/careers>

### **General Information**

#### **Ethics in The Public Office:**

The Ethics of Public Office Act 1995 and the Standards in Public Office Act 2001 applies to this post.

#### **Expenses:**

MARA will not be responsible for any expense, including travelling expenses, candidates may incur in connection with this competition.

#### **Canvassing:**

Canvassing is prohibited and will result in disqualification from the competition.

#### **Impersonation:**

A third party must not 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 he / she has not been appointed to a post, he / she will be disqualified as a candidate; and
- where he / she has been appointed subsequently to the recruitment process in question, he / she shall forfeit that appointment.

#### **Cancelling Competition:**

MARA may at its discretion cancel this competition due to a change in business needs. Should this occur after the competition closing date applicants will be notified in writing.

#### **Candidate Feedback:**

Feedback will be provided on written request.

#### **Review Procedures in relation to the Selection Process:**

Requests for a review are dealt with in accordance with the codes of practice published by the published by the Commission for Public Service Appointments. The Codes can be accessed at [www.cpsa-online.ie](http://www.cpsa-online.ie).

### **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.

### **Confidentiality:**

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and the provisions of the EU General Data Protection Regulation.

### **Data Protection Acts, 1988-2018:**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be held by MARA. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. To make a request under the Data Protection Acts 1988 & 2018, please submit your request in writing to: Data Protection Officer, MARA, Menapia House, Drinagh Business Park, Co. Wexford, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to MARA.

### **Data Protection – Recruitment Process:**

Personal data is collected and processed as part of the recruitment process. This section sets out the information under the following headings:

- Personal data collected.
- Lawful basis for processing personal data.
- How your information may be shared.
- How long your information may be stored.
- Your data protection rights.

### **Personal Data Collection:**

MARA collects personal data from prospective candidates as part of the recruitment process. In meeting its data protection obligations, MARA is committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines ‘personal data’ as meaning any information relating to an identified or identifiable living individual. It defines categories of ‘personal data’ as being name, address, date of birth, etc. The GDPR also sets out ‘special categories of personal data’ for more sensitive information that include, for example, health data.

MARA conducts a capability-based recruitment process. Each candidate is asked to submit an application form. This recruitment process will include checking of references. Depending on the role applied for, it may also include Garda vetting.

### **Lawful Basis For Processing Personal Data Consent:**

MARA processes personal data provided by you in your application form during the recruitment process on the lawful basis of ‘consent’. Your consent is required in order to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process.

**Contractual:**

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

**Legal Obligation:**

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) is processed on the basis that it is required for MARA's compliance with legislation (e.g., employment legislation). MARA provides its employees with a Privacy Statement in relation to its use of employee information.

**How Your Information May Be Shared:**

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

**How Long Your Information May Be Stored:**

MARA has a Data Retention Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

**Unsuccessful Candidates:**

For those individuals who have been unsuccessful in the recruitment process, all information provided to the MARA will be retained by the MARA for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

**Successful Candidates:**

For those individuals who have been successful in the recruitment process, all information provided to MARA will be placed on your employee file. It will be retained during the course of your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

**Your Data Protection Right:**

You have rights in relation to personal data collected, processed and stored by MARA. Further information is available on our website under the heading 'Data Protection and Access Requests'.

This section outlines what your data protection rights are and how to make a Data Subject Access Request to MARA.

If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer at MARA. The contact details are as follows:

**MARA DPO Contact Details:**

**Email:** [dataprotection@mara.gov.ie](mailto:dataprotection@mara.gov.ie)

**Post:** Data Protection Officer, MARA, Menapia House, Drinagh Business Park, Co. Wexford

**For Further Information on Data Protection:**

The website of the Data Protection Commissioner – [www.dataprotection.ie](http://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](mailto:info@dataprotection.ie)