



An tSeirbhís um Cheapacháin Phoiblí  
Public Appointments Service

## CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Public Appointments Service intends to hold a competition for the purpose of recommending a person(s) for appointment to the position(s) of:

**DUBLIN CITY LIBRARIAN**

**DUBLIN CITY COUNCIL**

**CLOSING DATE: 3PM THURSDAY 23<sup>RD</sup> AUGUST 2018**

CAMPAIGN ID: 18142309

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service will run this competition in compliance with the codes of practice prepared by the new Commissioners for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on [www.cpsa-online.ie](http://www.cpsa-online.ie)

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# Dublin City Librarian

## Dublin City Council

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# Dublin City Librarian

## Dublin City Council

### JOB DESCRIPTION

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#### Introduction

**Dublin** is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto [www.dublincity.ie](http://www.dublincity.ie)

#### Background

The City Library and Archive Service meets the wide ranging information, education, research and cultural needs of the people of Dublin through its Central Library, its network of 20 community based branch libraries, mobile libraries, online presences and specialist information points. The Staff Library and Information Centre at the Civic Offices provides access to a broad range of business support and information services for the staff of Dublin City Council.

Through the library service, Dublin City Council actively supports the concept of life-long learning in the community and offers an increasing range of opportunities onsite and online for young and old alike to develop skills and competencies in a welcoming and inclusive urban civic space.

Reading and Literacy, Information and Learning together with Culture, Creativity and Community are the pillars supporting and directing library service developments

Library services are constantly under review. The introduction in recent years of innovative services such as high speed internet, wifi, broadband, web and social media enable access to diverse civic and national print and digital resources and learning opportunities. This provision together with an ambitious capital programme signals the City Council's commitment to the free availability of innovative and historical public library service provision with sources of timely, relevant and comprehensive information, a diverse history and heritage focus and a particular recognition of Dublin as a capital city and as a UNESCO City of Literature.

#### The Role

The City Librarian has managerial responsibility for Library, Archive, Museum and Gallery services. The Dublin City Librarian supports the Chief Executive in advancing the information, education, research and cultural needs of the City and in developing and overseeing the organisational structures and resources needed to deliver an extensive range of library services to the public in a cost effective and efficient manner.

## **Duties and Responsibilities**

The City Librarian manages large teams and budgets, both capital and operational. He/she will be required to manage and lead the library service in a strategic manner and implement change programmes. Organisational innovation and continuous improvement are significant priorities for Dublin City Council as Local Government reform is embedded and the development and use of smart technologies are used to enhance service delivery.

The City Librarian works effectively with Council members providing policy support, keeping Councillors informed and developing proposals for agreement by the Members prior to implementing in his/her area of responsibility.

External relationships are important to the effective delivery of services by the Local Authority and the City Librarian plays a vital role in networking and engaging with a broad range of stakeholders including representatives of the Department of Housing, Planning and Local Government, Department of Rural and Community Development, Local Government Management Agency, State Agencies, cultural, literary, community and voluntary groups and the citizen.

## **ESSENTIAL REQUIREMENTS**

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The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Dublin City Librarian are as set out hereunder: -

### **Character:**

Each candidate shall be of good character.

### **Health:**

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

### **Education, Experience, etc.:**

Each candidate must, on the latest date for receipt of completed application forms:-

- hold a degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies,
- have satisfactory experience of library work including satisfactory experience at a strategic management level.
- have a satisfactory knowledge of public service organisation in Ireland

### **THE IDEAL CANDIDATE SHALL:**

- be able to work within and lead multi-disciplined teams and have the ability to motivate, empower and encourage personnel under his/her control to achieve maximum performance and added value;
- demonstrate a strong track record and relevant management experience at a sufficiently high level;
- have a developmental view of local government, which encourages involvement and optimises local democracy and use of existing powers and functions;
- have a satisfactory knowledge of public service organisation in Ireland;
- be innovative and have a career record that demonstrates a high level of competence in the management of staff, a customer orientation, conceptual and analytical thinking, initiative and the management skills necessary to lead and foster change, while optimising the contribution to the achievement of organisational goals and objectives;
- have strong interpersonal, communications, networking and advocacy skills;
- have the ability to deploy financial resources to gain maximum benefit and output within a budgetary control framework;
- have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;

- have an understanding of the role and duties of managers in safety management in the workplace;
- be able to build effective teams which are strongly motivated and contribute to good employee relations through the utilisation of Partnership and best employee practices.
- be able to deputise at a senior level.

## KEY COMPETENCIES

A new Competency model has been developed for the Dublin City Librarian role.

<p><b>Strategic Management and Change</b></p>	<p><b>Strategic Ability</b> Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b> Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b> Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p><b>Bringing about Change</b> Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
<p><b>Delivering Results</b></p>	<p><b>Problem Solving and Decision Making</b> Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</p> <p><b>Operational Planning</b> Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p><b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
<p><b>Performance through People</b></p>	<p><b>Leading and Motivating</b> Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p><b>Managing Performance</b> Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p><b>Communicating Effectively</b> Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
<p><b>Personal Effectiveness</b></p>	<p><b>Relevant Knowledge</b> Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role.</p> <p><b>Resilience and Personal Well Being</b> Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Integrity</b> Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p><b>Personal Motivation, Initiative and Achievement</b> Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>

## PRINCIPAL CONDITIONS OF SERVICE

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### 1. The Post

- (a) The post is permanent, whole time and pensionable.
- (b) The holder of the post will be assigned to the Dublin City Librarian role within a Dublin City Council Department.
- (c) The holder of the post will report to an Assistant Chief Executive.
- (d) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future or to any premises in use by the City Council now or in the future.
- (e) The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

#### **Duties:**

The duties of the post are to give to the local authority and to

- (a) the local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate health and safety services, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

### 2. Probation

Where persons who are not already permanent employees of a Local Authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period;
- (c) such persons shall cease to hold the position at the end of such period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

### **3. Salary**

The salary scale for the position of Dublin City Librarian is:  
€91,358, €95,511, €99,664, €103,815, €107,969

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, and Local Government.

**In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

### **4. Superannuation**

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

All persons who become pensionable officers of a local authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration or net pensionable remuneration, whichever is relevant and in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority for the first time on or after 1 January 2013 are liable to pay the Class A rate of PRSI contribution and are required in respect of superannuation to contribute at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) plus 3% of pensionable pay.

### **5. Retirement:**

Effective from 1<sup>st</sup> January 2013, the Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Retirement age is set initially at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

For appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 65.

For Class A "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age.

### **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 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.'

### **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.

## **6. Residence**

Post holders shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

## **7. Start date**

Dublin City Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than three months and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

## **8. Incentivised Scheme for Early Retirement (ISER)**

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

## **9. 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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

## **10. Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> 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. 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) and the Minister's consent will have to be secured prior to employment by any public service body.

## **11. 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.

### **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.**

## THE SELECTION PROCESS

### How to Apply

Applications should be made **online** through [www.publicjobs.ie](http://www.publicjobs.ie). All sections of the form must be fully completed.

Before applying candidates should log-on to [www.publicjobs.ie](http://www.publicjobs.ie) and if you have not already done so you must register as a **'New User'** to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via **'My Applications'**. Only fully submitted applications will be accepted into the campaign. **Applications will not be accepted after the closing date.**

The admission of a person to this competition, or invitation to attend for interview is not to be taken as implying that the PAS is satisfied that such person fulfils the requirements.

### Closing Date

Your online application must be submitted through [www.publicjobs.ie](http://www.publicjobs.ie) not later than **3pm on Thursday 23<sup>rd</sup> August 2018**. Applications will not be accepted after this date.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please contact 01-8587424.

### Publicjobs Messageboard

Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or "Promotions" in the case of gmail). You are also advised to check all these folders regularly.

PAS accepts no responsibility for communication not accessed or received by an applicant.

### Selection Process

The Selection Process may include the following:

- Shortlisting of candidates on the basis of the information contained in their application;
- a preliminary interview, which may also include a presentation;
- completion of an online questionnaire;
- a competitive interview, which may also include a presentation;
- work sample/role play/ media exercise, and 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, the Public Appointments Service may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Public Appointments Service provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, 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 application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms 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 application.

### **Optional Language Test**

You may have your ability to communicate effectively in Irish and English assessed. Your ability in the language in which the interview is conducted will be assessed at the interview itself and in the other language by a separate competitive language test. This test will comprise conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the post. Candidates who satisfy the Public Appointments Service that they are proficient in both Irish and English will be awarded marks in respect of such proficiency. Candidates who qualify at interview and establish their proficiency will be awarded an extra 6% of the total marks available at interview.

### **Security Clearance**

The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided.

### **References**

We would appreciate it if you would start considering names of people who you feel would be suitable referees 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 collect the details and contact referees should you come under consideration after preliminary interview stage.

### **Other important information**

The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Public Appointments Service is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the Public Appointments Service 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. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, PAS may at its discretion, select and recommend another person for appointment on the results of this selection process. A panel will be formed from which future vacancies may be filled from this campaign.

### **The importance of Confidentiality**

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

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the PAS 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 PAS, including all forms issued by PAS 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.

### **Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

### **Use of Recording Equipment**

PAS 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 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.

### **Procedures where a candidate seeks a review of a Decision taken in relation to their application**

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

### **Procedure for Informal Review**

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

### **Procedure for Formal Review of Selection Process**

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

### **Complaints Process**

A candidate may believe there was a breach of the Commission's Code of Practice by PAS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under **Section 8** to the Chief Executive Officer of PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

- Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.
- On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

**For further information on the above procedures please see the Code of Practice Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie)**

There is no obligation on the PAS to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

### **Requests for Feedback**

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

### **Candidates' Obligations:**

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

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

### **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.

### **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: [dpo@publicjobs.ie](mailto:dpo@publicjobs.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of [www.publicjobs.ie](http://www.publicjobs.ie).