



An tSeirbhís um Cheapacháin Phoiblí **Public Appointments Service**

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

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

Chief Fire Officer

Sligo County Council

Closing Date: 3pm Thursday, 25th February 2021

Campaign ID: 2113207

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 Commission for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on www.cpsa-online.ie

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Chief Fire Officer
Sligo County Council

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Chief Fire Officer Sligo County Council

Background

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliffe) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 420 staff. The Temporary Chief Executive of Sligo County Council is Tom Kilfeather and the Cathaoirleach is Cllr Dara Mulvey.

Sligo County Council has responsibility for the delivery of a wide range of public services in the area with a focus on making the County, our towns and countryside attractive places to live, work and invest. The Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

County Sligo, located in the province of Connacht in the Northwest of Ireland, is the largest centre of population in the North-West, exerting its influence on a hinterland that extends far beyond the County boundaries. Sligo serves as an administrative, employment, commercial, health and education centre for a large hinterland. With the benefit of improvements in telecommunications, utilities, infrastructure and the availability of well-serviced sites, Sligo has been able to establish itself as a high-quality location for business, with several international companies choosing to locate here. Sligo is served by road and rail-based public transport. There is also a port facility in the city, allowing for the import and export of goods.

The 2020 Revenue Budget of Sligo County Council is €67.1 million.

The Role:

The Chief Fire Officer's primary function is to manage the County Council's Fire Service. He/she will manage and administer an efficient and effective Fire Service in accordance with the Fire Service Acts and associated legislation applicable to the Fire Service. He/She will hold responsibility for the management and administration of Sligo County Council's Fire and Emergency Service, including the Major Emergency Plan. The CFO's duties will also include responsibility for strategic planning and the implementation of any associated change requirements throughout the Fire and Emergency Services. He/She may also be assigned responsibility for the management of any other relevant function(s) at the discretion of the Chief Executive.

Functional responsibilities of the post include, but are not limited to, the following:

- Responsibility for management of Health & Safety in Sligo Fire Service in relation to training, policy development and implementation.
- The management and supervision of staff and to ensure the development of such staff; building effective teams, developing motivation and commitment and maintaining sound employee relations.
- Major Emergency Management; implementation and updating of Major Emergency Plans and development of sub plans. Co-ordinating planning and response for major emergencies with other principal response agencies and voluntary organisations.
- Responsibility for Strategic Planning and Change Management in an evolving environment to ensure a fit for purpose fire service to serve the community of County Sligo.

- Procurement of materials, equipment and services in accordance with national guidelines.
- Communications with internal and external stakeholders, property owners, the public and the media, senior management and staff.
- Co-ordination of the fire prevention function, including fire safety and regularisation certificate applications, petroleum licensing, fire safety campaigns and community fire safety initiatives.
- Asset Management to include tracking of location, maintenance and servicing of all fire service equipment and vehicles.
- Training of staff, the public and others in relation to fire prevention, management and any other fire related training.
- Responsibility for Pre-fire Planning in relation to licences, planning permissions, building enforcement, fire certificates, etc.

The CFO will be expected to prepare budgetary estimates for their area of operation and to work within allocated finances to the best overall effect.

He/She will also be required to have contact with property owners/organisations, Government Departments, the public, media, courts, etc. as required, as well as interaction with elected members and liaising with staff/union representatives.

ESSENTIAL REQUIREMENTS

The Minister for Housing, Local Government and Heritage has declared that the qualifications for the position of Chief Fire Officer shall be as set out hereunder: -

Character

Each candidate must be of good character.

Health

Each candidate must 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 for the office –

- (a) Hold, in the National Framework of Qualifications:
 - (i) A degree at Level 8 in engineering, architecture, or other building construction related discipline, or
 - (ii) A professional qualification equivalent to one of the foregoing awarded by the relevant professional body, or
 - (iii) A degree at Level 8 in a science or technology related discipline including, physics, chemistry, environmental or computer science, information communications technology; or a fire related discipline including fire safety, emergency management or emergency services, or
 - (iv) A degree at Level 8 together with a Level 9 qualification in a fire related discipline including fire safety, emergency management or emergency services.
- (b) Have a satisfactory knowledge of all of the following:
 - principles and practices of fire safety,
 - fire service operations,
 - major emergency management,
 - technological and industrial processes,
 - telecommunications and information technology.
- (c) Have at least eight years satisfactory relevant experience, including adequate experience in the areas specified at (b) above and (e) below.
- (d) Have a high standard of training and competency in the areas specified in (b) above, including:
 - fire-fighting and emergency operations techniques and strategic command of fire service operations;
 - on-site and off-site co-ordination at fires and major incidents / major emergencies;
 - building design and management for fire safety.

- (e) Have adequate experience in administration, service management and management of staff;
- (f) Be competent to perform efficiently the duties of the office and possess the appropriate qualities.

The ideal candidate shall also be responsible for:

- The management and supervision of staff and to ensure the training and development of such staff;
- Building effective teams, developing motivation and commitment and maintaining sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation;
- Deputising for Director of Service as required;
- Implementing the systems necessary and co-ordinating the resources to support the service. This includes systems to manage finance, budgets and ensure value for money as well as to provide information on the pattern of demand and activity and to schedule work programmes;
- The preparation of reports for submission to statutory agencies and other bodies where required; and
- Deputising new work programmes, strategic planning and successfully implementing change in the workplace.

KEY COMPETENCIES

A competency model has been developed for the Chief Fire Officer.

Strategic Management and Change	Strategic Ability 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. Political Awareness Has a clear understanding of the political reality and context of the organisation. Networking and Representing 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. Bringing about Change Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.
Delivering Results	Problem Solving and Decision Making 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. Operational Planning 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. Delivering Quality Outcomes 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.
Performance through People	Leading and Motivating 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. Managing Performance Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability. Communicating Effectively Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.
Personal Effectiveness	Relevant Knowledge 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. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace. Resilience and Personal Well Being Demonstrates appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others Personal Motivation, Initiative and Achievement 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.

PRINCIPAL CONDITIONS OF SERVICE

The Office

This position is whole time, permanent and pensionable.

Salary

As of October 1st 2020:

€77,522, €79,358, €81,188, €83,021, €84,853, €86,694 (Maximum) €89,460 (1st LSI) (after 3 years' satisfactory service on the Maximum), €92,231 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

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

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 salary scale for the position at the minimum point. Further to this, E.L. 05/2016 broadens E.L. 02/2011 to allow for consideration of starting pay on recruitment through open competition to the Civil Service of existing public servants serving in analogous grades. Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale, and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee's current point of scale. 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.

Probation

Where a person is permanently appointed to a local authority, the following provisions shall apply -

- a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) Such period shall be one year but the Chief Executive may, at his / her discretion, extend such period;
- c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Manager has certified that the service is satisfactory;
- d) The period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;
- e) There will be assessments during the probationary period.

Residence

Holders of the position 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

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, 2001 and 2014, 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 mentioned in subparagraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine,

such appropriate services of an executive, administrative or management nature 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 to exercise such powers, functions and duties as may be delegated to the CFO 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 CFO will also, if required, act for an employee of a higher level.

Superannuation Contributions

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 dependant 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 dependant or qualified children) plus 3% of pensionable pay.

Retirement

Effective from 1st 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 70.

For Class A "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 and the maximum retirement age is 70.

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.

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.

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 are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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.

Start Date

Any person, to whom an appointment is offered, shall be required to take up such appointment within a period of not more than three months. If he/she fails to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

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. All sections of the form must be fully completed.

Before applying candidates should log-on to 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 not later than **3pm on Thursday 25th February 2021**. 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 01-858 7424.

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.

Candidates with Disabilities

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

These reports must be forwarded to the Assessment Services unit, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **Thursday 25th February, 2021**. You should email a scanned copy of the report to asu@publicjobs.ie

If you have previously applied for a competition with PAS and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

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.

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 on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. 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.

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

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 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.