

Candidate Information Booklet

Please read carefully

Law Librarian
in the Office of the Director of Public Prosecutions
- 2 year fixed term contract

The Office of the Director of Public Prosecutions is committed to a policy of equal opportunity.

The Office of the Director of Public Prosecutions will run this competition in compliance with the Code of Practice for Appointments to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

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

Closing time and date: 3:30pm on Friday 5 November 2021

CONTACT: HR.Mailbox@dppireland.ie

The Office of the Director of Public Prosecutions,

Infirmary Road,

Dublin 7

www.dppireland.ie

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**Law Librarian
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Overview of the Office of the Director of Public Prosecutions

The fundamental function of the Director of Public Prosecutions is the direction and supervision of public prosecutions and related criminal matters. The majority of cases dealt with by the Office of the Director of Public Prosecutions are received from the Garda Síochána, the primary national investigating agency. However, some cases are also referred to the Office by specialised investigative agencies including the Revenue Commissioners, Government departments, the Health and Safety Authority, the Competition and Consumer Protection Commission, the Office of the Director of Corporate Enforcement, the Garda Síochána Ombudsman Commission, the Environmental Protection Agency and local authorities.

The Office of the Director of Public Prosecutions has four divisions:

The Directing Division determines, following an examination of an investigation file, whether there should be a prosecution or whether a prosecution commenced by the Garda Síochána should be maintained.

The Solicitors Division, headed by the Chief Prosecution Solicitor, provides a solicitor service to the Director in the preparation and presentation of cases in the Dublin District and Circuit Criminal Courts, the Central Criminal Court and Special Criminal Court, the Court of Appeal and the High and Supreme Courts.

The Prosecution Support Services Division incorporates the Victims Liaison Unit, the International Unit which deals with areas of international criminal law and the Prosecution Policy and Research Unit which delivers library and information services, knowledge management strategies and legal research services, along with supporting the development of legal policy.

The Administration Division is responsible for providing the organisational, infrastructural, administrative and information services required by the Office and also provides support to the Directing, Prosecution Support Services and Solicitors Divisions.

The Role

The purpose of the Library in the Office of the DPP is to deliver an information service that is timely, effective and efficient which meets the information and know-how needs of the Office. Core services include the provision of print and electronic legal resources, supported by a Soutron library management system and a range of current awareness and know-how services. The Library also plays a key role supporting and participating in the implementation of the Office's Legal Knowledge Management Strategy, including assisting in the maintenance of the Office's SharePoint based legal knowledge management system and contributing to and supporting legal knowledge management initiatives.

In managing the provision of the Library and Information Service in the Office of the Director of Public Prosecutions, the key duties of the Law Librarian will include:

- Overall management of library and information services for the Office of the Director of Public Prosecutions.
- Responsibility for the management, development, supervision and training of library staff.
- Management of all library software systems including the Soutron based library catalogue, with responsibility for planning and executing projects relating to platform development and upgrades to the system. Experience of working with Soutron is desirable.
- Review and update collection development policy to reflect availability of resources in various formats and to cater for evolving user needs.
- Planning and implementing the annual budget and other financial reviews as required.
- Environmental scanning, media monitoring and monitoring legal developments of relevance to the work of Prosecutors.
- Contributing to the Office of the Director of Public Prosecutions internal current awareness services and publications.
- Assisting with the implementation of the Office of the Director of Public Prosecutions Legal Knowledge Management Strategy.
- Contributing to the development and maintenance of the Office of the Director of Public Prosecutions SharePoint based knowledge management system. Experience of working with SharePoint and Legal Search Connect is desirable.
- Managing the development and delivery of information skills training for legal staff.
- Maintaining and fostering professional links with other librarians working in the legal environment.
- Any other duties which may be assigned from time to time, as relevant to this post.

Essential Requirements

Candidates must, on or before 5 November 2021:

1. Hold an honours primary degree (at least a Level 8 on the National Framework of Qualifications) **and**
2. Hold a post-graduate qualification in Library and Information Studies **and**
3. Have at least 2 years' post - qualification experience working in a Library & Information Service environment.

Candidates must also demonstrate the key competencies for effective performance at

this level which are detailed at Appendix 1.

Desirable Knowledge, Skills & Experience

In addition, it will be an advantage to candidates to possess and be able to demonstrate:

1. Experience of working in a legal library & information service environment.
2. An understanding of the principles of Irish law, the Irish legal system and EU law.
3. Experience of working with Soutron, SharePoint and Legal Search Connect.
4. Strong information technology skills and experience of using a wide range of relevant legal information resources, databases and tools, as well as a demonstrable interest in emerging technologies.
5. An understanding of current knowledge management practice in a legal environment.

Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore, candidates should satisfy themselves that they meet the eligibility criteria for this competition.

Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Eligible Candidates must 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

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

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

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 not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

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

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. 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.

Principal Conditions of Service
Law Librarian - 2 year fixed term contract

General

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

Pay

The salary for the position with effect from 1st October 2020 is as follows;

PPC (Personal Pension Contribution) Pay Scale

€35,274	€38,383	€41,502	€44,622	€47,743	€49,670
€51,592	€53,526	€55,447	€57,374	€59,302	€61,224
€63,159	€65,302	€67,440			
<i>NMAX</i>	<i>LSI1</i>	<i>LSI2</i>			

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

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy.

You 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.

Tenure and Probation

The appointment may be to a permanent or temporary position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

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

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

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carer's Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

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

Unfair Dismissals Acts 1977-2005

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of the employment by reason only of the expiry of the fixed term contract without it being renewed.

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position to which the candidate is appointed.

Location

The Office is in Dublin. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes' gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance will be 25 working days, rising to 29 days after 5 years' service and to 30 days after 10 years' service. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the Public Service Management (Sick Leave) Regulations (SI 124 of 2014), the Public Service Management (Sick Leave) (Amendment) Regulations 2015 (SI 384 of 2015) and any relevant circular.

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

Secrecy, Confidentiality and Standards of Behaviour

Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

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

Ethics in Public Office Acts

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

Prior Approval of Publications

An officer will agree not to publish material related to his or her official duties without prior

approval by the Head of Office/Department.

Political Activity

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

Superannuation and Retirement

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

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

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

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

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

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

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

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

Ill-Health-Retirement

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

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

Appointment post Ill-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

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

Pension Accrual

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

Additional Superannuation Contribution

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

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

Please note

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

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.

Competition Process

How to Apply

Applications should be made **by e-mail** to HR.Mailbox@dppireland.ie All sections of the form must be fully completed.

Applications will not be accepted after the closing date.

Closing Date

Your application must be submitted by e-mail to HR.Mailbox@dppireland.ie not later than 3:30 pm, 5 of November 2021. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: the HR & Training Unit at 087 7196113, 087 2275029, 087 3332209. **The interviews for these posts are likely to be held in November / December 2021.**

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Office of the Director of Public Prosecutions.

The Office of the Director of Public Prosecutions accepts no responsibility for communication not accessed or received by an applicant

Candidates should make themselves available on the date(s) specified by the Office of the Director of Public Prosecutions and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection will include:

- shortlisting of candidates on the basis of the information contained in their application
- interview

Shortlisting

An appropriate number of candidates will be called to interview, having regard to the required size of the panel in the context of the expected number of positions to be filled over the duration of the panel. A Shortlisting Board, comprising members from the Office of the Director of Public Prosecutions and an external member, will be appointed to shortlist the candidates to be invited to be interviewed.

In deciding whether to shortlist candidates, the Shortlisting Board will examine the candidate's application form and assess this material against the requirements for the role as set out in the Information Booklet, and identify which candidates have best demonstrated that they have met the requirements for the role as set out in the information booklet.

In order to be shortlisted, it will be expected that there is good evidence to support each of

the competencies i.e.: -

- the examples put forward by the candidate are at an appropriate level;
- there is evidence of personal contribution in the examples provided;
- the examples demonstrate evidence of many of the indicators of effective performance highlighted in the competency descriptions; and
- the application demonstrates an understanding of the challenges facing the applicant in this role.

Interview

An Interview Board, comprising members from the Office of the Director of Public Prosecutions and an external member, will be appointed. At interview, the Interview Board may question candidates about their knowledge and experience relevant to any of the competencies or essential requirements as set out in the Information Booklet and about any of the examples provided in their application.

Due to the COVID-19 pandemic, interviews for this competition will be conducted using video conferencing software.

The interviews for these posts are likely to take place in November / December 2021. The onus is on each applicant to ensure that she/he is in receipt of all communications from the Office of the Director of Public Prosecutions.

Candidates should make themselves available on the date(s) specified by the Office of the Director of Public Prosecutions and should make sure that the contact details specified on the application form are correct.

The marks shown in the Information Booklet will be awarded for each of the competencies and will take into account the contents of the application form and the interview.

It is not intended to separately score the interview or the application form during the final selection process.

Marking Scheme

All applicants will be assessed under the four headings shown in the table below. A maximum of 50 marks will be awarded under each heading. When awarding marks, the selection board will have particular regard to achievements highlighted by candidates which clearly relate to the priorities of the Office as outlined in the Strategy Statement 2019 – 2021.

Competency	Mark
1. Specialist Knowledge, Expertise and Self Development	50
2. Analysis and Decision Making Skills	50
3. Delivery of Results	50
4. Interpersonal and Communication Skills	50

The mark for each competency will take into account the contents of the application form and the interview.

Greater details as to the competencies sought are contained in **Appendix 1**. In the provision of examples in respect of each competency listed above particular regard should be given to the description given in **Appendix 1**.

The application form highlights word limits for the sections on Competencies. There is a limit of 300 words in respect of each Competency as well as a 300-word limit in relation to any other relevant information in support of your application. Should an application exceed the word limits it may be deemed ineligible for consideration.

In order to qualify, candidates must receive at least half of the marks available in each of the competencies referred to above.

Candidates can draw on relevant work experience and/or experiences gained outside their work experience to demonstrate their ability or potential.

Posts on Offer

Currently there is a vacancy for a **two-year fixed term contract** post as a Law Librarian in the Office of the Director of Public Prosecutions. A panel will be formed following this this competition from which any Law Librarian vacancies occurring within a period of 18 months from the formation of the panel may be filled.

Candidates who have already been offered a post (other than a temporary post) from this competition will not be considered for future vacancies. Candidates offered a temporary post from this campaign will remain under consideration for any future permanent posts.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 1997 and 2003 applications will be treated in strict confidence.

Security Clearance

Police vetting will be sought in respect of individuals who come under consideration for appointment. 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. If unsuccessful this information will be destroyed by the Office of the Director of Public Prosecutions. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information

The Office of the Director of Public Prosecutions will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to provide a writing sample or to attend an interview, is not to be taken as implying that the Office of the Director of Public Prosecutions

is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to appointment of a candidate as a Law Librarian, the Office of the Director of Public Prosecutions 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 if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Rights & Obligations

Candidates' Rights

Review Procedures in relation to the Selection Process

The Office of the Director of Public Prosecutions will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>

Where a candidate is unhappy with an action or decision in relation to an application, s/he can seek a review under Section 7 of the code of practice: -

- The candidate must address his/her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the Personnel Officer, The Office of the Director of Public Prosecutions, in the first instance. A complaint or request for review must be made within 10 working days of the notification of the initial decision or within 5 working days of the outcome of the informal review stage, if availed of.
- However, where the decision being conveyed relates to an interim stage of a selection process, a request for review must be received within 4 working days of the date of receipt of the decision or within 2 working days of receipt of a decision under the informal process; candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them.
- In communicating the outcome to the candidate, which will be done by means of written report, the initial reviewer should indicate that he/she may seek further review by referring the matter to the Decision Arbitrator and that a request to do so must be made with 7 working days of receipt of the outcome of the initial review.

Where a candidate believes that an aspect of the process breached the CPSA's code of practice, s/he can have it investigated under Section 8 of the code by the CPSA.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

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

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.

Deeming of candidature to be withdrawn

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

Feedback

Feedback will be provided on written request.

Data Protection Acts

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. Such information held is subject to the rights and obligations set out in the Data Protection Acts. To make a request under the Data Protection Acts, please submit your request in writing to: **The Data Protection Co-Ordinator, The Office of the Director of Public Prosecutions, Infirmery Road, Dublin 7**, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.

Appendix 1 - Competencies

Administrative Officer Level Competencies

Specialist Knowledge, Expertise and Self Development
<ul style="list-style-type: none">• Has the necessary expertise to carry out the role to a high standard;• Clearly understands the role and objectives of the Office and how it fits into the criminal justice system;• Is proactive in keeping up to date on issues and key developments that may impact on own area;• Maintains a strong focus on self development, seeking feedback and opportunities for growth.
Analysis and Decision Making Skills
<ul style="list-style-type: none">• Is skilled in policy analysis and development, challenging the established wisdom and adopting an open minded approach;• Quickly get up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral);• Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions;• See logical implications of taking a particular position on an issue;• Is resourceful and creative, generating original approaches when solving problems and making decisions.
Delivery of Results
<ul style="list-style-type: none">• Assumes personal responsibility for and delivers on agreed objectives/goals;• Manages and progresses multiple projects and work activities successfully;• Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these;• Maintains a strong focus on meeting the needs of stakeholders at all times;• Ensures all outputs are delivered to a high standard and in an efficient manner;• Use resources effectively, at all times challenging processes to improve efficiencies.
Interpersonal and Communication Skills
<ul style="list-style-type: none">• Communicates in a fluent, logical, clear and convincing manner verbally and in writing;• Is able to listen effectively and develop a two-way dialogue quickly;• Maintains a strong focus on meeting the needs of internal and external stakeholders;• Effectively influences others to take action;• Works to establish mutual understanding to allow for collaborative working.