

Candidate Information Booklet  
Please read carefully  
**Head of Corporate Services**

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](http://www.cpsa.ie)**

Closing time and date: 3:30pm on 25<sup>th</sup> January 2022

CONTACT: [HR.Mailbox@dppireland.ie](mailto:HR.Mailbox@dppireland.ie)

The Office of the Director of Public Prosecutions  
**Infirmary Road, Dublin 7**

[www.dppireland.ie](http://www.dppireland.ie)

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## SECTION 1: 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 2017, the International Unit which deals with areas of international criminal law and the Prosecution Policy and Research Unit which conducts legal research, provides support for the development of legal policy administrative staff.

**The Corporate Services Division** is an essential part of the support structures in the Office of the DPP on which the various sections of the organisation rely to carry out their functions and roles. The Corporate Services Division contributes to the Office's overall objectives through the implementation of robust governance systems to support the Office's operations while effectively managing risks. Alongside human resources and organisational development, the functions include finance, ICT, facilities, media office and communications, corporate governance, procurement, strategic management including risk management, Freedom of Information, quality assurance and internal audit.

## SECTION 2: Job Specification

### The Role

The Head of Corporate Services is a key member of the senior management team at the DPP's Office and actively contributes to the successful achievement of the organisation's strategic objectives. The role holder is responsible for the full range of the Corporate Services functions including Corporate Governance & Accountability, Financial & Risk Management, Information & Communications Technology, Human Resource Management, Organisational Development & Change, and Business Services

This is a critical position, central to the effective operations of the organisation and is also a member of the Management Board. The position is a key driver of organisational change and the strategic objective of ensuring the provision of a world class Prosecution service to the State and to the citizens. The principal challenges facing the Office of the Director of Public Prosecutions include developments in national and international criminal law, the demands posed by increasing numbers of criminal investigation files and the increasing volumes of case related material, opportunities and challenges of increased digitization, ongoing developments associated with public service modernisation/reform, the challenges involved in ensuring a consistent provision of service across the state and the decision in principle of the Government to implement the recommendations of the Commission on the Future of Policing in Ireland.

The Office of the DPP currently has a staff limit of 260 including professional, legal and administrative support staff and a budget of €48m. In addition to its directly employed staff the Office also relies on the local State Solicitor Service to represent the DPP in the courts outside of Dublin and the Office also has a large panel of private practice barristers who are contracted to prosecute cases on its behalf in the various criminal courts.

The Office is entering a period of significant expansion and this represents an exciting opportunity for a high calibre senior manager to bring their strong strategic leadership and operational management experience to this important prosecutorial service.

### **Key Accountabilities**

#### Executive Leadership

- Contribute strategically, as a member of the senior management team and of the management board, to the overall corporate leadership, management and development of the Office's long-term strategic issues
- Provide strategic leadership in delivering internal organisational change and within the wider Justice sector arising from the recommendations on the Commission on the Future of Policing in Ireland
- Lead the key organisational Business Planning and Reporting processes
- Represent the DPP at key stakeholder engagement groups and fora

#### Corporate Governance & Accountability

- Ensure that the Office delivers on its Corporate Governance responsibilities in line with the Corporate Governance Standard for the Civil Service
- Be responsible for implementing, amending and updating governance policies and procedures in line with best practice
- High level responsibility for Data Governance & Compliance including the implementation of FOI, Data Protection, Protected Disclosures, National Archives and Customer Service policies

#### Financial & Risk Management

- Ensure the Office's finances and funding sources are managed within the overall budget in accordance with public financing accounting standards
- Support the Deputy Director's role as Accounting Officer by preparing estimates, monthly financial reports and the annual Appropriation Accounts

- Liaise with and provide support for internal auditors and the Comptroller and Auditor General and support the Accounting Officer in appearances before Oireachtas committees
- Identify, monitor and report on relevant risks as part of the overall Risk Management process

#### Information & Communications Technology

- Provide leadership in the delivery of a first-class ICT service for the Office of the DPP and its operation within the wider Justice sector
- Lead and oversee new information technologies and standards around data governance, data analytics and statistical analysis
- Develop a modern ICT structure in line with the organisation's strategic priorities
- Manage the ICT budget to achieve an efficient, effective and value for money service

#### Human Resources Management & Organisation Development

- Deliver strategic workforce planning and organisational development to ensure the optimum use of human resources and strong employee experience
- Develop a strong workplace culture and positive employee engagement
- Ensure employee engagement levels are optimised to achieve organisational goals and objectives
- Lead the Corporate Services Divisional Units and staff to high performance in the delivery of excellent support services

#### Other Business Services

- Provide strategic leadership and insight into the corporate processes, policies and procedures required to support and develop the State Solicitors' service
- Lead, direct and implement the Office's policies and priorities on procurement, facilities, and health & safety in conformance with government policy and relevant legislation

### **Experience & Personal Qualities**

The person appointed will have a proven track record as a leader and senior manager in a complex organisation. The successful candidate will demonstrate strategic leadership and strong operational management experience across the full range of corporate services. The appointee will demonstrate, sound judgement on complex issues, excellent communication skills and a demonstrable record of leading and delivering growth and change in an expanding organisation.

### **SECTION 3: Requirements for the Role**

To be eligible to be considered for appointment to this role a candidate **must** have:

- Have at least 5 years' significant management experience, including leading teams and managing resources at an appropriate scale and senior level;
- Demonstrate a proven ability to formulate and implement strategic change in a complex organisation;
- Demonstrate an understanding of the challenges in managing the corporate functions of the DPP's Office and of the environment within which the Office operates;
- Have significant experience of some or all of the following: Human Resource management, project management, managing budgets and strategic management including relevant experience of strategy/policy development;
- Demonstrate that they possess the skills/competencies identified as being important for roles at this level in the civil service. Further details on the competency framework and definitions are contained at Appendix 1 at the end of this document.

## Desirable

- Third level educational qualification (minimum NFQ Level 8 on the national framework of qualifications) in a relevant discipline commensurate with this role.
- A Professional Qualification relevant to the areas of responsibility of the role.
- An understanding and an appreciation of the important role the prosecution service plays within the wider justice system.
- Work experience in a number of organisations.
- Proven experience of working directly with Board level managers.

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.

## SECTION 4: Eligibility to Compete

### Eligibility to compete and certain restrictions on eligibility

#### Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). 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 UK 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 the UK or Switzerland and has a stamp 4 visa.

**To qualify candidates must be eligible 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. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

**Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in 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. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

**Declaration**

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

**SECTION 5: Principal Conditions of Service****General**

The appointment is to a permanent post in the Civil Service and 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.

**Salary**

The Principal Officer higher salary scale, with an annual allowance of €13,405, will apply to this position.

**Personal Pension Contribution**

The PPC (Personal Pension Contribution) salary scale (annually) for this position, with effect from 1 October 2021, is as follows:

**Principal Officer Higher Salary Scale**

€97,617 – €101,636 – €105,675 – €109,705 – €113,141 – LSI 1 €116,760\* – LSI 2 €120,382\*\*

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

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

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

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance.

### **Important Note**

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Office of the Director of Public Prosecutions. Statutory deductions from salary will be made as appropriate.

Upon appointment, 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.

### **Location**

The post to be filled is located in Dublin.

### **Tenure and Probation**

The appointment is to a permanent 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 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 Carers 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.

### **Hours of Attendance**

Hours of attendance will be fixed from time to time but will amount to on average not less than 43 hours 15 minutes' gross including lunch breaks, or 37 hours' net 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.

### **Annual Leave**

Your annual leave allowance will be 30 working days a year. 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.

### **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](http://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 to be aware of the following:

- If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.

- 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 it.
- 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.

*Appointment post Ill-health retirement from public service:*

- Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
- If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
- 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 PAS.

**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 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](http://www.singlepensionscheme.gov.ie)

**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 Act 2014. 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 appointee 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.

**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.

**IMPORTANT NOTICE**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).**

## **SECTION 6: Application and Selection Process**

### **How to Apply**

Applications should be made **by e-mail** to [HR.Mailbox@dppireland.ie](mailto: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](mailto:HR.Mailbox@dppireland.ie) not later than 3:30 pm, Tuesday, 25<sup>th</sup> January 2022.** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: Pamela O'Connor (087) 333 2209 or Yvonne Corrigan (087) 227 5029.

### **The interviews for these posts are likely to be held in February 2022**

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.

### **Candidates who wish to avail of Reasonable Accommodation**

Candidates who wish to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to act as a basis for determining reasonable accommodations where appropriate. These reports should be forwarded to Pamela O'Connor, HR & Training Unit, Office of the Director of Public Prosecutions, Infirmary Road, Dublin 7 D07 FHN8.

### **Selection Process**

Applicants should carefully consider the information provided in this Candidate Information Booklet relating to the role, in particular the competency framework at Appendix 1. It is in each applicant's interest to ensure that his/her application form provides a detailed and accurate account of experience, competencies, achievements and qualifications.

The information provided in this application form will be considered during the different stages of the selection process as follows:

#### **Determination of Eligibility**

Applications will be checked to determine if the eligibility requirements set out in the Candidate Information Booklet have been met.

#### **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 Office of the Director of Public Prosecutions may decide that a smaller number will be called to the next stage of the selection process. 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. It is expected that the interview process will involve two rounds with only the most qualified candidates being invited to the second interview.

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.

Candidates called for interview may be required to make a presentation based on the personal statement contained in their application form. The presentation shall not exceed 7-8 minutes.

Due to the COVID-19 pandemic, interviews for this competition will be conducted using video conferencing software and will last 45 minutes approximately.

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, the personal statement and the interview.

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

The presentation will be given at the start of the interview. Candidates will not be permitted to show slides during the interview or use a flip chart or other visual medium.

### **Marking Scheme**

All applicants will be assessed under the five 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.

<b>Competency</b>	<b>Marks</b>
Leadership & Strategic Direction	50
Judgement & Decision Making	50
Management & Delivery of Results	50
Building Relationships & Communication	50
Specialist Knowledge, Expertise and Self Development	50

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

Greater details as to the competencies sought and with regard to the Personal Statement 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 and the Personal Statement. There is a limit of 300 words in respect of each Competency and a 500-word limit for the Personal Statement. 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.

### **Confidentiality**

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

### **Security Clearance**

You will be required to complete and return a Garda eVetting form should you 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 you resided. However, should your application for the competition be unsuccessful this form will be destroyed by the Office. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form. If you have resided in countries outside of the Republic of Ireland for a period of 6 months or more, it is mandatory for you to furnish a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority. It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

### **References**

It would be useful if you would begin to consider names of people who would be suitable referees, including your current employer and that we might consult (3 names and contact details). The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees immediately before offering you appointment, should you come under consideration for appointment.

### **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 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, 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

## SECTION 7: 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.

## SECTION 8: 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 any way

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.

## SECTION 9: 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, Infirmary 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 and Personal Statement

The successful candidate will have the relevant knowledge, experience, skill, achievement or aptitude which clearly demonstrates his/her suitability to meet the challenges of Head of Corporate Services in the Office of the Director of Public Prosecutions.

<b>Leadership &amp; Strategic Direction</b>
<ul style="list-style-type: none"> <li>• Leads the team, setting high standards, tackling any performance problems &amp; facilitating high performance;</li> <li>• Facilitates an open exchange of ideas and fosters an atmosphere of open communication;</li> <li>• Contributes to the shaping of Departmental/Government strategy and policy;</li> <li>• Develops capability and capacity across the team through effective delegation;</li> <li>• Develops a culture of learning &amp; development, offering coaching and             <ul style="list-style-type: none"> <li>- constructive/supportive feedback;</li> </ul> </li> <li>• Leads on preparing for and implementing significant change and reform;</li> <li>• Anticipates and responds quickly to developments in the sector/broader environment;</li> <li>• Actively collaborates with other Departments and Agencies.</li> </ul>
<b>Judgement &amp; Decision Making</b>
<ul style="list-style-type: none"> <li>• Identifies and focuses on core issues when dealing with complex information/situations;</li> <li>• Assembles facts, manipulates verbal and numerical information and thinks through issues logically;</li> <li>• Sees the relationships between issues and quickly grasps the high level and socio-political implications;</li> <li>• Identifies coherent solutions to complex issues;</li> <li>• Takes action, making decisions in a timely manner and having the courage to see them through;</li> <li>• Makes sound and well informed decisions, understanding their impact and implications;</li> <li>• Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions.</li> </ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"> <li>• Initiates and takes personal responsibility for delivering results/services in own area;</li> <li>• Balances strategy and operational detail to meet business needs;</li> <li>• Manages multiple agendas and tasks and reallocates resources to manage changes in focus;</li> <li>• Makes optimum use of resources and implements performance measures to deliver on objectives;</li> <li>• Ensures the optimal use of ICT and new delivery models;</li> <li>• Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements;</li> <li>• Instils the importance of efficiencies, value for money and meeting corporate governance requirements;</li> <li>• Ensures team are focused and act on Business plan priorities, even when faced with pressure.</li> </ul>

<p><b>Building Relationships &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Speaks and writes in a clear, articulate and impactful manner;</li> <li>• Actively listens, seeking to understand the perspective and position of others;</li> <li>• Manages and resolves conflicts/disagreements in a positive &amp; constructive manner;</li> <li>• Works effectively within the political process, recognising and managing tensions arising from different stakeholders' perspectives;</li> <li>• Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals;</li> <li>• Proactively engages with colleagues at all levels of the organisation and across other Departments/Organisations and builds strong professional networks;</li> <li>• Makes opinions known when s/he feels it is right to do so.</li> </ul>
<p><b>Specialist Knowledge, Expertise and Self Development</b></p> <ul style="list-style-type: none"> <li>• Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/Organisation;</li> <li>• Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role;</li> <li>• Maintains a strong focus on self-development, seeking feedback and opportunities for growth.</li> </ul>
<p><b>Drive &amp; Commitment to Public Services Values</b></p> <ul style="list-style-type: none"> <li>• Consistently strives to perform at a high level;</li> <li>• Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining a sense of balance and perspective in relation to work issues;</li> <li>• Contributes positively to the corporate agenda;</li> <li>• Is personally trustworthy, honest and respectful, delivering on promises and commitments;</li> <li>• Ensures the citizen is at the heart of all services provided;</li> <li>• Is resilient, maintaining composure even in adverse or challenging situations;</li> <li>• Promotes a culture that fosters the highest standards of ethics and integrity.</li> </ul>

### **Personal Statement**

The Personal Statement should be used to draw together all of an applicant's relevant key achievements and qualifications in support of the objectives of the Office and to highlight the strengths they would bring to the position and why they consider that they should be selected.