

Clerical Officer
(Legal and Corporate Support)
Permanent and Fixed Terms
Contract Positions

We are delighted to launch our Clerical Officer (Legal and Corporate Support) Competition

 Closing Date: **16/11/2022**

 Closing Time: **3.30 pm**

Candidate Information Booklet

Please read carefully

The Office of the Director of Public Prosecutions is committed to a policy of equal opportunity and encourages applications from candidates with diverse backgrounds and experience. Further information on specific diversities is include in the “How to Apply” section.

<https://www.dppireland.ie/working-with-us>

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

Please ensure that you read this Campaign Information Booklet in detail and that you fully understand the process.

For any informal enquiries regarding the position and job specification please contact: -

Odpp@lexconsultancy.ie

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Clerical Officer in the Office of the Director of Public Prosecutions

The Office of the Director of Public Prosecutions from time to time require Clerical Officers to fill Legal and Corporate Division vacancies in the Office. The positions will be permanent or fixed term contract. The Office will set up a Clerical Officer panel. As vacancies arise in the Office at Clerical Officer level, we will draw down from this panel.

The Office

The Office of the Director of Public Prosecutions was established by the Prosecution of Offences Act, 1974. Our mission is to provide a Prosecution Service that is independent, fair and effective. The Director is independent in the performance of her functions.

The Director enforces the criminal law in the courts on behalf of the People of Ireland; directs and supervises public prosecutions on indictment in the courts; and gives general direction and advice to An Garda Síochána in relation to summary cases and specific direction in such cases where requested. Core to what we do are our values and how our people work.

OUR VALUES:

OUR MISSION:
To deliver a fair, independent and effective prosecution service on behalf of all the people of Ireland

 Integrity <ul style="list-style-type: none">Acting honestly, fairly, consistently and objectively, in accordance with the Code of EthicsMaking fair and right decisions based on evidenceProviding accurate information	 Independence <ul style="list-style-type: none">Upholding the independence of the Office of the DPPActing impartially without fear, favour, bias or prejudice, in line with the Guidelines for Prosecutors and Code of EthicsRemaining unaffected by individual or sectional interests and public or media pressure, having regard only to the public interest	 Excellence <ul style="list-style-type: none">Delivering fair, independent, professional services to the highest standardsContinuously improving our service, responding proactively to changing needs, challenges, opportunitiesInfluencing and shaping improvements in the criminal justice system	 Respect <ul style="list-style-type: none">Treating everyone with fairness, respect and dignityListening to the perspective of stakeholders	 Collegiality <ul style="list-style-type: none">Valuing the contributions of everyone in the delivery of the prosecution service.Building strong relationships and working collaboratively with stakeholders, national and internationalSharing our knowledge and expertise with others
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The Office of the Director of Public Prosecutions has four divisions:

1. The **Directing Division** is responsible for the overall direction of serious criminal proceedings. This includes making the decision whether to prosecute and for what offence, for making any decision to withdraw proceedings or to accept pleas to lesser offences, and to bring appeals in relation to points of law or seek reviews of unduly lenient sentences.
2. The **Solicitors Division** is responsible for providing the solicitor service in Dublin to the Director. This includes the general preparation of indictable cases, including the preparation of books of evidence, the instruction and attendance on counsel at the hearing, the conduct of summary prosecutions and the conduct of all Judicial Review cases on the Director's behalf.
3. The **Prosecution Support Services Division** is responsible for knowledge management strategies, developing policy responses to a range of issues arising both nationally and internationally, devising responses as required to national and EU legislation, ensuring that victims' rights arising from the EU Victims Directive and national legislation are implemented and for work arising from international co-operation and mutual legal assistance in prosecutions.
4. The work of our legal divisions is supported and enabled by our fourth Division, the **Corporate Services Division** (CSD). CSD 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.

The Office of the DPP is an inclusive and progressive employer that is responsive to the needs and preferences of its employees. As an employer, we want to attract and retain good people. This means taking care of our employees. A rewarding and challenging career is just one of a number of benefits you'll enjoy if you join our Office. We have many family friendly work policies including opportunities for a range of flexible work arrangements and a comprehensive wellbeing programme.

We pride ourselves on being a learning organisation with a strong commitment to Continual Professional Development, a generous further educational support programme and a range of learning and knowledge sharing opportunities to enable this. Opportunities are also provided to participate in cross divisional working groups in the Office and contribute on a range of issue through our employee engagement initiatives.

There are a number of attractive career paths in our Office through Internal and Interdepartmental competitions for promotion to higher grades. Employees interested in pursuing a career in law can receive educational support and become eligible for consideration to our Trainee Solicitor Programme.

The Role

The Clerical Officers to be appointed will be required to undertake a range of administrative duties which will vary depending on the assignment¹.

The following outlines the type of work that the officers may be required to undertake:

- a. General administration duties e.g., opening files, processing correspondence, dealing with queries by email and/or telephone, data entry onto our Case Management System, reception cover, handling post, archiving old files, scanning, downloading and photocopying documents;
- b. Supporting line managers and colleagues and working as part of a team in delivering services;
- c. Providing an administrative support to a team of Solicitors;
- d. Ensuring that all enquiries related to their duties are dealt with effectively, efficiently and within the set time frames;
- e. Operation of ICT systems and standard software packages e.g. e-mail, MS Office, Excel, Case Management System;

Essential Requirements

Candidates must, on or before, 16 November 2022 have:

- a. The required knowledge, skills and competencies to carry out the role;
- b. Demonstrated experience of working on their own initiative and as part of a team;
- c. A good general level of education;
- d. Be at least 17 years of age.

Desirable Requirements

In addition to the above, the following are desirable:

- Skills/experience in Excel and Word;
- Experience with computerised filing systems
- Have experience of working in a customer service environment

¹ As the core business of the Office is the prosecution of crime, Clerical Officers assigned to Legal Divisions in the Office will have some contact with prosecution files, which may contain material that some people may find distressing.

Principal Conditions of Service – Clerical Officer

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 is as follows:

PPC (Personal Pension Contribution)² Pay Scale with effect from 1st October 2022:

€26,599	€28,277	€28,697	€29,527	€30,750	€31,972	€33,193
€34,082	€35,089	€36,259	€37,084	€38,242	€39,393	
€41,190	€42,602	€43,249				
NMAX	LSI 1	LSI 2				

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 different terms and conditions may apply if, immediately prior to appointment, the appointee is a 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 in the Civil Service. The probationary contract for a permanent position will be for a period of one year from the date specified on the contract. The contract for a temporary position will be for a period specified in the contract. Candidates offered a fixed term contract (FTC) post from this campaign will remain under consideration for any future permanent posts. 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;

² The PPC 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. A different rate will apply where the appointee is a civil or public servant recruited before 6 April 1995 and who **is not required** to make a Personal Pension Contribution.

- 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 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.

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

You 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 located in Dublin 7. However, your headquarters maybe reassigned from time to time by the Office. When absent from home and headquarters on official duty, appropriate travelling expenses and subsistence allowances will be paid in line with civil service regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 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 their 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 22 working days, rising to 23 days after 5 years' service 24 days after 10 years' service, 25 after 12 years' service and 26 after 14 years' service in the grade. 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

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 their 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:

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.

Appointment post Ill-health retirement from Public Service

1. Where an individual has retired from a public service body their ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. 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.
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

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 2014. The officer will agree not to disclose to unauthorised 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 appointment.

Prior approval of publications:

An officer will agree not to publish material related to their official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity:

During the term of employment, the officer will be subject to the rules governing public 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 which, in the Civil Service is on a blended basis. 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.

APPLICATION AND SELECTION PROCESS

How to Apply

Applications should be made via the link at <https://lexconsultancy.ie/clients/odpp/>

Candidates must use our application form and all sections of the form must be completed in full. Failure to complete the application as set out in this section could render the application void.

Applications will not be accepted after the closing date.

Closing Date

Your application must be submitted by e-mail not later than 3.30pm on 16 November 2022. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: Lex Consultancy at odpp@lexconsultancy.ie

The onus is on each applicant to ensure that they are 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

It is the candidate's responsibility to make sure that the contact details specified on the application form are accurate.

Selection Process

Applicants should carefully consider the information provided in this Candidate Information Booklet relating to the role. It is in each applicant's interest to ensure that their 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

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 a 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.

In order to be shortlisted, it will be expected that there is good evidence to demonstrate how the candidate meets the Essential Requirement and the Desirable Requirements set out at page 5 of this Information Booklet and the Competencies which are the as set out at Appendix 2 of this Information Booklet.

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 or desirable requirements as set out in the Information Booklet and about any information provided in their application.

Membership of the selection boards may be different at the various stages of the selection process.

Candidates should make themselves available on the date(s) specified by the Office of the Director of Public Prosecutions.

For persons with disabilities if you require any reasonable accommodation to be made at any stage of the selection process, please make this known by stating your requirements by email to odpp@lexconsultancy.ie. Every effort will be made to make the necessary arrangements to assist you.

Marking Scheme

The marks shown in the Information Booklet will be awarded taking into account the contents of the application form and the interview. All applicants will be assessed under the six headings shown in the table below. When awarding marks, the selection board will have regard to the contents of the application form and to answers at interview.

Marking Scheme	Mark
1. Team Work	100
2. Information Management / Processing	100
3. Delivery of Results	100
4. Customer Service and Communication Skills	100
5. Specialist Knowledge, Expertise and Self Development	100
6. Drive and Commitment to Public Service Values	100
TOTAL	600

The application form highlights word limits at Section 3 - Requirements for the Position (300 words per table). Should an application exceed the word limit 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 headings referred to above.

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

This competition will result in a panel of successful candidates which will be used for filling future vacancies.

Confidentiality

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

Security Clearance

Should you come under consideration for appointment, you will be required to complete and return a Garda eVetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. In the case that your application for the competition be unsuccessful, this form will be destroyed and no record will be kept by the Office.

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. A separate Police Clearance Certificate for each country you have resided in is required. Clearance must be dated after the date you left the country. It is your responsibility to seek any security clearances for other jurisdictions (if applicable) in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

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 (2 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.

Prior to appointment of a candidate as a Clerical Officer, 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 including security clearance 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: 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 their 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 they 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 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 the candidate has not been appointed to a post, they will be disqualified as a candidate; and
- where the candidate has been appointed subsequently to the recruitment process in question, they 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, 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: ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

Citizenship Requirement: 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. 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).

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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These

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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.

Appendix 2: Competencies

The successful candidate will have the relevant knowledge, experience, skill, achievement or aptitude which clearly demonstrates their suitability to meet the challenges of a Clerical Officer in the Office of the Director of Public Prosecutions.

Team Work
<ul style="list-style-type: none">• Shows respect for colleagues and co-workers.• Develop and maintains good working relationships with others, sharing information and knowledge, as appropriate.• Offers own ideas and perspectives.• Understands own role in the team, making every effort to play his / her part.
Information Management / Processing
<ul style="list-style-type: none">• Approaches and delivers all work in a thorough and organized manner.• Follows procedures and protocols, understanding their value and the rationale behind them.• Keeps high quality records that are easy for others to understand.• Draws appropriate conclusions from information.• Suggests new ways of doing things better and more efficiently.• Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.,
Delivery of Results
<ul style="list-style-type: none">• Takes responsibility for work and sees it through to the appropriate next level.• Completes work in a timely manner• Adapts quickly to new ways of doing things• Checks all work thoroughly to ensure it is completed to a high standard and learning from mistakes• Writes with correct grammar and spelling and draws reasonable conclusions from written instructions• Identifies and appreciates the urgency and importance of different tasks• Demonstrates initiative and flexibility in ensuring work is delivered• Is self-reliant and uses judgement on when to ask manager and colleagues for guidance
Customer Service and Communication Skills
<ul style="list-style-type: none">• Actively listens to others and tries to understand their perspective / requirements / needs.• Understands the steps or processes that customers must go through and can clearly explain these.• Is respectful, courteous and professional, remaining composed, even in challenging circumstances• Can be firm when necessary and communicate with confidence and authority• Communicates clearly and fluently when speaking and in writing
Specialist Knowledge, Expertise and Self Development
<ul style="list-style-type: none">• Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.• Clearly understands the role, objectives and targets and how they fit into the work of the unit.• Is committed to self-development and continuously seeks to improve personal performance.
Drive and Commitment to Public Service Values
<ul style="list-style-type: none">• Consistently strives to perform at a high level and deliver a quality service.• Serves the Government and people of Ireland.• Is thorough and conscientious, even if work is routine.• Is enthusiastic and resilient, persevering in the face of challenges and setbacks.• Is personally honest and trustworthy.• At all times, acts with integrity.