

Higher Legal Executive Competition 2023

We are delighted to launch our new Higher Legal Executive Competition 2023



Closing Date: **6 June 2023**



Closing Time: **3:30pm**

Candidate Information Booklet

Please read carefully

The Office of the Director of Public Prosecutions (DPP) is committed to a policy of equal opportunity and encourages applications from candidates with diverse backgrounds and experience. Further information on specific diversities is included 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

CONTACT for all matters relating to this campaign:

Recruitment@dppireland.ie

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
THE OFFICE.....	3
OUR VALUES.....	4
THE ROLE	4
REQUIREMENTS - EXPERTISE AND COMPETENCIES	5
PRINCIPAL CONDITIONS OF SERVICE – HIGHER LEGAL EXECUTIVE	7
APPLICATION AND SELECTION PROCESS	13
CANDIDATES' RIGHTS - REVIEW PROCEDURES IN RELATION TO THE SELECTION PROCESS.....	16
CANDIDATES' OBLIGATIONS	17
DATA PROTECTION ACTS.....	17
APPENDIX 1: ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY.....	19
APPENDIX 2: COMPETENCIES	20

Higher Legal Executive in the Office of the DPP

The Office of the Director of Public Prosecutions are delighted to launch our Higher Legal Executive Competition to fill a number of permanent positions in the Office. A panel may be created from this competition and it is proposed that the panel will remain in existence for a period of 18 months. We would therefore encourage interested candidates to apply for this role even if they are not in a position to start in the short term.

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 the Garda Síochána in relation to summary cases and specific direction in such cases where requested.

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.
2. The **Prosecution Support Services Division** is responsible for supporting the criminal prosecution work in the areas of international law, victims liaison and policy and research.
3. The **Solicitors Division** is responsible for providing the solicitor service in Dublin to the Director.
4. The **Corporate Services Division** is responsible for enabling and contributing to the Office's overall objectives through the implementation of the range of corporate support functions.

In addition to the Divisions, there are two specialised Units that focus sexual offences and financial crime: The Sexual Offences Unit and the Special Financial Crime Unit.

Each Division of the Office is overseen by a member of the Senior Management Team. The Units and Sections in each Division are managed by members of the Management Board and staffed with people with different skills and backgrounds. A detailed description of the work of each of the Divisions of the Office is available on our website: [About Us - Our Office](#).

The Office of the DPP is an inclusive and progressive employer that is responsive to the needs and preferences of its workforce through its employment policies and practices. 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 will enjoy if you join our Office. We have flexible and family friendly working policies including opportunities for blended working.

We are a learning organisation with a strong commitment to Continuous Professional Development. We offer a range of learning and knowledge sharing opportunities to enable this including participation in cross divisional and external working groups in the Criminal Justice Sector.

To ensure that we can further develop our people and give them rewarding career opportunities, we have a Mobility Scheme. This provides the opportunity to move across Divisions and Units. It allows for a broad range of experience to be developed and helps foster collaboration and collegiality. Therefore, while appointments will be made to a specific area, reassignment to other areas of the Office will happen in line with business and development needs. We also offer a Solicitor Apprenticeship Scheme.

Further details can be found at: [Working With Us](#).

Our Values



The Role

A Higher Legal Executive (HLE) is a Legal Technical position. Higher Legal Executives carry out duties in some or all areas of practice within the legal Divisions of the Office. They are involved in attending prosecution counsel, attending court, costs accounting in the Office, liaising with court staff. They carry their own file loads under appropriate supervision and they are required to manage these file loads and prioritise effectively. The successful candidate will be required to carry out duties in one or more of the different legal Sections/ Units within the Office. Responsibilities include:

- i) Managing assigned files under appropriate supervision.
- ii) Engaging with external stakeholders, including counsel, victims, witnesses, An Garda Síochána, the Probation Service and the Court Service in relation to casework.
- iii) Preparing of legal documents for service and filing e.g. Witness Orders, Section 21 notices, Notices to Admit, Notices of Motion and Affidavits supporting applications to the Trial/Superior Courts and assisting in the preparation of legal documents relating to international cooperation.

- iv) Supporting prosecuting lawyers in court e.g. Judicial Review matters, Habeas Corpus Applications, Cases Stated, High Court Bail Applications, applications relating to international cooperation.
- v) Processing legal costs accounting and legal costs recovery work.
- vi) Assisting in the Preparation of Books of Evidence.
- vii) Assisting in the training, development and management of legal executives, trainee law clerks or administrative staff.
- viii) Maintaining case notes and complete post-court administration including updating the case management system and physical files.
- ix) Utilising of the ICT case management systems and applications to obtain the maximum benefits from these tools, including IT tools to manage disclosure obligations.
- x) Contribute to the development of processes and procedures in relation to data quality, case management and reporting metrics in line with our strategic objectives.

Please note that the above list of responsibilities is not exhaustive.

All Legal Executives work collaboratively and proactively to provide support as needed to colleagues in their own team and across the Divisions and the organisation.

As the core business of the Office is the prosecution of crime, legal staff employed by the Office will have some contact with prosecution files, which may contain material that some people will find distressing.

Requirements - Expertise and Competencies

Essential

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

- i) A qualification at Level 6 on the NFQ major award (i.e. diploma level) or a professional qualification in an area related to the role.
- ii) A minimum of 2 years' relevant professional experience as a legal executive or a paralegal in one or more of the following areas:
 - Criminal, Regulatory or Enforcement law
 - Administrative, Constitutional or European law
 - Litigation and/or litigation involving public bodies
 - Employment Law
- iii) Experience of or aptitude to in the use of electronic case management systems or other ICT applications used for legal practice.
- iv) Exemplary oral and written communication skills, coupled with excellent interpersonal skills with an ability to communicate effectively and confidently with a range of stakeholders'.
- v) Demonstrated decision-making skills.

Desirable

- i) A Diploma in Legal Studies, or equivalent relevant 3rd level qualification e.g. King's Inns Diploma in Legal Studies.
- ii) Completed or completing the Law Society FE1 Exams.
- iii) Contributed to the development of knowledge management in an office environment.
- iv) Work experience in more than one organisation.
- v) Membership of the Irish Institute of Legal Executives.

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.

Candidates must also demonstrate the key competencies for effective performance at this level which are detailed at [Appendix 2](#).

Principal Conditions of Service – Higher Legal Executive

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 salary¹ for the position is as follows:

PPC (Personal Pension Contribution)² Pay Scale with effect from 1 March 2023:

€53,955	€55,532	€57,106	€58,680	€60,259	€61,831	€63,407	€65,682 (LSI1)	€67,951 (LSI2)
---------	---------	---------	---------	---------	---------	---------	----------------	----------------

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.

Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

A panel will be formed following this competition from which any Higher Legal Executive vacancies occurring within a period of 18 months from the formation of the panel may be filled. Candidates who have already been offered a post from this competition will not be considered for future vacancies. From time to time, we may require Higher Legal Executives for a fixed term contract (FTC). If this occurs, the Office may

¹ Higher Legal Executive salary is aligned to the Civil Service Higher Executive Officer payscale.

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. 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 a civil or public servant recruited before 6 April 1995 and who is **not required** to make a Personal Pension Contribution.

offer such roles to candidates on this panel. Candidates offered a FTC post from this campaign will remain under consideration for any future permanent posts.

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

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

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

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

In the following circumstances your contract may be extended and your probation period suspended.

- 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 employer 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, and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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 1977-2015

The Unfair Dismissals Acts 1977-2015 will not apply to the termination of the employment by reason only of the expiry of the fixed term contract without it being renewed.

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which

would interfere with the performance of official duties or conflict in any way with the position to which the candidate is appointed.

Location

The Office is in Dublin. Due to the nature of the work of the ODPP there might be occasions in which our employees must attend official business in locations outside of Dublin. 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 or 35 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 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 29 working days, rising to 30 days after 5 years' service. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

Sick Leave

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

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

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:

- i) Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- ii) Retirement Age: Scheme members must retire on reaching the age of 70.
- iii) 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).
- iv) 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).
- **III-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:

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

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 his or her 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 Office of the DPP has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

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

Please submit your application by email to Recruitment@dppireland.ie with the following:

1. A comprehensive CV (not to exceed 3 pages – to include Education Details and Work History in chronological order)
2. Application form - must use our application form and applications received in any other format will not be accepted. All sections of the form must be fully completed.

Please note that omission of any or part of the 2 requested documents, set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process. Applications will not be accepted after the time of the closing date.

Closing Date

Your CV and application must be submitted by e-mail not later than **3:30 pm, 6 June 2023**. If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please contact: Shane Breen (01-8588446) or Mark Wilkinson (01-8588651) or Recruitment@dppireland.ie

The onus is on each applicant to ensure that they are in receipt of all communication from this Office in relation to this competition. 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

The Selection Process may include the following:

- i) Submission of Application form
- ii) Shortlisting of candidates based on the information contained in their Application
- iii) Interview
- iv) Any other tests or exercises that may be deemed appropriate

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

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the number of applicants applying for the position are such that it would not be practical to interview everyone. 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 strong evidence to demonstrate how the candidate meets the Essential and Desirable Requirements and the Competencies which are set out at Appendix 2 of this Booklet. This is not to suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interests to provide a precise, detailed, accurate account of your qualifications/experience in your application.

Interview

An Interview Board will comprise members from the Office of the Director of Public Prosecutions and an external member. At interview, the Interview Board may question candidates about their knowledge and experience relevant to any of the competencies or essential or desirable requirements and about any information provided in their application.

It is intended that interviews for this competition will be conducted in person and will last 40 minutes approximately.

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 Recruitment@dppireland.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 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 Leadership	100
2. Judgement, Analysis and Decision Making Skills	100
3. Management and Delivery of Results	100
4. Interpersonal and Communication Skills	100
5. Specialist Knowledge, Specialist Expertise and Self Development	100
TOTAL	500

Candidates must receive at least half of the marks available in each of the competencies and reach an overall minimum standard in order to be considered for a role or inclusion on a panel. 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

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 event that you do not take up the offered position these forms will be destroyed. Please note that security clearance can take up to 10 weeks and in some cases may take longer.

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 as part of the clearance process. 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 Office of the DPP.

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 Higher Legal Executive, 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, they 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 Recruitment Manager, The Office of the Director of Public Prosecutions, in the first instance. A complaint or request for review must be made within 5 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 5 working days of the date of receipt of the decision or within 5 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, they 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 these 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 they have not been appointed to a post, they will be disqualified as a candidate; and
- where they have 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 Officer, 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

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 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 Higher Legal Executive in the Office of the Director of Public Prosecutions.

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise;
- Provides clear information and advice as to what is required of the team;
- Strives to develop and implement new ways of working effectively to meet objectives;
- Leads the team by example, coaching and supporting individuals as required;
- Places high importance on staff development, training and maximising skills & capacity of team;
- Is flexible and willing to adapt, positively contributing to the implementation of change.

Judgement, Analysis and Decision Making

- Is skilled in legal analysis, challenging the established wisdom and adopting an open minded approach;
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/ data (written and oral);
- Uses previous knowledge and experience in order to guide decisions;
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these;
- Puts forward solutions to address problems.

Management and Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives/ goals;
- Manages and progresses multiple cases/ files/ project and work activities successfully;
- Accurately estimates time parameters for cases/ files/ projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these;
- Is logical and pragmatic in approach, delivering the best possible results with the resources available;
- Proactively identifies areas for improvement and develops practical suggestions for their implementation;
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively;
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs;
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Interpersonal and Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role;
- Acts as an effective link between staff and senior management;
- Encourages open and constructive discussions around work issues;
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits;
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances;
- Presents information clearly, concisely and confidently when speaking and in writing;
- Collaborates and supports colleagues to achieve organisational goals.

Specialist Knowledge, Expertise and Self Development

- Knowledge of law and practice and the legal system;
- Clearly understands the role and objectives of the Office and how it fits into the criminal justice system;
- Is proactive in keeping up to date on issues and key developments that may impact on own area;
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth.