

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

## **We are delighted to launch our Clerical Officer (Legal & Corporate Support) Competition 2023**

 Closing Date: **Thursday, 3 August 2023**

 Closing Time: **3:30pm**

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

CONTACT for all matters relating to this campaign:

**[Recruitment@dppireland.ie](mailto: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 – CLERICAL OFFICER .....	6
APPLICATION AND SELECTION PROCESS .....	12
CANDIDATES' RIGHTS - REVIEW PROCEDURES IN RELATION TO THE SELECTION PROCESS .....	16
CANDIDATES' OBLIGATIONS.....	16
DATA PROTECTION ACTS.....	17
APPENDIX 1: ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY .....	18
APPENDIX 2: COMPETENCIES.....	20

## Clerical Officer in the Office of the Director of Public Prosecutions

The Office of the Director of Public Prosecutions requires Clerical Officers to fill Legal and Corporate Services Division vacancies in the Office. The positions will be permanent or fixed term contract. A panel will be created from this open competition to fill administrative positions at Clerical Officer level<sup>1</sup>.

### 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.

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 **Solicitors Division** is responsible for providing the solicitor service in Dublin to the Director.
3. 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.
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 at <https://www.dppireland.ie/about-us/our-organisation>.

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'll enjoy if you join our Office. We have many 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.

---

<sup>1</sup> It is proposed that the panel will remain in existence for a period of 18 months from establishment.

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.

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

## Our Values



## The Role

The role of Clerical Officer offers successful candidates the opportunity to launch a rewarding career in the Civil Service, specifically within the Criminal Justice Sector. The Clerical Officers to be appointed will be required to undertake a range of administrative duties which will vary depending on the assignment. The majority of our Clerical Officer positions are 100% based onsite providing administrative support to our legal professionals<sup>2</sup>.

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

- 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;
- Supporting line managers and colleagues and working as part of a team in delivering services;

<sup>2</sup> 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 of a distressing nature.

### **Clerical Officer (Legal & Corporate Support) in the Office of the DPP**

- Providing an administrative support to a team of Solicitors;
- Ensuring that all enquiries related to their duties are dealt with effectively, efficiently and within the set time frames;
- Operation of ICT systems and standard software packages e.g. e-mail, MS Office, Excel, Case ManagementSystem.

## **Requirements - Expertise and Competencies**

---

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

### **Essential**

Candidates must, on or before, 3 August 2023 have:

- i) The required knowledge, skills and competencies to carry out the role;
- ii) Demonstrated experience of working on their own initiative and as part of a team;
- iii) A good general level of education;
- iv) Be at least 17 years of age;
- v) Demonstrate the key competencies for effective performance at this level which are detailed at [Appendix 2](#).

### **Desirable**

In addition to the above, the following are desirable:

- i) Strong computing skills including use of databases and computerised filing systems;
- ii) Experience with Microsoft office packages, e.g. Word and Excel;
- iii) Have experience of working in a customer service and/ or office environment.

Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore, candidates should satisfy themselves that they meet the eligibility criteria for this competition and demonstrate this clearly in their application.

## 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)<sup>3</sup> Pay Scale with effect from 1 March 2023:

€27,038	€28,738	€29,170	€30,013	€31,257	€32,498	€33,740
€34,643	€35,667	€36,857	€37,695	€38,872	€40,043	
€41,869	€43,305	€43,962				
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.

---

<sup>3</sup> 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.

### **Clerical Officer (Legal & Corporate Support) in the Office of the DPP**

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 being 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 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](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:

### Clerical Officer (Legal & Corporate Support) in the Office of the DPP

- 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 be aware of the following:

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

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

### **Pension Accrual**

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

### **Additional Superannuation Contribution**

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

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](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 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 appointee will agree not to publish material related to their official duties without prior approval by the Director or by another appropriate authorised member of the senior management team.

**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 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 probationary 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](mailto: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 - candidates must use the application form which is provided for in this competition advertisement, applications received in any other format will not be accepted and will be null and void. 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.

Candidates who are not currently available for employment are also encouraged to apply for this competition. As a panel will be created for a period of 18 months to draw down from and clearance can take up to 6 – 9 weeks'. It therefore, may be a case that candidates are available for employment when we are in a position to offer them a role as a Clerical Officer.

### Closing Date

Your CV and application form must be submitted by e-mail not later than **3:30 pm, Thursday, 3 August 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 Traci Peake (01-8588466) or [Recruitment@dppireland.ie](mailto:Recruitment@dppireland.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

The Selection Process may include the following:

- i) Submission of CV and Application form
- ii) Shortlisting of candidates based on the information contained in their CV and Application form
- 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 CV and application form provides a detailed and accurate account of experience, competencies, achievements and qualifications.

The information provided in the CV and 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 numbers 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 CV and application form.

### **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.

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

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](mailto: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 CV and 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	100
<b>TOTAL</b>	<b>600</b>

The application form provides four boxes for candidates to demonstrate that they meet the criteria for four of the competencies. It is therefore recommended that candidates make full use of the 400-word count limit which is provided. Should an application exceed the word limit it may be deemed ineligible for consideration. Candidates should note that although there are no competency examples requested for either Specialist Knowledge, Expertise and Self Development, and Drive and Commitment, each of these competencies will be scored over the entirety of a candidate's application. It is likely that candidates will be asked questions on each of the six competencies at interview stage.

Candidates must receive at least half of the marks available in each of the competencies. In addition, they must reach a minimum standard in order to be considered for a role/ 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. Please note that security clearance can take up to 8 weeks and in some cases may take longer. 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, 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 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, 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 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 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 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 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) and the Minister's consent will have to be secured prior to employment by any Public Service body.

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

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010):**

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

## 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 Senior Principal Prosecutor in the Office of the Director of Public Prosecutions.

### Teamwork

- 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 and Processing

- 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

- Initiates and takes personal responsibility for delivering results / services in own area.
- 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

- 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**

- 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**

- Initiates and takes personal responsibility for delivering results / services in own area.
- Takes responsibility for work and sees it through to the appropriate next level.
- Consistently strives to perform at a high level and deliver a quality service.
- 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.