

Senior Prosecutor Cork Region Competition 2026

Candidate Information Booklet

We are delighted to launch our new Senior Prosecutor – Cork Region Competition 2026

 Closing Date: **Thursday, 1 October 2026**  Closing Time: **Midnight**

Candidate Information Booklet

Please read carefully

The Office of the Director of Public Prosecutions (ODPP) 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

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Senior Prosecutor in the Office of the DPP (Cork region)

The Office of the Director of Public Prosecutions (ODPP) is pleased to announce the launch of its Senior Prosecutor – Cork Region competition. This is an exciting opportunity for experienced lawyers to join a dedicated team within the ODPP's Regional Office in Cork.

The successful candidate will play an important role in delivering high-quality prosecution services and supporting the fair and effective administration of justice in the Cork region, while contributing to the continued development of the ODPP's regional presence.

A panel will be established from this competition, which is expected to remain in place for 18 months. This panel may be used to fill current and future vacancies at this grade within our Cork Office that arise during the lifetime of the panel.

Please note: For positions in our Cork Office, while the roles will be based in Cork, any persons appointed will be required to attend Dublin for onboarding, induction and any training that may be required. They may also be required to attend the Office in Dublin for meetings from time to time during their employment.

The Office

The ODPP 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 ODPP has four divisions:

1. The **Solicitors Division** prepares and conducts cases on behalf of the Director in the Dublin District Court, Circuit Criminal Courts across the country, the Court of Appeal, the High Court and Supreme Courts. This Division also supports and oversees the State Solicitor Service nationally. The Cork Regional Office sits within this Division.
2. The **Directing & Specialist Units Division** is responsible for examining the investigation files to decide if there should be a prosecution. There are also two specialised Units within this Division, the Serious and Sexual Offences Unit and the Special Financial Crime Unit, which have both a directing function and prosecute cases in court.
3. The **Prosecution Support Services Division** supports the delivery of criminal prosecution services through its responsibilities for international cooperation, reviews of decisions not to prosecute, prosecution standards, policy engagement, research, knowledge management, legal training and data protection.
4. The **Corporate Services Division** is responsible for providing services and supports for the Office in the area of human resources, organisational development, strategy, ICT, Finance, communications, governance and accommodation.

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

The Director of Public Prosecution also relies on State Solicitors in 30 locations and panels of barristers to represent her in cases that are prosecuted on indictment in the higher courts. The majority of summary matters that are prosecuted by the Gardaí in the District Court are prosecuted in the name of the Director. The State solicitor service, Counsel and An Garda Síochána are therefore important partners in the provision of a prosecution service.

The ODPP is an inclusive and progressive employer that values flexibility, wellbeing, and professional growth. We support our people through a range of family-friendly and flexible working options, including worksharing, shorter working year, and blended remote working. As a learning organisation, we are committed to continuous professional development through in-house traineeships, third level education supports, and participation in cross-divisional and external criminal justice initiatives.

Further details including a detailed description of the work of each of the divisions of the Office can be found at [Working With Us](#) and [Our Mission and Values](#).

The Role

The Senior Prosecutor will play an important role in delivering high-quality prosecution services within the ODPP's Regional Office in Cork. Senior Prosecutors are expected to develop and maintain a detailed knowledge and understanding of criminal law, prosecution principles and the Office's Guidelines for Prosecutors.

The successful candidate will manage a personal caseload, including complex and specialist criminal matters. They will represent the Director before the District Court, Circuit Court (including appeals), and the Central Criminal Court, and in other proceedings as required. The successful candidate will be expected to participate in the provision of an on-call service to prosecute sea fisheries prosecutions, involving availability to attend District Courts out of office hours when so required. Senior Prosecutors will exercise a high degree of professional judgement and autonomy in the management of their caseload while ensuring compliance with ODPP policies, procedures and prosecution standards.

In addition to managing their own caseload, Senior Prosecutors contribute to the development of legal practice within the Office through mentoring colleagues, sharing expertise, supporting knowledge management initiatives and participating in quality assurance activities. They will also contribute to the identification of emerging legal issues and developments which may impact prosecution practice.

Senior Prosecutors work closely with colleagues across the ODPP and engage with criminal justice stakeholders, including An Garda Síochána, the Courts Service, State Solicitors and counsel, to support the effective progression of prosecutions and the delivery of a high-quality public service.

This position reports to a Principal Prosecutor and ultimately to the Senior Principal Prosecutor and Chief Prosecution Solicitor.

The core responsibilities for the successful candidate will include:

1. Legal Practice & Case Management

- Manage and conduct a personal caseload of criminal prosecutions, including complex and specialist matters, in accordance with ODPP policies, prosecution standards and legal obligations.
- Represent the Director before the District Court, Circuit Court and Central Criminal Court, and manage appeals and other legal proceedings as required.
- Provide high-quality legal analysis and advice on evidential issues, prosecution strategy and case management, supporting high-quality and consistent prosecutorial decision-making.
- Exercise professional judgement and autonomy in the management of cases while ensuring compliance with legal and organisational requirements.
- Deliver high-quality legal work while maintaining the highest standards of accuracy, ethics, integrity and professionalism.
- Participate in the delivery of on-call services to prosecute fisheries prosecutions.

2. Quality Assurance, Knowledge Sharing & Professional Development

- Support quality assurance processes designed to maintain consistency and excellence in prosecution decision-making and case management.
- Contribute to legal knowledge management, training initiatives and the consistent application of prosecution policies by sharing expertise and best practice.
- Support the training, mentoring and professional development of prosecutors and legal support staff through coaching, knowledge sharing and practical guidance.
- Contribute to the identification and consideration of cross-cutting legal issues, legislative developments and emerging prosecution challenges.
- Participate in internal legal working groups, projects and initiatives as required.

3. Organisational Contribution & Stakeholder Engagement

- Contribute to the achievement of ODPP Business Plan objectives and organisational priorities.
- Build and maintain effective professional relationships with stakeholders across the criminal justice system.
- Participate in external legal working groups, projects and interagency initiatives as required.
- Ensure data quality and the effective use of case management systems to support evidence-based decision-making and operational effectiveness.
- Support continuous improvement initiatives that enhance the quality, consistency and effectiveness of prosecution services.
- Contribute to projects, initiatives and continuous improvement activities that enhance the quality, consistency and effectiveness of prosecution services.

The successful candidate will have some contact with prosecution files, which may contain material of a distressing nature.

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

As a Senior Prosecutor responsibilities within the Office may be reassigned, the person appointed must have the capacity to perform other roles and responsibilities which are appropriate to the level of this grade in the ODPP.

Requirements - Expertise and Competencies

Essential Criteria

- i) Qualified as a Solicitor in the State or have been called to the Bar with a minimum of 3 years' experience of practising in:
 - a. Criminal, Regulatory or Enforcement Law
 - b. Administrative, Constitutional or European Law
 - c. Litigation and/or litigation involving public bodies
 - d. Employment Law
- ii) A strong understanding of criminal law and the Irish criminal justice system, including domestic and international prosecution principles, with particular relevance to Central Criminal Court, Circuit Court and District Court District Court practice.
- iii) Demonstrated ability to analyse complex legal issues, exercise sound judgement and manage a demanding caseload effectively.
- iv) Demonstrated experience of delivering high-quality legal work and professional advice in a complex legal environment.
- v) Demonstrated ability to communicate effectively and build productive working relationships with criminal justice stakeholders.

Candidates must also demonstrate the key competencies for effective performance at this level which are detailed at **Appendix 2**.

Desirable Criteria

- i) Experience in handling complex criminal prosecutions, particularly those involving Central Criminal Court, Circuit Court sittings and District Court appeals.
- ii) Experience in mentoring, coaching or supporting the professional development of legal colleagues.
- iii) Experience contributing to legal guidance, policy development, knowledge management or organisational learning initiatives.
- iv) Experience contributing to projects, service improvement initiatives or organisational change programmes.
- v) Experience in one or more specialist areas of criminal law, prosecution practice, public law, regulatory enforcement or litigation relevant to the role.

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.

Principal Conditions of Service – Senior Prosecutor

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 Senior Prosecutor salary is as follows:

PPC (Personal Pension Contribution)¹ Pay Scale with effect from 1 June 2026:

€91,229 – €94,699 – €98,178 – €101,658 – €105,132 – €107,164 – €110,611 (LSI1) – €114,069 (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 from this competition is to a permanent position on a probationary contract in the Civil Service. The probationary contract for this permanent position will be for a period of nine months from the date specified on the contract.

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.

¹ 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.

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 ODPP, 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, 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 Regional Office will be located in Cork. Due to the nature of the work of the ODPP there will be occasions in which our employees must attend official business in locations outside of Cork, e.g. meetings and/or training. 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 30 working days. 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).
- **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:

- 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 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.

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 probation contract to be agreed with the successful candidate.

APPLICATION AND SELECTION PROCESS

How to Apply

Please complete and submit your application through the RMS link provided [here](#).

Candidates must use the application form provided for this competition. Applications submitted in any other format will not be accepted.

Your application must include:

1. A comprehensive CV (not to exceed 3 pages – to include Education Details and Work History in chronological order), please do not include a personal photograph on your CV.
2. Competency Application form - All sections of the application form must be completed in full and in accordance with the instructions provided. Candidates must adhere to the specified word limits, as applications exceeding the maximum word count may not be considered.

Incomplete applications, or those submitted in a format other than the prescribed application form, will be deemed ineligible.

Applicants should note the following:

- A. Omission of any or part of the requested document, set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.
- B. The onus is on the applicant to ensure they are aware of the deadline for submitting their application as applications will not be accepted after the time of the closing time/date which is provided below.
- C. All communication regarding this competition will be sent to the email address provided on your application form. Candidates are responsible for ensuring that this email account is monitored regularly.

Closing Date

Your completed application form and CV must be submitted through the [RMS](#) no later than **midnight on Thursday, 1 October 2026**.

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please contact: Shane Breen (01-8588446) Traci Peake (01-8588466) or Recruitment@dppireland.ie

The onus is on each applicant to ensure that they are in receipt of all communication from the ODPP. The Office 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 CV and application form are accurate. It is also the candidate's responsibility to ensure that all relevant folders are checked for emails which might have been caught up in spam/ security checks.

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 Application
- iii) Initial/preliminary interview
- iv) Presentation or other exercises
- v) A final competitive interview
- vi) 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.

Assessment & Scoring Overview

Candidates will be assessed at each stage of the selection process against the competencies and requirements outlined in this booklet.

The assessment process will apply minimum qualifying standards both at competency level and overall. Candidates must meet the required threshold to progress to the next stage.

Scoring by Stage:

Stage	Minimum per Competency	Overall Requirement
<i>Shortlisting</i>	50%	350 / 600
<i>First Round Interview</i>	50%	60%
<i>Second Round Interview</i>	50%	60%

For the avoidance of doubt, scores achieved at the Shortlisting and First Round Interview stages will be used solely to determine progression to the next stage. Final competition results and order of merit on any panel established will be determined by performance at the Second-Round Interview stage only.

Where presentations, pre-interview tasks, tests or other assessment exercises form part of the selection process, candidates will be advised in advance of the requirements for those exercises.

Candidates who do not achieve the minimum score in any competency will be deemed unsuccessful, regardless of their overall score.

Competency Weighting:

Competency	Maximum Marks
<i>Criminal Legal Knowledge, Expertise and Self-Development</i>	200
<i>Judgement and Decision-Making Skills</i>	100
<i>Management and Delivery of Results</i>	100
<i>Leadership & Strategic Direction</i>	100
<i>Building Relationships and Communication</i>	100
Total	600

Assessment will be based on the evidence provided at application stage and, where applicable, the candidate's performance in interviews, presentations, tests and any other assessment exercises forming part of the selection process.

Shortlisting

Only applications which are fully completed and received by the closing date will be considered for shortlisting. All eligible applications will be assessed against the requirements, criteria and competencies set out in this booklet.

Where the number of eligible applications exceeds the number that can reasonably be progressed to interview, it may not be possible to shortlist all candidates. In such circumstances, a Shortlisting Board will apply the published criteria to reduce applications to a manageable number for interview, ensuring a fair, consistent and effective selection process.

Shortlisting decisions are based on the information provided in the application form. The Shortlisting Board will select candidates who, in their judgement, have best demonstrated the Essential and Desirable requirements and the competencies for the role as outlined in this booklet. This is not to suggest that candidates who are not shortlisted are unsuitable or incapable of undertaking the role; rather, that other candidates, based on the information provided, appear to more closely meet the requirements or demonstrate more relevant experience.

Candidates are therefore strongly advised to provide a precise, detailed and accurate account of their qualifications and experience in their application, clearly demonstrating how they meet the criteria for the post.

Interview

An Interview Board will comprise of members from the ODPP and external member(s). 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.

Interviews for this competition will be conducted in person and will last 50 minutes approximately. Candidates should make themselves available on the date(s) specified by the ODPP.

Reasonable accommodation will be made at all stages of the selection process for people with disabilities. Please email our recruitment team via Recruitment@dppireland.ie and a member of the team will be happy to assist you.

Candidates must meet all deadlines for submitting requested documentation (e.g. written assessments or presentations) during the shortlisting or interview stages. Failure to do so will result in their application being deemed incomplete and not progressing to the next stage of the competition.

Candidates must achieve a minimum score of 50% in each individual competency. In addition, an overall pass mark – no lower than 70% - will apply. This overall threshold will be determined and approved by the Interview Board in line with the agreed marking scheme and applied consistently across all candidates.

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 12 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 Security Clearance process can be made available to the employing authority.

References and Qualifications

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.

We may also request proof of qualifications as listed in the essential criteria for the role.

Other important information

The ODPP 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 ODPP 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 an employee, the ODPP 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 Commission for Public Service Appointments (CPSA). The CPSA are the principal regulator of recruitment and selection in the Irish public service. They ensure that appointments to the civil and public service are fair, transparent and merit-based. The CPSAs Code of Practice is available [here](#) and it sets out the key recruitment principles and standards for appointments. Further information about the CPSA and what they do is available [here](#).

Where a candidate is not satisfied with an action or decision taken by the ODPP during the competition selection phase, they can seek an informal/formal review or make an informal/formal complaint concerning

that decision under Section 7 and 8 of the Code of Practice. A candidate can request a review of a decision or make a complaint at any stage while the selection process is ongoing. A summary of Section 7 and 8 of the Code of Practice is as follows whilst full details are provided in the link above: -

- When submitting a request for an informal review (under Section 7) or making an informal complaint (under section 8) the candidate must address their concerns in relation to the process in writing, clearly outlining the reasons why they believe the selection process was unfair in their case. This must be sent to the Head of Recruitment, The Office of the Director of Public Prosecutions, via email to recruitment@dppireland.ie within 5 working days of notification of the selection decision. The ODPP will examine the informal review/complaint as soon as possible and notify the candidate of the outcome within 5 working days from receipt of the review/complaint. The informal review will usually be completed by a member of the HR-OD Team who was not directly involved in the decision-making process.
- If a candidate remains dissatisfied following the informal review/complaint process, they can proceed through the formal process via formal review (under section 7) or formal complaint (under section 8). A candidate can request a review of a decision or make a complaint at any stage while the selection process is ongoing. A complaint or request for a formal 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 process, if availed of. This must be sent to the Head of Recruitment, The Office of the Director of Public Prosecutions via email to recruitment@dppireland.ie. The ODPP will conduct a more thorough examination of all relevant information whilst consulting with all parties before making a decision. The outcome of the formal review/complaint will be notified to the candidate within 25 days of the Office receiving the request for the formal review/complaint. The formal review will be completed by someone who is independent of the selection process and usually outside of the HR-OD Team. In some cases, for formal complaints the reviewer will be an individual outside of the ODPP.

Should a candidate not be satisfied with the decision of the ODPP concerning the formal complaint an appeal to the CPSA is permitted under Section 8 of the Code of Practice. 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. An appeal to the CPSA must be made within 10 working days of the candidate receiving the notification of the ODPP's decision about the formal complaint. Further details concerning making an appeal are available in Section [8.3 of the Code of Practice](#).

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

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 has a stamp 4 permission² or a stamp 5 permission.

To qualify candidates must be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement (ISER):

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

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

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

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

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific

² Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit is acceptable as a Stamp 4 equivalent.

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 Prosecutor in the Office of the Director of Public Prosecutions.

Criminal Legal Knowledge, Expertise and Self Development

- Excellent knowledge of law and practice and the legal system;
- Is proactive in keeping up to date on legal issues and key developments, including relevant national and international criminal justice policies that affect or may affect the role;
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth;
- Shares knowledge and contributes to the development of legal know-how and legal data/ digital capability;
- Expertise of managing case, managing case flow through a case management system.

Leadership

- Actively contributes to the development of the strategies and policies of the organisation;
- Leads by example, setting the standard for the team to maximise performance;
- Develops capability of others through mentoring, feedback, coaching and helping to create a culture of learning & development;
- Identifies developments in the legal sector/ broader environment and proactively recommends innovative solutions to management.

Judgement, Analysis and Decision Making Skills

- Is skilled in legal analysis, challenging the established wisdom and adopting an open minded approach;
- Quickly get up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral);
- Integrates diverse strands of information, identifying inter-relationships and linkages;
- Makes clear, timely and well-grounded decisions on important issues;
- Considers the wider implications of decisions on a range of stakeholders.

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on agreed objectives/ goals to a high standard;
- Accurately estimates time parameters for cases/ files /projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these;
- Maintains a strong focus on meeting the needs of stakeholders at all times;
- Looks critically at issues to see how things can be done better and escalates to management as appropriate;
- Manages and progresses multiple cases/ files/ project and work activities successfully.

Interpersonal and Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing;
- Encourages open and constructive discussion around work issues;

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- Effectively influences others to take positive actions;
- Instills a strong focus on meeting the needs of internal and external stakeholders;
- Works to establish mutual understanding to allow for collaborative working.

Drive and Commitment

- Is self-motivated and shows a desire to continuously perform at a high level;
- Is personally honest and trustworthy and can be relied upon;
- Delivers fair, independent, professional services to the highest standards;
- Through leading by example, fosters the highest standards of ethics and integrity.