Oifig an Stiúrthóra Ionchúiseamh Poiblí
Office of the Director of Public Prosecutions

# Clerical Officer 2026
# (Legal and Corporate Support)
# Permanent Positions

## We are delighted to launch our Clerical Officer (Legal & Corporate Support) Competition 2026

Closing Date**: Wednesday, 11 November 2026**

Closing Time**: midnight**

# 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

CONTACT for all matters relating to this campaign:

**Recruitment@dppireland.ie**

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# 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. A panel will be created from this open competition to fill administrative positions at Clerical Officer level[1].

## 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 **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.
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 **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.
4. 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.

Each Division of the ODPP is overseen by a member of the Senior Management Team (SMT). 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.

[1] It is proposed that the panel will remain in existence for a period of 18 months from establishment.

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. All 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 can be found at Working With Us and Our Mission and Values.

## The Role

The role of Clerical Officer offers successful candidates the opportunity to launch a rewarding career in the Civil Service within the Criminal Justice Sector. Clerical Officers play an important role in supporting the work of the Office of the Director of Public Prosecutions by providing high-quality administrative support that assists legal professionals[2] in the prosecution of crime. Duties will vary depending on assignment and business needs. The majority of our Clerical Officer positions are based onsite. Remote working arrangements, which may include up to one day per week working from home, are subject to business needs and the requirements of the assigned Unit.

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;
- Maintaining accurate records and ensuring compliance with standard operating procedures, data protection, confidentiality and information management requirements;
- Providing reception and switchboard cover, including answering, transferring and directing telephone enquiries in a professional and courteous manner;
- Supporting line managers and colleagues and working as part of a team in delivering services;
- Providing an administrative support to Prosecutors and other colleagues as required;

[2] 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.

- 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 Capabilities

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, the closing date have:

i) The knowledge, skills, behaviours and capabilities required to carry out the role;
ii) Demonstrated experience of working on their own initiative and as part of a team;
iii) Demonstrate strong organisational skills and attention to detail;
iv) A good general level of education;
v) Be at least 17 years of age.

### 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.

### Capability Framework

The Office of the Director of Public Prosecutions uses the Civil Service and Public Service Capability Framework for the Clerical Officer grade as part of its selection process. Candidates may be assessed against some or all of the relevant capability dimensions at various stages of the competition.

The key capability dimensions for the Clerical Officer grade are:

- Building Future Readiness
- Evidence Informed Delivery
- Communicating & Collaborating

Candidates are strongly encouraged to familiarise themselves with the Clerical Officer Capability Framework when preparing their application and for any subsequent stages of the selection process.

The Capability Framework for the Clerical Officer can be found here: Clerical Officer Capability Framework (publicjobs.ie).

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)[3] Pay Scale with effect from 1 June 2026:

€31,921.12 – €33,678.54 – €34,126.24 – €34,996.60 – €36,281.80 – €37,565.95 – €38,848.53 – €39,783.08 €40,843.37 – €42,072.21 – €42,938.40 – €44,156.28 – €45,366.34 – €47,254.21 – €48,737.69 LSI1 – €50,030.18-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;

[3] 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.

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 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 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), the Public Service Management (Sick Leave) (Amendment) Regulations 2023 (SI 407 of 2023), and any relevant circular.

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

## Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.

- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

## Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during their re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition)the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
  The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**
  Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

  Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

## Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should to be aware of the following:

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 probationary 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:

Competition Application form - All sections of the application form must be completed in full and in accordance with the instructions provided (including Education Details and Work History in chronological order). Candidates must adhere to the specified word limits, as applications exceeding the maximum word count will 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 11 November 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 receive all communications from the ODPP. The Office accepts no responsibility for communications that are not accessed or received by an applicant. It is the candidate's responsibility to ensure that the contact details provided in the RMS application are accurate and up to date. 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 Application form
ii) Shortlisting of candidates based on the information contained in their 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 application form provides a detailed and accurate account of experience, capabilities, achievements and qualifications.

The information provided in the 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 capabilities and requirements outlined in this booklet.

The assessment process will apply minimum qualifying standards at both individual capability level and overall assessment level. Candidates must achieve the required standard in each area, as well as the overall assessment, in order to progress to the next stage of the competition.

*Scoring by Stage:*

| Stage | Minimum per Capabiltiy | Overall Requirement |
|---|---|---|
| Shortlisting | 50% | 50% |
| Interview | 50% | 50% |

For the avoidance of doubt, scores achieved at the Shortlisting stage 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 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 of the capability dimensions will be deemed unsuccessful, regardless of their overall score.

*Capability Dimensions Weighting for Shortlisting and Interview Stage:*

| Capability Dimensions | Maximum Marks |
|---|---|
| Building Future Readiness | 100 |
| Evidence Informed Delivery | 100 |
| Communicating and Collaborating | 100 |
| Total | 300 |

## Shortlisting

Only applications which are fully complete and within deadline will be considered for shortlisting. Candidates application form will be assessed against the requirements/ criteria and capabilities which are set out in this booklet. It is not always possible to shortlist all eligible candidates for interview due to high volume of applications. The Shortlisting Board will shortlist an appropriate number of candidates for interview. The Shortlisting Boards will select the candidates that they feel have best demonstrated the Essential and Desirable requirements/ criteria and capabilities for the role which are set out in this Booklet. This is not to suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is, therefore, in your own interests to provide a precise, detailed, accurate account of your qualifications/experience in your application.

## Interview

An Interview Board will comprise of members from the Office of the Director of Public Prosecutions and external member(s). The Interview Board may question candidates about their knowledge and experience relevant to any of the capabilities 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 30 minutes approximately. Candidates should make themselves available on the date(s) specified by the Office of the Director of Public Prosecutions.

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 capability dimension. In addition, an overall pass mark – no lower than 50% - 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 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 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 CV and 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 visa[4] or a stamp 5 visa.

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

### Collective Agreement: Redundancy Payments to Public Servants

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

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

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

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

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

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

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

*[4] Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit is acceptable as a Stamp 4 equivalent.*

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.