



**CANDIDATES INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

**Open Competition for Appointment to the Positions of**

**Senior ICT Technologists (2 Positions)**

**Assistant Principal Officer**

**in the**

**Data Protection Commission**

**Closing Date: 12pm (noon) on Wednesday 9 April 2025.**

**CID**

**Office Notice 04/2025**

The Data Protection Commission is committed to a policy of equal opportunity.

The Data Protection Commission will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

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**Senior ICT Technologist (2 Positions)  
Assistant Principal Officer  
in the  
Data Protection Commission**

**Background**

The Data Protection Act 2018, which became law on 25 May 2018 established a new Data Protection Commission (DPC). The new Commission is the national independent supervisory authority in Ireland with responsibility for upholding the fundamental right of the individual to have their personal data protected. The DPC's statutory powers, functions and duties derive from the Data Protection Act 2018, General Data Protection Regulation, Law Enforcement Directive, as well as from the Data Protection Acts 1988 to 2003 which, *inter alia*, gives effect to Council of Europe Convention 108. Using its statutory powers, the Data Protection Commission:

- examines complaints from individuals in relation to potential infringements of data protection law;
- conducts inquiries regarding infringements of data protection legislation and takes enforcement action where necessary;
- promotes awareness amongst members of the public of their rights to have their personal information protected under data protection law;
- drives improved awareness and compliance with data protection legislation by data controllers and processors legislation through the publication of high-quality guidance, proactive engagement with public and private sector organisations;
- through consultations with organisations, assists in identifying risks to personal data protection and offers guidance of best practice methods to mitigate against those risks; and
- cooperates with (which includes sharing information with) other data protection authorities, and acts as Lead Supervisory Authority at EU level for organisations that have their main EU establishment in Ireland.

**Our Mission**

Upholding the consistent application of data protection law through engagement, supervision and enforcement, and driving compliance with data protection legislation.

The Data Protection Commission safeguards the data protection rights of individuals and provides clarity for the organisations it regulates by:

- educating stakeholders on their rights and responsibilities;
- taking a fair and balanced approach to complaint handling;
- communicating extensively and transparently with stakeholders;
- participating actively at European Data Protection Board level to achieve consistency;
- cultivating technological foresight, in anticipation of future regulatory developments;

- sanctioning proportionately and judiciously; and
- retaining and amalgamating the expert capacities of its staff to ensure operational effectiveness.

## **Our Vision**

The Data Protection Commission is committed to being an independent, internationally influential and publicly dependable regulator of EU data protection law; regulating with clear purpose, trusted by the public, respected by our peers and effective in our regulation. The DPC will play a leadership role in bringing legal clarity to the early years of the General Data Protection Regulation. The DPC will apply a risk-based regulatory approach to its work, so that its resources are always prioritised on the basis of delivering the greatest benefit to the maximum number of people. The DPC will also be a rewarding and challenging place to work, with a focus on retaining, attracting and allocating the most appropriate people to deliver on its mandate, recognising the value and capacities of its staff as its most critical asset.

## **Our Values**

The Data Protection Commission is an autonomous regulator, with responsibility for regulating both private and public sector organisations, as well as safeguarding the data protection rights of individuals. In the conduct of these duties, the DPC is committed to act always in a way that is:

- Fair
- Transparent
- Engaged
- Expert
- Accountable
- Independent
- Consistent
- Forward looking
- Results-driven

## **Mandate**

The Data Protection Commission is afforded a broad-ranging mandate for the purpose of monitoring and enforcing the General Data Protection Regulation, which provides individuals with enhanced rights to data protection and increased obligations for organisations who process personal data. The GDPR also greatly strengthens the powers of Data Protection Authorities, and the DPC's given powers and assigned tasks allow it to handle complaints from individuals, in addition to conducting its own investigations into more systemic areas of risk. The DPC regulates in accordance with the General Data Protection Regulation, the Data Protection Act 2018, the E-Privacy Directive and the Law Enforcement Directive.

Government continues to invest in Information and Communications Technologies in order to better deliver services to citizens and implement policy. The forms of implementation and

quantities of data collection, however, can have significant impacts for the data privacy of citizens and require careful regulatory consideration and oversight.

In the context of the dynamic and rapidly evolving technological environment, as well as the DPC's significantly enhanced functions and increasingly prominent international role under GDPR, this is an opportunity for progression within the DPC, to a fast-paced, collaborative, innovative and rewarding role.

### **The Positions**

There are two immediate vacancies for Senior ICT Technologists within the DPC.

These are:

- Senior ICT Regulatory Technologist
- Senior ICT Cybersecurity Technologist

These two exciting roles at Assistant Principal Level are within the Technology & Operational Performance section to fulfil key roles across the scope of activities within the regulator. Reporting to senior management at the DPC, these roles will play a lead role in a cross-agency team of technologists, investigators and policy makers.

The successful candidates will have a proven and demonstrable track record in several technology areas including but not limited to cyber security, technology leadership, and other related data protection and fundamental rights supporting technologies. The responsibilities associated with these demanding roles are wide and varied but will primarily involve key authority on cyber security and security technology within the DPC, ensuring effective regulatory duties are carried out while meeting strategic objectives. The successful candidates will provide expert guidance on data protection and cyber security matters, including breach response, network security, security governance, and best practices. They will oversee advanced technology inquiries, investigations, policymaking, and work with both internal and external teams, as well as peer supervisory authorities, on a range of security issues.

The roles will also include leading the development and delivery of cyber security research, guidance, communications, and training materials, playing a critical role in ensuring that the DPC stays at the forefront of regulatory and corporate-level technology matters.

*The role of Assistant Principal Officer is a senior managerial grade within the DPC which reports to Principal Officer/Deputy Commissioner level and is a critical management role in implementing the DPC Regulatory Strategy to 2027.*

DPC will be conducting interviews to assess applicants for both positions. Within the application form, candidates are able to specify their preference. This preference will have no impact on the majority of the recruitment process – except where the highest scoring candidate notes a preference, they may be offered this position.

The DPC may establish a panel from which other ICT Technologist roles may be filled, should they arise.

### **Principal Duties**

The successful candidates' primary duties will involve:

#### **Senior ICT Cybersecurity Technologist**

- Provide leadership and technical authority on cyber security and security technology matters to infrastructure, security, technology and compliance personnel at DPC.
- Manage the work load and performance of the role ensuring that all projects, maintenance and documentation is completed on time and to the highest standards.
- Provide proactive cyber and security technology solutions for questions arising within the DPC, including at operational and regulatory levels.
- Lead and be responsible for cyber security, security technology and strategic initiatives in team and project meetings, reporting on particular issues, projects or participate on strategic initiatives with the section head and DPC senior management team as required.
- Support the delivery of our technical road map, planning for future upgrades, new systems and solutions, leading on security in vendor or consultant management activities to ensure excellent quality of service is being delivered in a cost effective manner.
- Evaluate current processes, frameworks and documentation; make recommendations for improvements; and implement approved changes.
- Working in close cooperation with other DPC teams in order to deliver secure quality services to our users.
- Develop any structures and processes to ensure efficient and smooth operation of the participation and role of the Cyber Security and Security Technology lead at DPC.
- Continuous self-education in matters relating to the position including maintaining an awareness of ICT innovations and trends and advising the ICT manager of their applicability to DPC, and legal compliance with GDPR, ePrivacy, Network Information Security and other cyber security and security technology related legislation in the EU and Ireland.
- Work with other heads of unit on a range of matters where cyber security and security technology play a key role, including assisting with conduct of inquiries and investigations, within the context of data protection legislation.
- Develop public communications and guidance in relation to cyber security;
- Work closely with DPC senior management to refine and develop cyber security policy on an ongoing basis;
- Co-ordinate national, EU and international engagement related to cyber security and security technology.
- Manage individual and team performance and development in the business area
- Carry out other functions that may be required to achieve the objectives of DPC.

#### **Senior ICT Regulatory Technologist**

- Develop the Unit's function in line with best practices, standards and the DPC's Regulatory Strategy, to ensure that the work of the Unit is of sufficient quality to assist the DPC in the fulfilment of its Regulatory function, particularly where matters of technology arise.
- Regularly engage and collaborate with technologists across the organisation to cooperate and ensure consistency on technology-related matters
- Regularly engage and collaborate with legal experts within the DPC to ensure that technical and legal knowledge is communicated appropriately across the organisation.
- Provide a knowledge centre for the DPC on regulatory matters relating to technology, including by producing content and informal training sessions to relevant units within the organisation
- Brief Commissioners in their preparation for speaking publicly, or with European colleagues, where matters pertaining to novel technological concepts may be prominent
- Ensure that all work performed by the unit is documented according to policies and procedures established in the organisation
- Managing the workload and development of their staff within the Unit.
- Act as a technology authority to provide consistent, legally consistent and correct advice on technology matters to business units within the DPC to assist them ineffectively and confidently performing their regulatory function or engaging directly with regulated entities on their behalf in the capacity of a regulatory technology expert
- Attend and actively research and contribute to topical matters at an EU level through European Data Protection (EDPB) board expert group(s)
- Undertaking a process of continuous learning while maintaining up-to-date and particular knowledge on relevant activities related to national and multinational technology organisations, public service technology-based services, and any current and upcoming regulatory and technology developments, trends or innovation affecting organisations in Ireland and the EU
- Performing desktop and on-site research, audits and inspections, adhering to strict regulatory duties and managing collected evidence appropriately.
- Report effectively and promptly both verbally and in written reports to the head of unit or other units with whom the unit is working.

Please note that the above lists of responsibilities are not exhaustive. This job description is intended as a basic guide to the scope and responsibilities of the position. It is subject to ongoing review and will evolve in line with the constantly evolving practices and functions of DPC's work.

**Please Note: Successful candidates may be based in the DPC's offices in Dublin City Centre or in Portarlinton Co. Laois, depending on business needs**

### **Eligibility**

### **Essential Requirements**

- An ICT related degree (including in science, engineering or technology) or equivalent qualifications at NFQ Level 7 or above and;
- Minimum 3 years' experience working in a similar ICT role or roles to include technology advisory, cyber security, or as deemed relevant by the panel.

**OR**

- Minimum 5 years ICT experience operating in a similar ICT role or roles to include technology advisory, cyber security, or as deemed relevant by the panel providing team leadership and authority in supporting complex security infrastructure dispersed over multiple sites.

### **Desirable Requirements**

- Experience of successfully working in a regulatory environment.
- Have significant management experience at an appropriate level, including leading teams and managing stakeholders.
- Have significant experience of some or all of the following: Data protection analysis and guidance, regulatory/investigatory work, data protection legal and policy areas, people management, project management, managing budgets, delivery of programmes, strategic and change management
- Experience with successfully communicating complex technological matters effectively with stakeholders with lesser technology experience and expertise

### **Additional Eligibility Requirements**

#### **Core Competencies:**

The candidate must be able to demonstrate the core competencies of an Assistant Principal Officer namely (Appendix 1)

- Leadership
- Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

### **How to Apply**

Please take care when completing your application, ensuring you include all relevant details.

Your application will form part of the assessment process where shortlisting is applied and also where candidates are called for interview. The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

**Applicants should submit a completed application form by emailing [dpcjobs@rsmireland.ie](mailto:dpcjobs@rsmireland.ie)**

There is no requirement to provide any additional material such as a CV, etc.

**Closing date**

The closing date for receipt of applications is **strictly 12pm (noon) on Wednesday 9 April 2025.**

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying, please email: [dpcjobs@rsmireland.ie](mailto:dpcjobs@rsmireland.ie)

**Late applications will not be considered.**

**APPENDIX 1**





Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	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
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
Effectively manages multiple projects	
Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system	
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/ area
	Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Drive & Commitment to Public Service Values	Is self motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity

## **APPENDIX 2**

### **Eligibility to compete and certain restrictions on eligibility**

#### **Citizenship Requirements**

Eligible Candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

To qualify, candidates must meet one of the citizenship criteria above 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**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### **Declaration:**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

### **General**

The appointment is to a permanent post in the Civil Service and 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

### **Salary**

The Salary Scale for the position is as follows - rates effective from 1 March 2025:

**Assistant Principal Officer (PPC)**

€80,668.00, €83,639.00, €86,651.00, €89,672.00, €92,690.00, €94,431.00 (NMAX),  
€97,474.00 (LSI 1), €100,530.00 (LSI2)

*<sup>1</sup> After 3 years satisfactory service at the maximum. <sup>2</sup> After 6 years satisfactory service at the maximum.*

The PPC pay 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 not required to make a Personal Pension Contribution.

Long service increments may be payable after three (LSI1) and six (LSI2) years satisfactory service at the maximum of the scale.

**Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently 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 is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

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

- (i) Have performed in a satisfactory manner,
- (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 Data Protection Commission and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

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

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

### **Headquarters**

The headquarters for these positions will be in Dublin, Portarlington or other such locations as may be designated from time to time by the Commissioners for Data Protection. Candidates may occasionally be required to travel domestically or to international events or meetings. When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

### **Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

## **Annual Leave**

The annual leave for this position is 30 days per year. This 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 provisions of the sick leave circulars. 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 employing Department/Organisation. Payment of salary 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.

## **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.

## **Unfair Dismissals Act 1977 – 2015**

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

## **Organisation of Working Time Act 1997**

The terms of the Organisation of Working Time Act 1997 will, where appropriate, apply to this appointment.

## **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie) Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history. Key provisions attaching to membership of the Single Scheme are as follows:

- 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 his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

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

### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

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

### **III-Health-Retirement**

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

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

Appointment post III-health retirement from Civil Service

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

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

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

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

### **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**

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution in accordance with the Public Service Pay and Pensions Act 2017. Note; ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme. For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)



## **Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

The officer will be subject to the Civil Service Code of Standards and Behaviour.

## **Ethics in Public Office Act 1995**

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

## **Prior Approval of Publications**

You will agree not to publish material related to your official duties without prior approval of the Commissioners for Data Protection.

## **Outside Employment:**

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

## **Political Activity**

During the term of employment, the officer will be subject to the rules governing civil servants and politics.

Please note; As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis

## **IMPORTANT NOTICE**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.**

## **Selection Methods**

The selection will include:

- shortlisting of candidates on the basis of the information contained in their application

- presentation or written exercise
- a competitive interview

### **Shortlisting**

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the DPC may decide that a smaller number will be called to the next stage of the selection process. In this respect, the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position will take place. This is not to suggest that other 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. An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

### **Security Clearance**

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by RSM.

If you have resided / studied 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. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

### **Eligibility Requirements**

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

The onus is on the candidate to ensure they fulfil the eligibility requirements set out. RSM Ireland reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications. Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

### **Other important information**

RSM Ireland will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the DPC are 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. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position RSM Ireland will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be 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 with Disabilities**

If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process, please contact [dpcjobs@rsmireland.ie](mailto:dpcjobs@rsmireland.ie)

### **Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service**

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a Review of a decision made during the process
- OR**
2. Make a Complaint that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) at its sole discretion. There is no obligation on the Data Protection Commission and/or RSM Ireland to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, the Data Protection Commission and/or RSM Ireland will intervene in cases where it finds an error is likely to have occurred.

#### **Requesting a Review under Section 7**

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by RSM Ireland. RSM Ireland will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

#### **Making a Complaint under Section 8**

A candidate may believe there was a breach of the Commission's Code of Practice by RSM Ireland that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under Section 8 to RSM Ireland in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. The CPSA cannot instruct RSM Ireland to reverse a decision taken in the course of an appointment process. Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

For further information on the above Review and Complaint procedures please see the *Code of Practice for Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie)

There is no obligation on the RSM Ireland to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the CPSA at its sole discretion.

### **Requests for Feedback**

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

### **Candidates' Obligations**

#### **Candidates must not:**

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

A third party must not impersonate a candidate at any stage of the process.

### **Contravention Code of Practice**

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post

### **Specific candidate criteria**

Candidates must:

Have the knowledge and ability to discharge the duties of the post concerned Be suitable on the grounds of character

Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed an
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when required by RSM Ireland or who do not, when requested, furnish such evidence as the RSM Ireland require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to RSM Ireland, including all forms issued by RSM Ireland for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

### **General Data Protect Regulation (GDPR)**

DPC conducts a competency-based recruitment process to fill vacancies within the organisation. When applying for these competitions, applicants are asked to submit a range of documents, e.g., application form, CV and / or cover letter.

The DPC have engaged the services of RSM Ireland. RSM Ireland will act as a data processor with the DPC as the Data Controller.

### **Legal Basis for Processing Personal Information**

Necessary for performance of a contract or to enter into such a contract

The following shall receive your personal information for reasons outlined below:

<b><u>Recipient / Shared With:</u></b>	<b><u>Reason:</u></b>
Recruitment Agency RSM Ireland/ DPC HR	Receiving applications, acknowledging applications and corresponding with applicants. Certain information is also required for inclusion in the contract for successful applicants.
Selection Board	Information required for shortlisting and the interview process.
Current Employer	Sick leave checks and in the case of non-public servants reference checks.

### **Applicants Entitlements**

DPC recognises that applicants have entitlements, and these are outlined below.

<b><u>Right:</u></b>	<b><u>Explanation:</u></b>
Access	Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic / transferable format.
Erasure	Applicants can request the data held be erased.

Rectification	Applicants can have any incorrect information corrected.
Objection	Applications can object to this information being processed.

### **Complaint**

Applicants can make a complaint to our internal Data Protection Officer “DPO” at

[DPO@dataprotection.ie](mailto:DPO@dataprotection.ie)