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An tSeirbhís um Cheapacháin Phoiblí

Public Appointments Service

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Public Appointments Service intend to hold a competition for the purpose of recommending a person for appointment to the position of:

Civilian Consultant Psychiatrist for the Defence Forces

CLOSING DATE: 3pm Thursday 26/09/2019

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service is advertising this post and conducting the selection process including the post interview stage on behalf of the **Department of Defence** 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

The Job Specification and Terms & Conditions of Employment will be carried out under the Health Service Executive's own recruitment licence.

Paula Quinn, Recruitment & Selection Services, Tel: 01 – 858 7600

**PUBLIC APPOINTMENTS SERVICE
CHAPTER HOUSE
26-30 ABBEY STREET UPPER
DUBLIN 1**

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Civilian Consultant Psychiatrist for the Defence Forces

Department/ Office	Defence Forces
Location	Central Medical Unit, St Bricin's Military Medical Facility, Arbour Hill, Dublin 7

The Department of Defence is seeking to recruit a Civilian Consultant Psychiatrist to provide military psychiatry services to the Defence Forces.

This position is of a unique nature and provides the successful candidate an exclusive opportunity to work with the Defence Force's Central Medical Unit on psychiatric issues specific to the military.

Given the distinctive nature of the work of the Defence Forces, including overseas deployment in areas of conflict, peace keeping and crisis management operations, the position will provide the successful applicant the chance to work and gain experience in a highly specialised area of psychiatry.

The position will be on a two-year fixed term contract basis, with a pay scale equivalent to HSE Consultant rates, and will be based in the Defence Forces Central Medical Unit, headquartered in St Bricins Military Hospital, Stoneybatter, Dublin 7.

Background

The Consultant Psychiatrist, under the administration of Officer In Command, Central Medical Unit (CMU) and the Clinical Direction of the Director Medical Branch (DMB), will provide services to the Permanent Defence Forces. The establishment of DF is 9500 including troops deployed overseas on peacekeeping missions in various areas of conflict

The Medical Corps is comprised of the Medical Directorate and the CMU. The Medical Directorate is headed by the Director Medical Branch (DMB) who is responsible for medical education, medical training and clinical governance. The CMU comprises non-technical (i.e. administrative) staff plus medical officers (qualified medical doctors), dental officers (qualified dentists), pharmacists, clinical psychologist and other medical professionals. The CMU is responsible for service delivery as well as administration and co-ordination of medical services and staff.

The Medical Corps is augmented by contracted doctors, dentists, and other specialised medical professionals engaged in circumstances either where there is a shortfall in internal medical resources or where for reasons of economy it is not feasible to provide a particular medical service in-house.

The provision of medical services within the Defence Forces is a combination of primary care, some limited secondary care and an occupational medical service designed to ensure that Defence Forces personnel are medically fit to undertake the duties assigned to them and to treat any medical conditions arising which would inhibit their capacity to undertake such duties. The majority of secondary health care for members of the Defence Forces is provided through the public/private health care system.

As a part of DF Medical Services, the Consultant Psychiatrist is responsible for advice on the maintenance of mental health and the prevention of mental illness in the DF, whilst providing

treatment where required. The model of care is person-centered and recovery focused provided by clinical team in partnership with the community and voluntary agencies to assist best possible outcomes. The service is based on close liaison between mental health professionals, medical doctors, nurses, social workers, personnel support services and command.

Reporting Relationship

The Consultant's reporting relationship and accountability for the discharge of his/her contract is reporting to Clinical Director, Medical Corps and OC CMU.

Medical Indemnity

Defence Forces medical personnel are fully covered by State indemnity in respect of the medical care provided by such personnel arising from their treatment and care of all persons in their capacity as medical practitioners within the Defence Forces. State indemnity, as operated by the State Claims Agency, indemnifies the Department of Defence (DoD), its servants and/or agents in respect of any claims for personal injury and/or third-party property damage, arising from the negligence of the DoD, its servants and/or agents. State indemnity extends to all business activities of the DOD, to include providing Defence Forces mental health professional services. Defence Forces medical personnel, involved in the treatment and care of Defence Forces personnel or civilian personnel during the course of their military duties, are indemnified under the ordinary principles of State Indemnity in respect of such care and treatment.

Description of the position of Civilian Consultant Psychiatrist for the Defence Forces

The appointed Consultant will manage the care pathway for patients within the Defence Forces. There will be access to the full range of current services provided by the existing Multidisciplinary Team providing mental health services for the Defence Forces, and the post holder will also be fully integrated with the other mental health practitioners serving in the Defence Forces.

Key Responsibilities:

- To participate in development of and undertake all duties and functions pertinent to the Consultant's area of competence, and in line with policies as specified by the Department of Defence.
- The Consultant Psychiatrist will provide Mental Health Services for Permanent Defence Forces including Army, Naval Service, and the Air Corps.
- As a part of Defence Forces Medical Services, the Consultant Psychiatrist is responsible for the maintenance of mental health and wellbeing for members of the Defence Forces.
- To provide oversight on the treatment and care provided by other healthcare professionals within the Defence forces with regard to the treatment of patients under the Consultant's care.
- To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.
- To work within the framework of the Central Medical Unit's service plan and/or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the CMU structure or other arrangements as apply.
- To co-operate with the expeditious implementation of the Grievance and Disciplinary Procedures for Civilian Employees of the Department of Defence.
- To participate in the development and operation of the CMU structure and in such management or representative structures as are in place or being developed. The

Consultant shall receive training and support to enable him/her to participate fully in such structures.

- To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Clinical personnel at their request.
- To participate in clinical audit and proactive risk management and facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures.
- To participate in and facilitate production of all data/information required to validate delivery of duties and functions and inform planning and management of service delivery.

Other

- The Consultant with the multidisciplinary team will improve the quality of care of persons by promoting evidence based best practise by addressing the complex and diverse needs of patients through the use of interventions aimed at improving psychopathology and taking measures to enhance social inclusion through engagement.
- The Consultant with the multidisciplinary team will provide assessment and diagnosis and offer a range of interventions and advise on managing an individual's environment.
- The Consultant will be responsible for providing, but not limited to, wide range risk assessments including fitness for duty, fitness to carry firearms, and fitness to serve overseas.
- The appointed Consultant will perform a clinical support role to all levels of command when required.
- The post-holder will develop a range of services to meet the mental health needs of patients of the Defence Forces.
- The appointed Consultant Psychiatrist will develop close links with, and provide support and education including the promotion of positive mental health to existing local services that provide health and social care services to people with mental health issues.
- The postholder will interface and integrate with other Consultant Teams as appropriate for consultation and liaison purposes.
- The Consultant will maintain full and accurate patient records on the DF electronic health record system
- The successful candidate will be expected to undergo a period of induction prior to assuming his/her clinical role, in which he/she becomes familiar with the Military working environment both at home and abroad.

Ancillary Functions

There are a number of ancillary tasks that the doctor may be required to carry out, including:

- a) Preparation of medico-legal reports.
- b) Attendance at legal consultations in relation to court hearings.
- c) Attending Court as a witness if required.
- d) Provision of medical advice to military management with regard to specific patients, and consultation with military medical officers if required.

Occasional overseas travel may be required.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Qualifications and Experience

Essential:

Candidates must on the closing date:

- Be registered/ **or be eligible to be registered** as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of psychiatry
- Access to transport is required as the post will involve frequent travel

Desirable:

- Experience in policy and performance evaluation
- Knowledge of the Defence Force organisation
- Knowledge and/or experience of military specific psychiatry

Infection Control

All members of the CMU must have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Character

A candidate for and any person holding the post must be of good character.

Entry to competition and subsequent appointment

For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must fulfil the eligibility requirements laid down in the information pack for the post.

The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment.

Key Competencies

The attention of candidates is drawn to the key competencies that have been developed for use when selecting for posts at this level.

Clinical Expertise and Continuous Practitioner Development
<ul style="list-style-type: none">• Demonstrates strong evidence of professional knowledge and training in the area of psychiatry.• Demonstrates a depth and breadth of experience in the area of psychiatry.• Can confidently discuss new treatments and/or service delivery options within the area of psychiatry.• Has a depth and breadth of diagnostic experience.• Has substantial experience of directly providing relevant treatments.• Has a track record of doing things thoroughly in challenging cases / complex referrals.• Adopts a service user-centred approach to understanding service user needs and delivering their care.• Considers ongoing service user experience and long term benefits in delivering sustainable service user care.• Makes a clear and decisive contribution within the multi-disciplinary team.• Maintains knowledge of current research and practice / regularly engages in further education to develop self and practice.• Actively seeks out and learns from performance feedback.
Working with and through others
<ul style="list-style-type: none">• Demonstrates a positive attitude and a personal determination to succeed.• Remains calm under pressure.• Demonstrates self-awareness; understands own limitations.• Treats people with dignity and respect at all times.• Encourages people to collaborate towards a common goal or vision, creating an environment where others have the opportunity to contribute.• Helps people to identify and develop their strengths.• Is alert to prejudice and promotes diversity.• Adopts an inclusive, collaborative approach.• Understands and respects others' roles within the wider multi-disciplinary team.• Effectively influences and persuades others.• Builds and maintains relationships, listening, supporting others, gaining trust and showing understanding.
Leading and Governance
<ul style="list-style-type: none">• Holds self and others to account for making principled decisions.• Sees self as accountable for relevant issues related to clinical outcomes, service user safety, risk, quality, stewardship of resources and change management.• Manages the performance of others, holding themselves and others accountable for service outcomes; addresses poor performance issues effectively.• Is aware of resources available and manages these appropriately.• Considers implications of actions / decisions on available resources.• Contributes to wider service planning.• Reviews and monitors service provision.• Identifies the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment.
Improving Services
<ul style="list-style-type: none">• Is personally committed to the continuous improvement of the service balancing economic considerations with the need for service user safety.• Demonstrates leadership skills to enhance service user care and safety.• Works within the team to deliver and improve upon services, creating a climate of continuous service improvement.• Provides evidence of undertaking and initiating audit and quality exercises to identify where services can be improved.• Demonstrates awareness and appreciation of the service user when developing services.• Develops networks and works in partnership with service users/service users, carers and colleagues within and across systems to deliver and improve services.

Eligibility and Certain Restrictions on Eligibility to Compete

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 debarred from applying 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 Scheme (VRS). It is a condition of the VER Scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of the schemes or other Public Sector Voluntary Redundancy Schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

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

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.

Principal Conditions of Service

General

Appointment as an employee of the Department of Defence is governed by Section 30(1) (g) of the Defence Act 1954 as amended and the Public Service Management (Recruitment and Appointment) Act 2004.

Tenure

The appointment is for a fixed term two year contract. A Probationary period of 12 months will apply.

A panel may be formed from which other vacancies for Consultant in Military Psychiatry may be filled

Salary Scale

The following salary scale will apply for any appointee covered by the Public Service Pensions (Single Scheme & Other Provisions) Act 2012:

Medical Consultants Salary Scales from 1st April 2019 - New Entrant (Clinicians) from 1st October 2012* who are parties to the Haddington Road Agreement :

€138,600	€144,808	€153,014	€157,498	€164,224	€169,829
€176,555	€182,720	€192,288			

The rate of remuneration may be adjusted from time to time in line with Government policy.

Note:

*Consultants taking up posts under these scales may benefit from incremental credit up to the 6th point.

Serving Consultants moving from permanent posts are allowed to retain their existing salary scales.

(Applicants who are currently in permanent employment as a Consultant in the Irish public health system on a salary scale other than that applicable from 1st October 2012 retain eligibility for payment under that scale if appointed to this post)

Functions, Powers and Duties

The officer may not engage in private practice of their profession. They may not be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of Consultant Civilian Psychiatrist.

Annual Leave

In addition to the usual public holidays the annual leave for this position is 30 days.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 39 hours 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.

Organisation of Working Time Act 1997

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

Location of Post

This post will be administered by the Central Medical Unit, Defence Forces Headquarters. This appointment is currently located in St. Bricin's Military Medical Facility, Arbour Hill, Dublin 7.

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 the 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 direct to the Department of Health. 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.

Superannuation and Retirement

The superannuation arrangements for new entrants will be in line with the provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012. The minimum age at which a pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.

For employees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, the retirement age is 65 with the option to remain in employment until age 70.

Please note that the abatement provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply to appointees who are in receipt of public service pensions.

Official Secrecy and Integrity

You will, during the term of your appointment, be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 1997 and 2003. You will agree not to disclose to third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

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

Ethics in Public Office Act 1995 and 2001

The Ethics in Public Office Act 1995 and 2001 will apply, where appropriate, to your employment.

Prior Approval of Publications

You will agree not to publish material related to your official duties without prior approval of the Minister.

Political Activity

During the term of your reemployment you will be subject to the rules governing Civil Servants and politics.

Personnel Code

All circulars are available on the website www.circulars.gov.ie or from the Personnel Section.

Protection of Persons Reporting Child Abuse Act 1998

As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.

Code of Practice

The Public Appointment Service will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.

Codes of practice are published by the CPSA and are available on www.cpsa.ie

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 PROCESS

How to Apply

Applications should be made **online** through www.publicjobs.ie All sections of the form must be fully completed.

Before applying candidates should log-on to www.publicjobs.ie and if you have not already done so you must register as a **'New User'** to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via 'My Applications'.

Only applications fully submitted online will be accepted into the campaign. **Applications will not be accepted after the closing date.**

Closing date

Your application must be submitted on www.publicjobs.ie not later than 3pm, Thursday 26/09/2019. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Paula Quinn** at (01) **858 7600** or Paula.quinn@publicjobs.ie

Campaign updates will issue to your publicjobs.ie Message board after each selection stage. You are advised to check your messageboard on a regular basis as email notifications of updates/tests/Interviews etc issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Public Appointments Service (PAS).

The PAS accept no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by the PAS and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- Any other tests or exercises that may be deemed appropriate

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to 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 Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking

the job, rather than 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 interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

Admission to a competition

The admission of a person to a campaign, or invitation to attend an interview or a successful letter, is not to be taken as implying that the Public Appointments Service 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.

Security Clearance

You will be required to complete and return a Garda Vetting 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 PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If a candidate has resided / studied in countries outside of Ireland for a period of 6 months or more, it is **mandatory** for them to furnish a **Police Criminal Records Check/ Police Certificate** from those countries stating that they have no convictions recorded against them while residing there. Candidates will need to provide a separate **Police Criminal Records Check/ Police Certificate** for each country in which they have resided. The **Police Criminal Records Check/ Police Certificate** must be dated after the date the candidate left the relevant country. Candidates should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the candidate. Only original version documents will be accepted.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is the responsibility of the candidate to seek security clearances in a timely fashion as they can take some time. No candidate will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

www.disclosurescotland.co.uk

www.psni.police.uk

www.afp.gov.au This website provides information on obtaining a national police clearance certificate for Australia

www.courts.govt.nz This website provides information on obtaining police clearance in New Zealand.

www.fbi.gov/about-us/cjis/identity-history-summary-checks This website provides information on obtaining police clearance in the United States of America.

For other countries not listed above candidates may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to the PAS. Candidate can request the original to be returned to them from the Health Business Service medicalental@hse.ie. Any cost incurred in this process will be borne by the Candidate.

Enquiries

Prior to recommending any candidate for appointment to positions the Public Appointments Service or employing organisation will make all such enquiries that are deemed necessary e.g. employer references, 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.

Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they:
 - 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; and
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position

Non-Refund of Expenses

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

Deeming of candidature to be withdrawn

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

Appointments from panels

It is envisaged that a panel(s) of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate will no longer remain on the panel.

Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional similar vacancies arise, the PAS may at its discretion, select and recommend another person for appointment on the results of this selection process.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by the PAS or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

Quality Customer Service

The PAS aims to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of www.publicjobs.ie.

Use of Recording Equipment

- PAS does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.
- Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.

- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

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

- Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.
- On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice 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

There is no obligation on the PAS 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 Commission 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.

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.

During the interview, the PAS Representative will maintain the official record. This involves taking an objective note of questions asked by board members and of the key points/words from candidate answers. While a verbatim account is not expected, the record may be used as an aide-memoire e.g. when evaluating/reflecting back on candidates after the interview; evidence and justification for decisions made; used in the case of a review, appeal or challenge. These notes are releasable to candidates on request.

Following on from each candidate's interview the PAS Representative will record a summary comment representing the consensus view of the Board. The purpose of this summary comment is to provide clear and concise feedback on a candidate's performance at the interview. This must relate to the candidate strengths/ weaknesses as assessed against the key criteria covered at interview. This comment provides specific and meaningful feedback on each candidate reflecting the marks awarded, however, it is not intended to be a mechanism for providing developmental guidance or advice for the candidate. This comment is particularly important where the candidate

has been unsuccessful, or whose placing is unlikely to be reached. When requested, this comment will be used to facilitate feedback by PAS to the candidate.

Candidates' Obligations

Candidates in the recruitment process 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 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.