



CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of

**Temporary Clerical Officer (TCO)
Department of Justice
Citizenship Division
Tipperary Town**

Closing Date: 5pm, Friday 14th July 2023

The Department of Justice is committed to a policy of equal opportunity.

The Department of Justice 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

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TCO
In the Department of Justice, Immigration Service Delivery
Citizenship Division

Background

The Department of Justice is the Department of State with overall responsibility for public policy and administration in respect of justice, public safety, civil law, national security and immigration issues. Its vision, as set out in the Strategy Statement 2021-2023 ([Strategy Statement-Justice](#)), is for “**a safe, fair and inclusive Ireland**” achieved through working together with the Department’s values to advance community and national security, promote justice and safeguard human rights.

The Department directly employs close to 2700 staff, with 28 agencies operating under its aegis. The Department also has an international reach, with almost 40 officers posted in 11 Irish embassies and missions across 4 continents, working on a broad range of immigration services and international issues.

It is centrally responsible for law enforcement, national security and counter terrorism, rehabilitation of offenders, courts policy, civil and criminal law, prisons policy, and promoting actions in the areas of human rights as well as immigration and citizenship. A significant proportion of all legislation, civil, criminal and regulatory, passed by the Oireachtas every year is drafted by the Department. Operating either directly under its aegis, or at one remove, are a number of the key institutions of State – An Garda Síochána, the Courts Service, and the Irish Prison Service. A range of other important responsibilities are also exercised by the 28 agencies under the aegis of the Department.

The mission of the Department of Justice is to work for a safe, fair and inclusive Ireland. We do this by striving to maintain community and national security, promote justice and equity, and safeguard human rights and fundamental freedoms consistent with the common good. Working with colleagues across the Civil Service we work to serve the State and the people of Ireland by offering objective and evidence-informed advice to Government, responding to developments and delivering Government objectives while striving to achieve optimal outcomes in the long-term national interest and serving citizens and stakeholders efficiently, equally and with respect, in a system that is open, transparent and accountable.

Further details about the Department and its work may be found on its website here:

www.gov.ie/justice/

Immigration Service Delivery (ISD) operates under the aegis of the Department of Justice. ISD is responsible for the oversight and management of all immigration related matters in the State and is committed to operating a fair, equitable and transparent immigration system.

Citizenship Division is a component part of ISD and processes all applications for naturalisation on behalf of the Minister. Non-nationals who satisfy relevant legislative criteria may apply to become Irish citizens and the grant or refusal of same is at the discretion of the Minister for Justice.

Citizenship Division receives approximately 17,000 applications for naturalisation per year and TCOs play a critical role in processing these applications to the stage at which they can be submitted to the Minister for decision. The Division is a decentralized office based in Rosanna Road, Tipperary Town with a current staff of 74. The process is largely paper based and as such remote working will not be available for TCO grades.

Further information on the work of the Department of Justice Citizenship Division is available on the Department of Justice ISD website: <https://www.irishimmigration.ie/how-to-become-a-citizen/>

The Role

Citizenship Division processes naturalisation applications on behalf of the Minister for Justice strictly in accordance with the Irish Nationality and Citizenship Act 1956 as amended.

The functions and responsibilities within the Division are divided as follows:

Unit	Responsibility
Registration Unit	<p>The team in the Registration Unit are responsible for initial processing and registration of applications.</p> <p>Their objective is to triage applications and request additional information if needed.</p>
Case Management Units	<p>The Case Management Unit are responsible for progressing files once they have gone through Registration process. These teams do a huge amount around Ceremonies preparation.</p>
Integrity and Long Sub Units	<p>The Integrity and Long Sub Units are essentially investigation units that prepare detailed submissions for the Minister where a refusal is either recommended or more analysis is required. The team also deal with legal challenges against the Minister.</p>
Support and Customer Service Unit	<p>The Support and Customer Service Unit predominantly deal with Customer Service/Insights, Freedom Of Information (FOI), Subject Access Requests (SARS) and Corporate Services.</p>

Successful candidates can be assigned to any of the units above, with a range of clerical duties involved in each, including:

- Data input
- General filing
- Photocopying
- Answering customer queries
- Registration and/or crowd management at citizenship ceremonies
- Drafting submissions to the Minister

Training

The Department of Justice is committed to providing on-going training and development opportunities for all its staff. There is a dedicated staff training and development section within the Department of Justice which provides induction training to all new officers.

It also offers on-going skills and knowledge training in specific areas relevant to the core work of the Department of Justice.

TCOs in Citizenship Division will receive comprehensive on the job training and all processes are governed by written standard operating procedure guidelines.

Locations of Posts:

The roles to be filled are all in Citizenship Division, Tipperary Town.

Successful applicants will be placed on a panel, in order of merit. The panel will remain in place for up to 2 years.

QUALIFICATIONS AND EXPERIENCE

Candidates **must**, on or before 14th July 2023 have the following

Essential

1. At least a Grade D (or a pass) in higher or ordinary level in five (5) subjects in the Leaving Certificate (or a qualification of equivalent/higher standard)
2. A minimum of one (1) years' experience in an office administration role
3. Strong computing skills including use of databases and Microsoft office packages (or equivalent).

It is the responsibility of applicants to ensure that they meet the eligibility criteria. Eligibility may not be confirmed until an applicant comes under consideration for assignment. An invitation to an interview does not constitute acceptance of eligibility.

Candidates must be able to demonstrate the key competencies for effective performance at Clerical Officer level. In addition to these competencies candidates must also demonstrate the following:

1. Have experience in and capacity to demonstrate the following:
 - a. Good writing and verbal communication skills
 - b. Good attention to detail and assessment skills
 - c. Case management skills, including ability to meet deadlines
 - d. Ability to work as part of a team

and

2. Have knowledge of:
 - a. General office processing and filing

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible candidates must be:

Eligible Candidates must:

- (a) A citizen of the European Economic Area. 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 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 Switzerland and has a stamp 4 visa.

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.

Principal Conditions Of Service

General

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Pay

The TCO salary scale (rates effective from 1 March 2023) for the position is as follows:

€519.96 €552.66 €560.96 €577.18 €601.09 €624.97 €648.84 €666.22 €685.91 €708.79 €724.90 €747.54 €770.05
€805.17 €832.78¹ €845.43²

Personal Pension Contribution (PPC)

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 3(LS11) and 6(LS12) 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 will 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 temporary position on a 3 month contract in the Civil Service.

Notwithstanding the above paragraph on tenure, we retain the right to consider holding a confined Selection Process for permanent appointment to certain positions within the Civil Service in certain limited circumstances.

Any such process will be held in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 35 hours net per week. The successful candidates will have access to Flexi time.

Annual Leave

The annual leave entitlement for a Temporary Clerical Officer for the duration of a 3 month fixed term contract is 5 days. This allowance, which is subject to the over-riding work requirements of the Service, 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 in accordance with the provisions of the sick leave circulars.

Officers 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 direct to the employing Office/Department. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement

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

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

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

- **Pensionable Age:** The minimum age at which retirement benefits are payable is the same as the age of eligibility for the State Pension, currently 66 years.
- **Retirement Age:** Scheme members must retire on reaching the age of 70 years.
- 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).

Ill-Health-Retirement

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

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

Appointment post Ill-health retirement from Civil Service

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

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 their 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](#) or upon request to the Public Appointments Service (PAS).

Pension Accrual

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

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions 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

Ethics in Public Office Act 1995

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

Outside Employment

The position will be whole time/limited duration 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.

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 Act 2014. The officer will agree not to disclose to unauthorised 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. The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Political Activity

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

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

Review Procedures

The selection process for this competition is being carried out in accordance with the principles set out in the Code of Practice for Appointment to Positions in the Civil Service and Public Service. This Code of Practice can be accessed through the Commission for Public Service Appointments website at www.cpsa.ie.

Information regarding review procedures is set out in Sections 7 and 8 of the above Code of Practice. (The two procedures are mutually exclusive. Where a formal review has taken place under Section 7 of the Code, you 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.)

- **Informal Review:** Where possible, and only with the agreement of the candidate, every effort will be made to resolve any issues/complaints by way of an informal process.
- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to his/her candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSA's Code of Practice.

Requests for Review

Where a candidate requests a review, they should determine which procedure is appropriate to their circumstances, i.e. Informal or Formal, Section 7 or Section 8. The candidate must submit their request within the timelines specified in the Code of Practice. These timelines are restricted in order to ensure that corrective action can be taken, if necessary, without delaying the process for other candidates. Candidates must clearly set out the grounds for review and specify the relevant Section of the Code. *A request for a review may be refused if the candidate cannot support their request.*

You are entitled to acknowledgement, within 3 days, of a request for formal review, and the outcome of the review must be provided to you within 25 days of receipt of the request. If it is not possible to complete the review within this time, you will be informed of the status of the review and the reasons for the delay.

Timelines for review requests are as follows

SECTION 7 Review	SECTION 8 Review
<p><u>Interim stage of competition</u></p> <ul style="list-style-type: none"> - Request for Informal Review – 2 working days after receipt of decision - Request for Formal Review – 4 working days after receipt of decision <p><u>Final stage of competition</u></p> <ul style="list-style-type: none"> - Request for Informal Review – 5 working days after receipt of decision - Request for Formal Review – 10 working days after receipt of decision <u>or</u> 2 working days after notification of informal review 	<p><u>Interim and Final stages of competition</u></p> <ul style="list-style-type: none"> - Request for Informal Review – 5 working days after receipt of decision - Request for Formal Review – 2 working days after notification of decision arising from informal review or without delay where candidate does not avail of informal Review - CPSA – 10 working days after receipt of decision arising from office holder's review

The Application and Selection Process

How to Apply

Please note that the Department of Justice have engaged with an external recruitment company (Staffline Recruitment) to manage the online application process and assist with the selection process. You can apply for the TCO role by completing the online application form at <https://staffline.getgotjobs.ie/home>

Closing Date

The closing date for receipt of completed applications is:

5pm, Friday 14th July 2023

It is suggested that you apply well in advance of the closing date in case you experience any difficulties. Support will be available via email at martin.greer@staffline.ie

The onus is on the candidate to fully complete the application form. Candidates are at risk of their candidature being withdrawn should they submit a blank or partially completed application. Only fully completed applications will be accepted.

The admission of a person to the competition, or invitation to undertake any element of the selection process, or a successful result letter, is not to be taken as implying that the Department of Justice is satisfied that such a person fulfils the essential requirements.

Selection Process

The methods used to select the successful candidates for these posts may include:

- Completion of an application form;
- Shortlisting of candidates on the basis of the information supplied in their application;
- A competitive interview which may also include a presentation and/or an additional assessment exercise(s);
- Any other tests or exercises that may be deemed appropriate.

Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest-ranking candidates will, in turn, be offered a post.

Communication

Candidates should note that all communications relating to this competition, including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address and contact details are provided on the application form and should check that email address on a regular basis.

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 Department of Justice may decide that a smaller number will be called to the next stage of the selection process.

In this respect, the Department of Justice provide for the employment of a shortlisting process to select a group who appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, appear to be better qualified and/or have more relevant experience.

The shortlisting criteria will include essential 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 the Department of Justice. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

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 a number of months. You cannot be appointed without this information being provided and being in order.

Other Important Information

The Department of Justice 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 Department of Justice 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 Citizenship Division and the Department of Justice 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.

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.

Requests for Feedback/Test Rechecks

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.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

The Department of Justice 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.

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

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

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 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.
- 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 and where required by the Department of Justice, or who do not, when requested, furnish such evidence as the Department of Justice 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 the Department of Justice, including all forms issued by the Department of Justice 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.

Quality Customer Service

We aim 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.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

General Data Protection Regulations (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 jobs.justice.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.