



Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas
Irish Human Rights and Equality Commission



IRISH HUMAN RIGHTS AND EQUALITY COMMISSION

Recruitment of Higher Legal Executive
Candidate Information Booklet

November 2020

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THE POSITION

Title of position:	Higher Legal Executive
Tenure:	Permanent
Employing Authority:	Irish Human Rights and Equality Commission
Location:	16 – 22 Green St, Dublin 7
Organisation website:	www.ihrec.ie

BACKGROUND

The Irish Human Rights and Equality Commission (the “Commission”) is Ireland’s national human rights and equality institution. It was established in November 2014 under the Irish Human Rights and Equality Commission Act 2014 with a statutory mandate to:

- Protect and promote human rights and equality,
- Encourage the development of a culture of respect for human rights, equality, and intercultural understanding in the State,
- Promote understanding and awareness of the importance of human rights and equality in the State,
- Encourage good practice in intercultural relations, promote tolerance and acceptance of diversity in the State and respect for the freedom and dignity of each person, and
- Work towards the elimination of human rights abuses, discrimination and prohibited conduct.

The Commission’s work is determined independently by the fifteen members of the Commission who are appointed by the Head of State, President Michael D. Higgins. The diverse membership of the Commission broadly reflects the nature of Irish society.

The staff of the Commission work in four teams: Policy & Research, Strategic Engagement, Legal, and Corporate Services. Permanent staff of the Commission are civil servants in the service of the state.

The Legal team manages the statutory legal functions of the Commission, including the provision of legal assistance, the pursuit of legal proceedings, amicus curiae and the conduct of inquiries.

ROLE SUMMARY

The Commission is now seeking a suitably qualified and committed individual to take up the role of **Higher Legal Executive**. A panel will be formed from this competition and the Commission may in the future offer positions to applicants from this panel should a relevant vacancy arise within the life of the panel.

The Higher Legal Executive will play a central role in the development and management of the Legal Department’s support staff and office systems.

The main responsibilities for the role will include:

Office manager, with day-to-day responsibility for:

- Line management of support staff;
- Triage and processing of all correspondence;
- Managing and supervising the use of standard operating procedures, including Lexcel and Keyhouse, within the Legal Department;
- Ongoing review and improvement of business processes to ensure maximum efficiency;
- Finance management including processing and maintaining finance records, purchase orders and invoices, and delivery of periodic budget reports etc.;
- Managing and supervising the Legal Team’s systems for records management, archiving etc.;
- Engagement with external stakeholders, including clients, counsel, the Court Service etc.

- Production of periodic reports for the Commission's information on matters relating to its mandate; and
- Regulatory compliance, including engagement with the Commission's Freedom of Information and Data Protection systems and preparation for annual Lexcel audit etc.

Arranging the delivery of support to litigation teams, including:

- Scheduling, allocation and supervision of work to support staff;
- Ensuring preparation of papers for litigation before the superior courts and WRC;
- Arranging and delivering support to solicitors at hearings, where necessary;
- Managing the litigation calendar;
- Ensuring delivery of assistance to the solicitors in the assessment of applications for legal assistance (advice and/or representation) by members of the public (section 40 IHREC Act 2014); and
- Arranging for / delivery of preliminary research on cases and queries (e.g. Justis, Westlaw, HUDOC etc.)

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the Commission.

EXPERIENCE AND PERSONAL QUALITIES REQUIRED

Essential Requirements

1. Candidates must hold, on or before 30 November 2020:
 - A relevant third level legal qualification at minimum requirement Level 7 or higher in the National Framework of Qualifications or equivalent; and
 - A minimum of **three years** relevant professional experience in litigation as a legal executive in a legal practice, whether in the public or private sector;
2. Strong managerial and organisational skills;
3. Strong oral and written communication skills;
4. Strong computer skills.

In addition to the above, the Key Competencies for effective performance at this level are detailed at Appendix 1.

Desirable Requirements

- Membership of the Irish Institute of Legal Executives or equivalent membership/professional experience in State Legal Services;
- Strong organisational skills, including staff and task allocation, records management and budgets;
- Experience of Lexcel accredited systems;
- Strong oral and written communication skills, coupled with excellent interpersonal skills;
- Demonstrated decision-making skills;
- Experience of supervising junior staff and allocation of tasks;
- An excellent capacity to develop, manage and maintain effective working relationships;
- A good track record of working effectively in teams in a multidisciplinary environment;
- Litigation experience as a Legal Executive, especially in the superior courts and/or the Workplace Relations Commission/Labour Court; and
- Experience in the use of appropriate technology e.g. electronic case management systems and other ICT applications commonly used in a modern law office.

CONDITIONS OF SERVICE

GENERAL

The appointment is to an established 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 AND PAYMENT ARRANGEMENTS

The *Higher Legal Executive Standard Salary Scale - PPC* will apply to this position:

Personal Pension Contribution (PPC)

The salary for this position, with effect from 01 October 2018, is as follows:

€49,845, €51,303, €52,756, €54,210, €55,669, €57,123, €58,578, €60,679 (LSI1) €62,776 (LSI2)

This rate will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 **who is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

Important Note: Entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration 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 an established position in the Civil Service of the State. The appointee will be required to serve a probationary period. The probationary period 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 Department/Office 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 employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness

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

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.

HEADQUARTERS

The headquarters of the Irish Human Rights and Equality Commission is based at 16-22 Green Street, Dublin 7.

LOCATION

The post will be in Dublin. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to 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 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 allowance is 29 days rising to 30 days after 5 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on 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 Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the Irish Human Rights and Equality Commission. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

SECURITY, CONFIDENTIALITY AND STANDARDS OF BEHAVIOUR: OFFICIAL SECRECY AND INTEGRITY

During the term of the probationary contract, the post holder will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997, 2003 and 2014. The post holder will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour:

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

Ethics in Public Office Acts:

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

Prior approval of publications:

An officer will agree not to publish material related to his or her official duties without prior approval by the Head of the Department /Organisation or by another appropriate authorised officer.

Political Activity:

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

SUPERANNUATION AND RETIREMENT

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public 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 <https://singlepensionscheme.gov.ie/>

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

Pensionable Age

The minimum age at which pension is payable is at present 66 years, rising to 67 on 1 January 2021 and 68 on 1 January 2028 in line with Contributory State Pension qualifying age changes. A constraint on pension size for most members is that they must retire on reaching age 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 the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

If the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, 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.

Pension Treatment of Existing Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a

Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case, such a candidate would instead, where applicable, be offered membership of the Commission Staff Superannuation Scheme and its associated Spouses' and Children's Pension Scheme. This would mean that the abatement provisions above would apply, and in addition there are implications in respect of pension accrual as outlined below:

Eligibility to Compete

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

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 excluded from applying for another position in the same employment or the same sector. Therefore, such retirees cannot apply while the above restrictions continue in force.

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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition while the above restrictions apply.

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).

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

For an individual who has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced 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.

Additional Superannuation Contribution

The appointment is subject to the deduction of Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Department of Environment, Community & Local Government (6/2013)

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

OTHER CONDITIONS OF EMPLOYMENT

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 appointee.

HOW TO APPLY

All candidates should visit www.ihrec.ie/about/opportunities where there is a full list of available positions at the Commission with the corresponding downloadable information booklet for each position.

Applications should be submitted online and must include:

1. A cover letter outlining why you wish to be considered for the role and where you believe your skills and experience meet the requirements of the role;
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

Only applications fully submitted online will be accepted into the campaign

To apply for this role visit www.mazars.ie/Consulting/HRServices and search Ref. IHR0320.

Closing Date

Deadline for application: 5pm on Monday 30th November 2020

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within two working days of submission, please contact the Mazars Executive Recruitment Team by email (execrecruit@mazars.ie) to ensure your application has been received.

Interviews

Interviews will likely to be held in December 2020. Candidates should make themselves available on the date(s) specified by the Commission and should make sure that the contact details specified on their application form are correct.

Reasonable Accommodations

Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements with their application. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to the execrecruit@mazars.ie or telephone to +353 (1) 4494400.

Selection Process

The Selection Process may include the following:

- Shortlisting of candidates based on the information contained in their application
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate.

Confidentiality

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

Security Clearance

Garda vetting will be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to the Garda Síochána for security checks on all Irish and Northern Irish addresses at which they have resided.

Other Important Information

The Irish Human Rights and Equality Commission will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the Irish Human Rights and Equality Commission is satisfied that such a person fulfils the requirements 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, the Commission 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 Commission may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates' Rights - Review Procedures in relation to the Selection Process

The Irish Human Rights and Equality Commission will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>

Candidates' Obligations

Candidates should note that canvassing will disqualify and result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

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

Any person who contravenes 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, 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.

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.

Formation of Panel

A panel of successful candidates will be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit. The panel will remain in place until 31 December 2022.

Deeming of candidature to be withdrawn

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

Data Protection

When your cover letter and CV is received, a personal record is created by Mazars on behalf of the Commission, in your name, which contains much of the personal data you have provided as well as additional information which may be gathered throughout the selection process e.g. confirmation of Garda Vetting, tests and exercises, where applicable. This personal record is used solely in processing your candidature. This processing is necessary in order to take steps at your request prior to entering an employment contract. The personal record will be shared with Mazars and the interview panel. The record will be retained by the Commission for 3 years from the end of the competition and by Mazars for 18 months. Interview board notes may be retained for 30 years after which they will be transferred to the National Archives. Neither the Commission nor Mazars will transfer your personal data outside the EEA. If you wish to exercise any of your data protection rights enshrined under the GDPR and the Data Protection Acts 2003 – 2018 or you have any questions on data protection, please contact our data protection officer at dpo@ihrec.ie.

GENERAL INFORMATION

ELIGIBILITY TO COMPETE

Candidates should note that eligibility to compete is open to citizens of the European Economic Area

(EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify, candidates must be citizens of the EEA by the date of any job offer.**

REFERENCE CHECKS

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

SECURITY CLEARANCES

Please note that Garda Clearance may be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following websites may be of assistance to you in this regard:

- www.disclosurescotland.co.uk
- www.migrationint.com.au/office.asp
(countries other than UK/NI)
- www.afp.gov.au (Australia)
- www.courts.govt.nz (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies that could provide you with information on seeking Police Clearance.

CONFIDENTIALITY

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to those with direct responsibility for the recruitment process within the Commission.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

LEGAL COMPLIANCE

Mazars and the Commission are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR COMPLIANCE

Mazars collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.

EXPENSES

Mazars and/ or the Commission will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

CANVASSING

Canvassing will result in disqualification from the competition.

APPENDIX I

KEY COMPETENCIES FOR EFFECTIVE PERFORMANCE

HIGHER LEGAL EXECUTIVE
Team Leadership
<ul style="list-style-type: none"> • Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise • Provides clear information and advice as to what is required of the team • Strives to develop and implement new ways of working effectively to meet objectives • Leads the team by example, coaching and supporting individuals as required • Places high importance on staff development, training and maximising skills & capacity of team. • Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making
<ul style="list-style-type: none"> • Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors • Takes account of any broader issues, agendas, sensitivities and related implications when making decisions • Uses previous knowledge and experience in order to guide decisions • Uses judgement to make sound decisions with a well-reasoned rationale and stands by these • Puts forward solutions to address problems
Management & Delivery of Results
<ul style="list-style-type: none"> • Takes responsibility and is accountable for the delivery of agreed objectives • Successfully manages a range of different projects and work activities at the same time • Structures and organises their own and others work effectively • Is logical and pragmatic in approach, delivering the best possible results with the resources available • Delegates work effectively, providing clear information and evidence as to what is required • Proactively identifies areas for improvement and develops practical suggestions for their implementation • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively • Applies appropriate systems/ processes to enable quality checking of all activities and outputs • Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills
<ul style="list-style-type: none"> • Builds and maintains contact with colleagues and other stakeholders to assist in performing role • Acts as an effective link between staff and senior management • Encourages open and constructive discussions around work issues • Projects conviction, gaining buy-in by outlining relevant information and selling the benefits • Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances • Presents information clearly, concisely and confidently when speaking and in writing • Collaborates and supports colleagues to achieve organisational goals
Specialist Knowledge, Expertise and Self Development
<ul style="list-style-type: none"> • Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others • Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work • Focuses on self-development, striving to improve performance
Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity