



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

Recruitment of Assistant Principal Officer Candidate Information Booklet

Irish Human Rights and Equality Commission

This competition will be undertaken by Osborne Recruitment on behalf of the Irish Human Rights and Equality Commission under licence from the Commission for Public Service Appointments (CPSA) in accordance with the Code of Practice for Appointments to the Civil and Public Service.

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The Positions

Title of position:	Assistant Principal Officer
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 (IHREC) 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.

IHREC’s strategy and policy 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 Director of the Commission leads the staff in the delivery of the work of IHREC in accordance with the strategy and policies of the Commission. The staff of the Commission work in five teams: Policy & Research, Strategic Engagement, Legal, Anti-Human Trafficking and Corporate Services. Permanent staff of the Commission are civil servants in the service of the state.

Our work ranges from operating at the policy level to review the effectiveness of human rights and equality law, policy and practice in the State and within public bodies, to working with communities and civil society to monitor and report on people's real-life experiences of human rights and equality in practice.

The Policy & Research teams work includes in house and commissioned research projects; international reporting to human rights treaty monitoring bodies; domestic policy inputs and submissions and legislative observations; and promotion of equality and human rights data collection.

Our legal powers include giving practical help, including legal assistance, to give people an understanding of the means by which to vindicate their rights. We also intervene as *amicus curiae* in the Superior Courts in cases relevant to human rights or equality rights.

Whether addressing individual concerns, engaging with government or public bodies on policy and practice issues or raising awareness with public audiences on human rights and equality, our mission is to build a just and inclusive society that protects and promotes human rights and equality in Ireland.

The Role

IHREC is now seeking a suitably qualified and committed individual to take up the role of Assistant Principal – Research Management.

The Assistant Principal – Research Management will play an important role within the Policy & Research team and is key to the design and delivery of externally commissioned and in house research and data projects, and to the analysis, interpretation and communication of evidence to support the team's policy advocacy and monitoring work.

The main responsibilities of this role will include:

- Design and delivery of externally commissioned and in house research and data projects;
- Analysis interpretation and communication of empirical evidence;
- Development of advice on the strategic development of national and European equality and human rights data; and
- Management and motivation of staff.
- The responsibilities outlined above should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of IHREC.

Experience and Personal Qualities Required

Essential Requirements

- Candidates must hold, on or before 19th May 2022, a qualification at Level 9 on the National Framework of Qualifications in a relevant discipline with substantial training in quantitative, qualitative and mixed methods social science research and data.
- Experience in management of research and policy analysis projects.
- Experience in external commissioning of research and management of external projects to delivery.
- Excellent quantitative and qualitative research and data methodological skills.

- Excellent project management skills with a track record in designing and delivering projects, both external and in house, to time and budget.

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

Desirable Requirements

The successful candidate should also be able to demonstrate:

- In-depth knowledge of the research and data environment relevant to IHREC's mandate and Strategy Statement.
- Ability to build and sustain strategic relationships with diverse stakeholders both pro-actively and as opportunities arise.
- Strong oral and written communication skills (including knowledge translation) and interpersonal skills.
- Strong people management skills including line management and staff development.

Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Eligible Candidates must be:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- 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
- 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

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

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.

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).

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).

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).

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.

Principal Conditions of Service

General

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

Salary and Payment Arrangements

The Assistant Principal Officer Standard Salary Scale - PPC will apply to this position:

Personal Pension Contribution (PPC)

The salary for this position, with effect from 01 February 2022, is as follows:

€70,399 - €72,991 - €75,620 - €78,258 - €80,891 - €82,409 - €85,067 (LSI-1) - €87,734 (LSI-2)

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(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 a permanent 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.

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

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 will be 30 working days a year. 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 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 Social Protection within the required time limits.

Secrecy, 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 Act 2014. The post holder will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour:

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

Ethics in Public Office Acts:

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

Prior approval of publications:

An 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/>

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

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

- **Pensionable Age:** The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- **Retirement Age:** Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service

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

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

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

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

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 his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

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

The appointment is subject to the deduction of Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website - www.singlepensionscheme.gov.ie.

Please note;

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

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 IHREC with the corresponding downloadable information booklet for each position.

Applications should be submitted via email and must include:

- A completed Application Form outlining why you wish to be considered for the post and how your skills and experience meet the requirements for the position

Only applications fully submitted will be accepted into the campaign

To apply for this role candidates must submit the relevant, signed and completed application form to ihrec@osborne.ie

Closing Date

Deadline for application: Please note latest receipt for applications is **19th May 2022 at 5:30pm**. Incomplete applications, postal applications or CV's will not be accepted. Any applications received after the closing date and time will not be considered.

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 Osborne Recruitment at ihrec@osborne.ie to ensure your application has been received.

Interviews

Interviews are anticipated to be held week commencing 13th June 2022. Candidates should make themselves available on the date(s) specified by IHREC and should make sure that the contact details specified on their application form are correct.

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.

Equality and Diversity

IHREC is committed to equality of opportunity to individuals applying to work. We seek to eliminate discrimination, promote equality of opportunity and protect the human rights of each individual as part of our statutory obligation under Section 42 of the Irish Human Rights and Equality Commission Act 2014. We undertake to build a diverse workforce, representative of Irish society. We aim to create an inclusive work environment where our differences are respected and all individuals are valued. We welcome applications from candidates identifying with minority communities and those with a broad variety of backgrounds and experiences.

Reasonable Accommodations

IHREC is an equal opportunities employer and applications are welcome from those with a disability.

Reasonable accommodation to support people with disabilities to participate in this competition will be provided. Please contact Osborne Recruitment at accessihrec@osborne.ie to ensure that specific needs are obtained and known at application stage and prior to interview / testing. Reasonable accommodations will be delivered, meeting the needs of the individual insofar as possible.

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, IHREC 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 IHREC may, at its discretion, select and recommend another person for appointment on the results of this selection process.

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

The Irish Human Rights and Equality Commission will consider requests for review and complaints in accordance with the provisions of the code of practice published by the CPSA.

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Irish Human Rights and Equality Commission (IHREC). The IHREC

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.

IHREC recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Director of IHREC) 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 IHREC 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

- The candidate must address his/her concerns in relation to the process in writing to IHREC, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 5 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 Director of IHREC.
- The outcome must generally be notified to the candidate as soon as possible but in any event 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 IHREC 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 IHREC in the first instance on an informal or formal basis. A formal review will be carried out by an IHREC independent reviewer.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the IHREC 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 the complainant cannot support their allegations by setting out how the IHREC has fallen short of the principles of this Code.

On receipt of a complaint IHREC 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 IHREC to suspend an appointment process while it considers a request for a review.

Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the CPSA at its sole discretion.

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 that may arise. 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. It is not envisaged that appointments will be made from this competition after 31 May 2024.

Qualification and placement on a panel is not a guarantee of appointment to a position. Once reached on the panel, a candidate will normally be considered for one position only. Once assigned to a position, a candidate will be removed from the panel and will no longer be considered for any future positions.

Deeming of candidature to be withdrawn

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

Data Protection

When your application is received, a personal record is created by Osborne Recruitment on behalf of IHREC, 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 Osborne Recruitment and the interview panel. The record will be retained by IHREC for 3 years from the end of the competition and by Osborne Recruitment for 18 months. Interview board notes may be retained for 30 years after which they will be transferred to the National Archives. Neither IHREC nor Osborne Recruitment 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.

The Irish Human Rights and Equality Commission is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minority and people with disabilities.

Appendix I: Key Competencies for Effective Performance - Assistant Principal Officer

Leadership

- Actively contributes to the development of the strategies and policies of the Department/ Organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development Identifies and takes opportunities to exploit new and innovative service delivery channels Judgement

Analysis & Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Uses judgment to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
- Takes a firm position on issues s/he considers important

Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division

- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services Effectively manages multiple projects

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

Drive & Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity