



An Roinn Dlí agus Cirt, Gnóthaí Baile agus Imirce Department of Justice, Home Affairs and Migration

CANDIDATES' INFORMATION BOOKLET

PLEASE READ CAREFULLY

**Competition for Appointment to Higher Executive Officer
Purchasing/Procurement in Forensic Science Ireland**

Closing date: 3pm on 17th November 2026

The Department of Justice, Home Affairs & Migration is committed to a policy of equal opportunity.

The Department of Justice, Home Affairs & Migration 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

Higher Executive Officer Purchasing/Procurement in Forensic Science Ireland

Background.

Forensic Science Ireland (FSI) is an associated office of the Department of Justice, Home Affairs & Migration and plays a pivotal role in Ireland's criminal justice system. Its mission is to provide the Irish Justice System with a high - quality integrated Forensic Service through independent, expert scientific analysis and advice to best international standards.

FSI is based in a new purpose-built facility at the Backweston Laboratory Campus, Celbridge, Co. Kildare. It currently has 212 staff, which includes scientists, Garda experts and analysts trained in forensic testing and reporting techniques, supported by administration and ICT professionals. FSI is expected to increase staffing and capacity in the coming years to support the growing demand for its services.

FSI partners with third level institutions and European forensic organisations to advance the science, practice and effectiveness of forensic services. FSI is a progressive organisation, accredited under ISO 17025, where quality of service-delivery, scientific rigour, continuous improvement and innovation are highly valued.

FSI now has a vacancy for a Purchasing/Procurement Higher Executive Officer.

For more information on FSI and the work we do please refer to our website <https://forensicscience.ie/>

FSI is accredited according to ISO17025 (2017) and holds a Platinum Excellence through People certification.

The role

Working within the Corporate Services Discipline, the Purchasing/Procurement Officer will provide a comprehensive service to all business units in FSI in managing the purchasing and procurement functions, ensuring procurement compliance, developing best practice value contracts and promoting procurement awareness generally. The Corporate Services Discipline has responsibility for managing and developing central contracts and the Purchasing/Procurement Officer will have a lead role developing, implementing and managing the processes.

The procurement environment within the public sector has significantly changed and will necessitate greater collaboration at national level with the OGP. The successful candidate will be expected to represent the procurement, including green procurement, needs and requirements of the FSI when engaging with a wide range of external stakeholders.

Key Responsibilities of the role

The main responsibilities of the role are:

- Management and coordination of all purchasing and procurement activities for FSI, whilst ensuring that Public Procurement Guidelines for the purchase of Goods and Services are adhered to.
 - Ensuring that the Public Procurement process provides Value for Money for FSI.
 - Management of Procurement documentation and Procurement Templates for FSI.
 - Liaising with the Office of Government Procurement (OGP), Education Procurement Service (EPS) and other Central Purchasing Bodies (CPB) in relation to government and centralised frameworks.
 - Monitoring of supplier's agreements and contract management where applicable.
 - Providing subject matter expertise to FSI staff and provide advice on procurement related matters and public procurement process.
 - Maintaining contracts register to assist in forward planning and exercising appropriate internal control and arrange for the publication of relevant details where required.
 - Coordinating the maintenance of all relevant Procurement records.
 - Assisting with the development of an annual procurement plan, ensuring regular review and quarterly reporting to the FSI Management Board regarding the plan.
 - Promoting green procurement awareness within FSI and implement best practice in all dealings.
 - Monitoring and report on the utilisation and uptake of existing OGP, regional and other framework contracts.
 - Managing a procurement team who oversee the processing of purchasing order for FSI, monitor purchase orders, supplier accounts, and Procurement activity / spend to ensure compliance with Procurement guidelines and best practice.
 - Day to day duties including dealing with various queries from FSI staff and suppliers' contractors and the approval of orders in adherence to public procurement guidelines.
 - Participating in and support of the development of IT systems as appropriate.
 - Any other duties relevant to the role and grade which may be assigned by FSI management.
- The above is intended as a general guide to the duties of the role and responsibilities. It is not intended to be definitive. The role and responsibilities will be subject to review.

Please note: The above is a general guide to the principal duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may be assigned from time to time.

Working Environment

Blended working arrangements are in place within the Department and are subject to business needs. The successful candidate may be required to travel to attend client, stakeholder and consultancy meetings. Travel and subsistence will be paid in accordance with Civil Service regulations.

Vacancies & Location

The post will be based at Forensic Science Ireland, Backweston Laboratory Campus, Celbridge, Co. Kildare. Candidates who are successful in this competition will be placed on a panel, in an order of merit, from which future vacancies may be filled.

A panel will be formed from this competition and will be in place for a period of two years from date panel is formed.

Training and Development

On-the-job training is provided/encouraged. Facilities are also provided for attendance at courses, conferences, etc., relating to the role.

The Department has in place a performance management development system (PMDS) in conformity with the general policy of the Civil Service. Continuous Professional Development (CPD) among its professional staff is encouraged and supported, including participation in training and development programmes/courses to support and develop. Attendance at relevant external lectures/ conferences / seminars relating to the role is also facilitated. In addition, the Department assists with educational opportunities through a 'refund of fees scheme' for attendance at third level further education

Entry Requirements

Candidates must by the closing date for applications have:

- Qualification/Certification in Public Procurement (including green procurement) or have undergone comprehensive public procurement training.
- A minimum of 2 years' experience directly involved in the area of Purchasing and Procurement management;

Candidates must also have:

- A proven track record of delivering successful outcomes in Public Procurement;
- A thorough knowledge of Public Sector procurement guidelines, rules and regulations with a commitment to high standards of public service;
- Experience of engaging with OGP and procurement frameworks;
- Experience of developing and implementing procurement policies and procedures;
- A thorough knowledge of the e-Tenders platform;
- The ability to identify and meet targets and savings through optimising portfolio spend;
- Strong communication, analytical, reporting and interpersonal skills;
- Significant experience in managing staff including but not limited to general staff supervision, teamwork scheduling, staff development and training.

Desirable

- Experience of drafting, negotiating, executing and managing Contracts;
- Good administrative and IT Skills.
- Experience of engaging with other Procurement Bodies (e.g. the Education Procurement Service).

In addition to the above, candidates must also be able to demonstrate the [Key Capabilities](#) identified for effective performance at this level.

Please Note

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

The onus is on the candidate to ensure they fulfil the eligibility requirements as set out. The Department of Justice, Home Affairs & Migration reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who are unable to demonstrate that they hold/will hold the required qualification(s) by the deadline specified may be withdrawn from the competition at any stage. An invitation to interview or any element of the selection process is not acceptance of eligibility.

Candidates who are placed on a panel and come under consideration for a position will be required to provide documentary evidence of their eligibility, including qualifications. Please be aware a transcript of results may be required; therefore, the onus is on candidates to have this information available if requested by the Department of Justice, Home Affairs & Migration.

Key Capabilities for effective performance at Higher Executive Officer Purchasing/Procurement



This framework aims to establish a 'capability profile' for each candidate, by taking a person-centred approach, examining behaviours, skills, strengths, knowledge, values, motivation and interests.

There are four broad Capability Dimensions within the framework:

1. Building Future Readiness (split into 2 dimensions) – Digital Focus, Innovation and Upskilling for the Future
2. Evidence Informed Delivery (split into 2 dimensions) – Delivering Excellence and Analysis, Judgement & Decision Making
3. Leading & Empowering (split into 2 dimensions) – Leading, Motivating & Developing and Leading with Specialist Insight
4. Communicating & Collaborating (split into 2 dimensions) – Communicating & Influencing and Engaging & Collaborating

Benefits

As well as a rewarding and challenging career, some of the benefits of this role in the Civil Service are:

- An incremental salary scale starting at €60,029 per annum
- A generous state pension.
- 29 days annual leave entitlement per year, rising to 30 after 5 years' service,
- Excellent range of benefits that provide additional support and flexibility to enable a truly enjoyable work life balance, including blended working arrangements.
- Paid sick leave.
- Excellent career development opportunities and resources to help you grow skills, capabilities, and experience for a rich, rewarding civil service career.
- Open recruitment and promotion channels.
- Generous advance fees educational assistance and paid study and exam leave to support you while you study.
- Employee Mentoring programme.
- Employee networks.
- Wellbeing supports, including an employee assistance programme, public service credit union and wage deduction facilities.
- Cycle to work Scheme and TaxSaver Travel Pass scheme - We are a certified Gold Cycle Friendly Employer and a certified Gold Smarter Travel Employer.
- Trade union membership (voluntary).

Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 permission¹ or a Stamp 5 permission

¹ Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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).

Incentivized 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 Housing, Planning, Community and Local Government (Circular Letter LG(P) 06/2013)

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. 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.

Employer of Choice

As an Employer of Choice the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis), etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Principal Conditions of Service

General

The appointment is subject to the Civil Service Regulation 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 salary for this position is as follows (rates effective from 1st June 2026):

€60,029 - €61,785 - €63,537 - €65,286 - €67,044 - €68,792 - €70,547(NMAX) - €73,077(LSI1) - €76,546(LSI2)

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

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.

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.

Subject to satisfactory performance increments may be payable in line with current Government Policy.

Payment will be made fortnightly by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

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/Formers Staff Members/Pensioners.

Annual Leave

Annual leave will be 29 days annual leave entitlement per year, rising to 30 after 5 years' service. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 41 hours 15 minutes gross or 35 hours net per week. No additional payment will be made for extra attendance (over and above 41 hours 15 minutes gross or 35 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Work Patterns

As an Employer of Choice the Civil Service has many flexible and family friendly working policies. 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. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Location

Your headquarters may be re-designated from time to time by the Secretary General of the Department of Justice, Home Affairs & Migration. When absent from home and headquarters on official duty the appointee will be paid appropriate travel expenses and subsistence allowances, in accordance with Civil Service regulations.

Part 2 - Conditions which apply generally to this position

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service. The probationary contract will be for a period of 9 months from the date specified on the contract. 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, 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 the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation. and
- Any other statutory provision providing that probation shall –
 - stand suspended during an employee's absence from work; and
 - be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension. All appointees will serve a 9 month 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.

Functions, Powers and Duties

The appointee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position.

Unfair Dismissals Acts 1977-2015

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

Organization of Working Time Act 1997

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

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.

Appointees, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Department of Justice, Home Affairs & Migration. Payment of salary during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Official Secrecy and Integrity

The appointee will be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act 2014. The appointee will agree not to disclose to unauthorised third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment in accordance with the provisions of the Act.

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 Act

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

Prior Approval of Publications

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

Political Activity

During the term of employment, the appointee will be subject to the rules governing Civil Servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following website: gov.ie/circulars

Retirement and Superannuation

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

Pension Abatement

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

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

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007 The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e., the added years previously granted will not be taken into account in the calculation of the pension payment).

III-Health-Retirement

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

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

Appointment post III-health retirement from Civil Service

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

If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.

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.

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

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.

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.

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.

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 (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

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.

Competition Process

The Department of Justice, Home Affairs & Migration accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the Department of Justice, Home Affairs & Migration and should make sure that the contact details specified on their application are correct.

How to apply

Please note that Forensic Science Ireland has engaged an external recruitment company, Staff line Recruitment, to manage the online application process and assist with the selection process. You can apply for the HEO Purchasing and Procurement role by completing the online application form at: <https://staffline.getgotjobs.ie/home>

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

Closing Date

The closing date for receipt of applications is **3pm on 17th November 2026**.

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying, please email Recruitment@FSI.gov.ie

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application form.
- a competitive preliminary interview.
- remote interviewing.
- completion of online questionnaire(s).
- presentation or other exercises.
- work sample / role play / media exercise, and any other tests or exercises that may be deemed appropriate.
- a final competitive interview.

Shortlisting

A shortlisting process will involve an expert panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position.

Candidates will be shortlisted for interview using the following methodology:

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, the Department of Justice, Home Affairs & Migration may decide that a smaller number will be invited to the next stage of the selection process.

The Department of Justice, Home Affairs & Migration provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience.

During shortlisting, a board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process. The shortlisting criteria may include both essential and desirable criteria specified for the position, and it is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application. The onus is on candidates to complete the application form fully and accurately

Assessment Criteria for Interview

Information from Sections A & B of the application form will be considered during the interview. Through a capability-based interview, the competencies set out below will be used by the interview board to assess candidates and form the panel.

Higher Executive Officer Capabilities
Building Future Readiness
Leading and Empowering
Evidence Informed Delivery
Communicating and Collaborating

Scoring Framework

	Scoring Framework				
Capability Dimensions	Sub Dimensions	Fail: Insufficient evidence	Potential: Evidence of Potential	Pass: Good Evidence	Pass: Very Good - Excellent Evidence
Building Future Readiness	Digital Focus innovation & upskilling for the future	1-8	9-12	12-18	19-25
	Strategic Awareness & Change	1-8	9-12	12-18	19-25
Evidence Informed Delivery	Delivering Excellence	1-17	18-21	22-34	35-50
	Analysis, Judgement & Decision Making	1-17	18-21	22-34	35-50

Leading & Empowering	Leading, Motivating & Developing	1-17	18-21	22-34	35-50
	Leading with Specialist Insight	1-17	18-21	22-34	35-50
Communicating & Collaborating	Communicating & Influencing	1-17	18-21	22-34	35-50
	Engaging & Collaborating	1-17	18-21	22-34	35-50

Scoring Categories Explained

Pass (Good Evidence) or (Very Good – Excellent Evidence):

Candidates who demonstrate ‘good’ or ‘very good – excellent’ evidence of capability.

Fail (Insufficient Evidence):

Insufficient evidence of capability, lack of relevant experience/transferrable skills as required.

Candidates who do not demonstrate sufficient evidence of capability (i.e fall into the ‘fail’ category) in any area will be deemed unsuccessful overall.

Potential

As part of the scoring process, there is now scope for candidates to demonstrate ‘potential’. Instead of having to strictly ‘pass’ on all areas, candidates will be permitted to demonstrate ‘potential’ in one area and still be deemed successful overall, provided they show sufficient evidence of capability across the other areas, as required.

Candidates typically fall into this category when there is some evidence of capability shown but it is not sufficient for the candidate to pass the area outright. Potential may be recognised in cases where a candidate has had ‘some or relatively limited direct experience or exposure at the required level but can show transferrable skills and knowledge in principle of what is required, as well as demonstrating good understanding of the appropriate behaviours required at that level, with the motivation to learn and potential to quickly develop their capability.’

As outlined in section above, instead of having to strictly ‘pass’ on all areas, candidates will be permitted to demonstrate ‘potential’ in one area and still be deemed successful overall, provided they achieve a score of at least 210 marks, from a total of 350 available. The maximum score for the ‘Building Future Readiness’ capability is 50 the maximum score per the remaining capabilities is 100.

Panel

A panel may be established from which appointments may be made which will expire two years from the date the panel is formed or when it has been exhausted, whichever is sooner. Candidates will be advised of the outcome of the competition as soon as possible after the interview process. Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

Confidentiality

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

References

Should you be the successful candidate at final interview, we will require a reference from your current employer prior to recommendation for appointment. You will also be required to complete a number of clearance processes such as Security Clearance, Garda Vetting & Health and Character Declaration.

Security Clearance

The successful candidate must undergo strict security checks/screening and will be required to provide a list of all addresses at which they resided. The applicant will also be required to provide clearance/disclosure from the police force or equivalent authority of any country in which they resided for more than 6 months. If unsuccessful this information will be destroyed by the Department of Justice, Home Affairs & Migration.

Garda Vetting

If an applicant comes under consideration for appointment s/he will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided

Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. A criminal conviction will not automatically make an individual's application ineligible. In the event of conflicts of interest, candidates may not be considered for certain posts.

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

Other Important Information

The Department of Justice, Home Affairs & Migration 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, Home Affairs & Migration is 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 the Department of Justice, Home Affairs & Migration 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.

Once a candidate has accepted or refused an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Review Procedures in relation to the Selection Process

The selection process for this competition is being carried out in accordance with the principles set out in the *CPSA - Code of Practice*.

Information regarding review procedures is set out in Sections 7 and 8 of the *CPSA - 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 their candidature (but does not believe there was a breach of the Code of Practice).
- Section 8: complaint 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 by the Department of Justice, Home Affairs & Migration 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 *CPSA - Code of Practice*. These timelines are restricted 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 *CPSA - Code of Practice*. A request for a review may be refused if the candidate cannot support their request.

You are entitled to acknowledgement, within three days of a request for formal review, and the outcome of the review must be provided to you within twenty-five 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.

More information on the Code of practice can be found on the CPSA website – www.cpsa.ie

Candidate Feedback

Feedback will be provided on written request.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other tests when and where required by the Department of Justice, Home Affairs & Migration or who do not, when requested, furnish such evidence as the Department of Justice, Home Affairs & Migration require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 and 2003 and the provisions of the EU General Data Protection Regulation.

Candidates should note canvassing will disqualify.