



An Roinn Airgeadais
Department of Finance

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Circular 19/2001: Confined competition for temporary appointment as Higher Executive Officer (Purchasing Manager) in Ordnance Survey Ireland

A Dhuine Uasail.

1. I am directed by the Minister for Finance to announce the holding of confined competition for a temporary appointment as Higher Executive Officer in Ordnance Survey Ireland. The eligibility requirements for the temporary appointment are set out in paragraphs 4 to 6 below and the selection procedures are set out in paragraph 9. The competition will be held by Ordnance Survey Ireland itself.

Ordnance Survey Ireland

2. Ordnance Survey Ireland (OSI) is the national mapping authority. It currently operates under the aegis of the Minister for Finance and has a staff of some 300 people in seven different locations. OSI's budget for 2001 is £16.4 million while income in 2000 was £7.8 million. The headquarters of the OSI are located in the Phoenix Park. Legislation is currently being prepared to establish OSI as a state body with a strong commercial focus. This will ensure that OSI can continue to carry out its public sector responsibilities while also addressing the needs of geographic information users in the rapidly expanding information society.

Job description

3. The appointee, who will report directly to the Financial Controller, will be responsible for managing the purchasing function, as set out below:

- The appointee will provide for all OSI departments and regional offices, all materials, supplies, tools, equipment and services necessary for their operation.
- Secure such materials, supplies, tools, equipment and services at best value for money, while establishing and maintaining a reputation for fairness and integrity and complying with all EU and Irish legislation.
- Manage the tendering process, ensuring compliance with current legislation.
- Furnish management with timely information in relation to all aspects of procurement generally and to act as an information source to all departments.
- Manage all warehouse-related activities.

TO ALL DEPARTMENTS

[For department, read department/office throughout this circular.]

The competency requirements for this position are set out in detail in the application form, which will be designed to allow candidates to present their relevant skills and experience to best effect.

Eligibility

4. Candidates for the posts must;

a. on the date they apply for the competition be serving in an established capacity in the civil service in a grade which has a salary maximum equal to or below the maximum salary of the Higher Executive Officer (Standard Scale),

and

b. on **1 June 2001** have not less than five years' service in their existing grade or an aggregate of five years' service in eligible grades or not less than seven years' total service of which not less than two years was in an eligible grade (set out at (a)).

5. Officers on probation are ineligible unless they would have been eligible had they remained in their previous grade and they have served continuously since satisfactorily completing a probation period; special leave without pay does not break continuity of service for this purpose.

6. Officers on special leave with pay may apply, if otherwise eligible. Officers on special leave without pay (e.g. to serve with the EU) may be eligible; Personnel Sections should check cases not covered by Department of Finance Circular 33/91 with this department. Officers on career break may apply if their career break conforms with the terms of Department of Finance Circular 18/98 and if they are otherwise eligible.

Conditions of appointment

7. If the successful candidate is not already serving as a Higher Executive Officer he or she will be offered appointment to that grade. Recertification may be necessary in certain circumstances. Such appointment will be in an acting capacity for at least one year and will be subject to the usual conditions governing such appointments. The appointee will be on loan to Ordnance Survey Ireland for a period of **three** years. The period of loan may be extended by agreement between the officer, the parent Department and Ordnance Survey Ireland. On expiry of the loan, the officer will return to fill a normal Higher Executive Officer vacancy in the parent Department. If there is no suitable vacancy at that time the return will be deferred until one arises. The officer's return to the parent Department will be offset against the next liability that Department would have under the interdepartmental scheme of promotion to Higher Executive Officer level posts.

8. In the event of an officer's service with the Ordnance Survey Ireland not being satisfactory, the officer will be returned to his or her parent Department/Office prior to the completion of the three year loan period and the payment of the higher salary will cease on the date of such return. In the event of an officer failing to remain with Ordnance Survey Ireland for the duration of the three year loan period, the next eligible officer on the panel may be offered an appointment for a shorter period than three years.

The competitions

9. Selection for temporary appointment will be by means of a competitive interview conducted by a board established by the Ordnance Survey Ireland. The interview board may, having examined the applications of all candidates decide that a number only of candidates will be invited to attend before them for interview. In addition, the board may, at their discretion, require that candidates undergo preliminary interview and invite only those who reach the requisite standard to attend for competitive interview to select the candidate best qualified for appointment. Interviews will be held in early June 2001.

Duration of panels

10. It is envisaged that, if sufficient candidates reach the requisite standard for appointment, a panel for temporary appointments at Higher Executive Officer will be formed as a result of the competition. The panel will run until 31 December 2002 or until it is exhausted, whichever is the earlier.

Applications

11. Candidates should obtain their application forms from the Personnel Section of their serving department; Ordnance Survey Ireland will supply forms to Personnel Sections on request. Candidates should return their completed application forms directly to the **Human Resources Manager, Ordnance Survey Ireland, Phoenix Park, Dublin 8** to arrive not later than 5.15 p.m. on **Friday 25 May 2001**. This closing date must be strictly observed. An applicant who has not heard from Ordnance Survey Ireland by **Friday 1 June 2001** should contact that Office immediately.

12. Ordnance Survey Ireland will contact Personnel Sections in respect of candidates being called for interview. For each candidate called to this stage of the competitions the Personnel Officer will be required to certify that the candidate;

- has been satisfactory and worked well in his or her present grade,
- has been satisfactory in general conduct,
- fulfils the conditions of eligibility specified in this Circular, and

will be released to serve in the Ordnance Survey Ireland, on loan, if successful in the relevant competition.

13. For each candidate called to interview the Personnel Officer will give Ordnance Survey Ireland an assessment of the candidate's suitability for promotion on a form supplied by the Office. The promotion potential form in the relevant scheme of performance appraisal as completed at the last appraisal before the date of the competition circular should be used when completing that form. Where a sufficiently long period, say about nine months, has elapsed since the candidate's appraisal, and where there is reason to believe that the candidate's performance in the meantime merits a change in the assessment, then a current appraisal should be made.

14. Eligibility to compete, and health and level of sick leave, will not be verified by Ordnance Survey Ireland until a candidate comes under consideration for appointment. So admission to the competition and placement on a panel do not imply that a candidate meets the health and sick leave criteria. In considering a candidate's suitability for appointment in terms of health and sick leave, the Board will have regard to Department of the Public

Service Circular 34/76, as amended by Department of Finance Circular 32/91. Candidates with doubts about any aspect of their eligibility should clarify their position with their Personnel Section before applying.

Circulation

15. Personnel Sections should bring this circular to the notice of all eligible officers serving in their departments and associated offices without delay, including officers on maternity leave, career break and other relevant forms of leave. If candidates have any queries about the circular they should contact their Personnel Section. Subsequent enquiries about their candidature should be addressed to Ordnance Survey Ireland.

Mise le meas,

Joe McGovern
Assistant Secretary