

An Roinn Airgeadais Department of Finance

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E85/387

7 July, 2004

## <u>Circular 19/04:</u> Transfer of sections of the Passport Office of the Department of Foreign Affairs to Balbriggan, County Dublin.

A Dhuine Uasail,

1. The Department of Foreign Affairs is transferring approximately 100 posts to a new passport facility in Balbriggan, County Dublin, on a phased basis, during this year.

#### Grades required

2. Some officers in the Department of Foreign Affairs have already opted to transfer to the new location. The purpose of this circular is to canvass staff in other Departments/Offices who would be willing to transfer to the Passport Office in Balbriggan. It is expected that a relatively small number of staff will be required in the following grades:

Executive Officer Staff Officer Clerical Officer Services Officer

3. As some of the posts at Executive Officer level may involve ICT related duties (e.g. network/systems administration), applications from officers with experience in the ICT area would be particularly welcome.

4. Vacancies in the Clerical Officer grade will be filled from the central transfer lists in the first instance. All Officers interested in transferring to Balbriggan should make formal application to the Department of Foreign Affairs and, if applicable, state the Department or Office on whose transfer list they feature. Applications received under this circular from Officers in that grade who are not already on the central transfer lists of other Departments will be placed on a new Department of Foreign Affairs central transfer list for Balbriggan. Officers who have previously lodged an informal application with the Department of Foreign Affairs to relocate to Balbriggan should now make a formal application to that Department of foot of this Circular.

5. Applicants will be selected by the Department of Foreign Affairs having regard to seniority and suitability and those selected will be transferred definitively to the Passport Office of the Department of Foreign Affairs in Balbriggan.

#### <u>Seniority</u>

6. All Officers, with the exception of those in grades represented by the CPSU, transferring into and out of the Department of Foreign Affairs will retain their service-based seniority. In the case of grades represented by the CPSU, Officers transferring into the Department of Foreign Affairs will not retain their seniority (paragraph 11 of Appendix A, Agreed Report 782). Officers transferring out of the Department of Foreign Affairs will carry their service for seniority purposes.

7. Officers transferred to the Department of Foreign Affairs will be eligible to be considered for promotion within the Department of Foreign Affairs subject to the normal regulations. They will continue to have the same rights as they now have to compete in interdepartmental competitions.

#### Working Hours

8. The standard attendance pattern, with flexible working hours, will apply to many posts in Balbriggan. Officers on flexible working hours may be required to participate in rotas so as to ensure that certain work areas are staffed from 9.15am to 5.30pm. Work-sharing will be available in Balbriggan in accordance with the terms and conditions laid down centrally by the Department of Finance.

9. Shift-work will apply to a small number of posts, mainly involved in machine operations in the new Passport Production area. Two shifts of 7am to 3pm and 2pm to 10pm are being considered. These shifts would operate on an alternative week basis (e.g. week on early, week on late). Staff employed in these areas would therefore normally need to be available to work each shift on a rotation basis.

10. Shift-working will be undertaken on a voluntary basis and centrally agreed conditions applicable to shift-working will apply. A shift premium (pensionable) of one-sixth of salary will be paid to all officers working shift-hours. In applying for transfer to Balbriggan, officers will be asked to indicate whether they wish to be considered for a shift-working post. Officers who opt for shift-working and who subsequently decide to return to a standard attendance pattern will be required to apply six months in advance to do so.

#### Transferring

11. Removal expenses will not be payable. It is expected that the transfer to Balbriggan will be completed by late 2004 but staffing arrangements must be finalised as soon as possible so that transferees will be familiar with the work before the transfer takes place. Therefore, officers may be transferred to the Department of Foreign Affairs' Passport Office in Dublin city centre in the first instance. Information about amenities in Balbriggan is attached.

#### How to apply

12. Any Officer who wishes to transfer to Balbriggan, including those already on the central transfer lists, or, who has already applied directly to the Department of Foreign Affairs, must make a formal application now, through his/her Personnel Section, in accordance with this circular. The Department of Foreign Affairs may decide to shortlist candidates. Transfer applications should be sent by the applicant's own Personnel Section to the Department of Foreign Affairs. The application, accompanied by a duly completed T. Gen. 20, and part 2 of Increment Form T. Gen.3 must reach Irene Dolan, Human Resources 1, Department of Foreign Affairs,76-78, Harcourt Street, Dublin 2, by Tuesday 3<sup>rd</sup> August,2004 at the latest. If there are no applications from a Department or Office, a "Nil" return should be forwarded.

#### Circulation

13. Please bring this circular to the notice of all eligible officers serving in your Department and associated Offices without delay.

Mise le meas

Colm Gallagher Assistant Secretary To/ All Departments etc.

## **BALBRIGGAN**

The seaside town of Balbriggan, situated about 20 miles north of Dublin city, is a picturesque place, steeped in history. Today, the population has reached 9,000 and the local Chamber of Commerce has predicted that the population will grow to 25,000 over the next ten years. Balbriggan is home to over 300 businesses. The new Department of Foreign Affairs office will be located in the Fingal Bay Business Park, which is within walking distance of Balbriggan town centre and railway station.

### **Accommodation**

There is a wide variety of accommodation for rent or purchase in Balbriggan. Four auctioneers/estate agents operating in the town are available to answer any queries regarding accommodation therein. There are several quality builders in Balbriggan who build private estates to a very high standard - some new developments are currently underway. Average rents and house prices are as follows:

**Rental Properties: -**

One bedroom apartment/townhouse €600/€650 per month Two bedroom apartment/townhouse €850/€900 per month Three bedroom townhouse €1000/€1100 per month Four bedroom townhouse €1000/€1100 per month

New and second hand properties

1 bed apartment/Townhouse €160,000/€170,000

2 bed apartment €180,000/€190,000

2-bed semi detached townhouse €190,000

2 bed mid terraced townhouse €185,000/€190,000

3 bed mid terraced €200,000/€210,000 3-bed semi detached €215,000/€225,000 3 bed detached €230,000/€240,000

4 bed mid terraced €225,000/€245,000 4-bed semi detached €260,000/€285,000 4 bed detached from €270,000

### **Education**

Balbriggan is served by 8 schools - 2 Second-level and 6 Primary. Regional Colleges are located in Dundalk and Dublin. Dublin Universities are approximately 22 miles away. All can be accessed by bus and rail services.

### **Sports and Recreation**

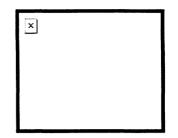
Balbriggan is a traditional fishing harbour beside which is a lovely beach overlooked by a Martello Tower. The town has retained much of its old world charm. With the new Balbriggan by-pass complete, it is now an even more peaceful place for the visitor or resident.

Balbriggan town has an 18-hole golf course. Other golf clubs in the area include Skerries, The Island Golf Club, Donabate, Baltray Golf club, Hollywood Lakes Golf Club, Ballyboughal. Other facilities are available for pitch and putt, badminton, tennis, athletics, cricket, karate, boxing, cycling, fishing, ballet, basketball, gymnastics, rugby, soccer (indoor and outdoor), keep-fit and G.A.A.

The following Great Houses and Gardens are to be found in the surrounding area:

Ardgillan House and Demesne, Balbriggan Malahide Castle and Demesne, Malahide Newbridge House and Demesne, Donabate Traditional Victorian Farm, Donabate

## TRANSFER OF SECTIONS OF DEPARTMENT OF FOREIGN AFFAIRS (PASSPORT OFFICE) TO BALBRIGGAN, CO. DUBLIN



## **APPLICATION FORM**

Attach recent photograph

#### 1. PERSONAL DETAILS

Name in full: (Block Capitals)		 	 
Grade:		 	 
Department:		 	 
Official Address: (Block Capitals)		 	 
Official Tel. No.	<u> </u>	 ·····	 
Date of Birth:		 	 

#### 2. EDUCATIONAL AND OTHER QUALIFICATIONS:

Year	Qualification	Educational Institute

From	То	Post Held	Name and address of employer

## 3. PARTICULARS OF EMPLOYMENT OUTSIDE THE CIVIL SERVICE :

# 4. **DETAILS OF EMPLOYMENT IN THE CIVIL SERVICE:** (Beginning with current position)

From	То	Grade	Department/Office	Section	Main duties of post

rom	То	Grade	Department/Office	Section	Main duties of post

## 5. ANY OTHER RELEVANT INFORMATION

*Note:* applicants who wish to do so may submit additional information on a curriculum vitae (but this is not a requirement).

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6. I wish to be considered for a shift working post in Balbriggan in accordance with paragraphs 9-10 of the circular:

Yes 🛛	No (please tick relevant box)
DECLARATION:	I certify that the particulars given in this application form are correct.
<b>SIGNATURE:</b> (of applicant)	
DATE:	