

11 December 2014

**Circular 04/2014:**  
**Interdepartmental Competition for Promotion to**  
**Executive Officer (EO) in the Civil Service**

A Dhuine Uasail,

1. I am directed by the Minister for Public Expenditure and Reform to say that the Public Appointments Service (PAS) will hold a confined competition to set up a panel from which appointments as Executive Officer may be made. It is not envisaged that appointments will be made from this competition after **30 April 2017**.

2. **Pay**

The Executive Officer (EO) Standard Salary scale will apply to this position.

**Personal Pension Contribution**

PPC (Personal Pension Contribution) salary for this position, with effect from 1 November 2013, is as follows:

€27,464, €29,418, €30,516, €32,687, €34,360, €35,977, €37,588, €39,166, €40,760, €42,311, €43,909, €44,967, €46,473 (LSI-1), €47,975 (LSI-2)

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

**Non Personal Pension Contribution**

€29,024.00	€31,094.00	€32,679.00	€34,219.00	€35,749.00	€37,247.00
€38,760.00	€40,233.00	€41,749.00	€42,760.00	€44,187.00	€45,616.00
			NMAX	LSI1	LSI2

This rate will apply where the appointee is an existing civil or public servant appointed on or before 6<sup>th</sup> April 1995 and is not required to make a personal pension contribution.

3. **Executive Officer Role**

Executive Officers are engaged in critical analysis of proposals and reports and in examining the more complex, non-routine cases on which decisions are required. Executive Officers are

involved in a wide range of roles and activities, including: researching and drafting proposals relating to policy issues and legislation; acting as junior managers in Government Departments; responsibility for managing operations and, after some experience, large numbers of people and other resources; dealing directly with the public in support of services provided to them by the Civil Service. Executive Officers are employed in all Government Departments/Offices covering a wide range of functional responsibilities. The Executive Officer grade is the entry level to junior management in the Civil Service.

In order to be effective in the role of an Executive Officer in the Civil Service, candidates need to be:

- interested in public affairs and committed to the concept of public service;
- capable of planning and organising people and resources to meet goals, targets and objectives;
- understanding and sensitive in dealing with others, and persuasive when communicating in general;
- interested in making sure all tasks are completed to a very high standard;
- willing to share ideas and information with people, with the purpose of achieving a particular result;
- interested in working as part of a team;
- capable of presenting written material in a clear, concise, comprehensive and convincing manner;
- fully committed to achieving quality results;
- capable of using initiative as and when appropriate;
- able to conduct an in-depth review of intricate, non-routine subject areas and make appropriate recommendations.

#### 4. **Eligibility**

The eligibility requirements for this competition reflect those set out in General Council Agreed Report 1526 in respect of new promotion arrangements to apply in the Civil Service. Available by clicking the link below:

<http://hr.per.gov.ie/files/2011/12/Letter-to-Personnel-Officers-Jan-2014-and-General-Council-Report-1526.pdf>

#### 5. Candidates for promotion to Executive Officer must:

- a) be serving in an established, unestablished or acting (see para 5.b) below) capacity in the Civil Service in a grade below that of Executive Officer,  
and
- b) on or before the closing date of **8<sup>th</sup> January, 2015**, and have not less than two years service in the Civil Service. Unestablished officers and officers serving in an acting capacity in the eligible grades may compete in the competition provided they fulfil the eligibility requirements set out above.

#### 6. Where an officer was acting or serving on a Fixed-Term contract and was subsequently appointed in a substantive capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two year's service. For the purpose of deciding eligibility, officers must be serving on the closing date of **8<sup>th</sup> January, 2015**

Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade. Periods of special leave without pay should not be considered to break continuity of service for this purpose.

Successful candidates will only be offered an appointment if they are serving civil servants at the time of offer.

7. Officers on special leave with pay may apply if otherwise eligible. Officers on career-break may apply if their career-break conforms to the terms of Department of Finance Circular 18/98 and if they are 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.
8. The Public Appointments Service will contact Personnel Sections in respect of candidates invited / under consideration at the latter stages of the selection process Personnel Officers will be required to certify a candidate's suitability for consideration with regard to
  - performance of work in the present grade;
  - verification that the candidate has received an Evaluation of at least "Fully Achieved Expectations" at PMDS End-of-Year Review;
  - general conduct;
  - health, especially sick leave.

## Submitting Your Application

### 9. Practical Matters

- Applications should be made online through [www.publicjobs.ie](http://www.publicjobs.ie).
- To apply, candidates must have a "User Account" on [www.publicjobs.ie](http://www.publicjobs.ie). If you have not already done so, you must register as a '**New User**' to create your Profile (register a New Account).
- If you cannot remember your profile details please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.

#### ***How to contact PAS?***

*If you have 'User Name' or 'Password' difficulties please email PAS at [EOrecruitment@publicjobs.ie](mailto:EOrecruitment@publicjobs.ie) outlining your issue and giving your name and contact details including a telephone number where you can be reached.*

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- *User Name and Password*  
It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied (see also paragraph below '*Publicjobs Messageboard*').
- *Publicjobs Messageboard*  
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.
- The onus is on each applicant to make themselves available on the date(s) specified by the Public Appointments Service, if they are invited to tests and/or interviews, and ensure that they are in receipt of all communication from the PAS.
- The PAS accepts no responsibility for communication not accessed or received by an applicant.

## 10. **How to Apply**

Please note that in parallel with this Interdepartmental Competition other separate competitions are also being conducted using the same application form. If applying for any of these, please ensure that you meet the eligibility requirements and submit only one application form indicating the competition(s) you wish to be considered for.

To apply candidates should access [www.publicjobs.ie](http://www.publicjobs.ie) and find the job posting for Executive Officer 2014. Click on '*Apply for Position*' and you will be brought into the application form which you should complete in full and submit.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via '***My Applications***'. At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or other body is satisfied that such a person fulfils the essential requirements.

Only one application per person is permitted.

**Closing Date for receipt of applications is:**

**Thursday 8<sup>th</sup> January, 2015**

It is suggested that you apply well in advance of the closing date in case you

experience any difficulties.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email [ERecruitment@publicjobs.ie](mailto:ERecruitment@publicjobs.ie). Candidates should note that support will be available during office hours until the closing date.

## 11. Selection Process

The selection process for the Executive Officer will comprise a number of stages. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Presentation exercise;
- Short listing;
- Work sample exercise;
- Language tests (oral and/or written), e.g. in the case of applicants for the Irish stream;
- Interview(s);
- Any other tests/exercises deemed appropriate.

Applicants must successfully complete and be placed highest, in order to be considered for advancement to the next stage of the selection process. The number to be called forward will be determined from time to time.

Separate procedures may be conducted to determine suitability for particular posts / location(s).

More detailed information will be made available to the relevant candidates if they are invited to progress through the process.

### Guidelines on Test and Process

As indicated, the selection process may comprise a number of stages. Stage 1 will comprise online Assessment Questionnaire and tests, further details below.

### Online Assessments & Tests

Detailed information on each selection stage will be made available at the appropriate time to candidates being invited to that particular stage of the process. Past papers are not available however, practice test material will be available in advance of Stage 1.

The PAS has no function or involvement in the provision of, and does not endorse, any preparation courses relating to the selection process.

To facilitate candidates' availability and circumstances, initial stages of the selection process will be conducted online, with later stages requiring attendance at a test/interview venue. Initial online assessments will be unsupervised and candidates may take them in a venue of their choice, wherever they have access to a computer and a reliable internet connection. It is advised to take the questionnaire and tests on a PC or Laptop. Candidates should not attempt to take the test on smart phone, mobile or tablet devices.

Please be aware that taking these tests within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking your tests in your home or other environment where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the tests. You should ensure that you can complete the tests in a quiet environment where you can concentrate without being disturbed

for the duration of the tests.

It is important to note that the email address you provide when applying must be one that you can access at all times. A link to the actual online tests/ questionnaires will be sent by email to that address shortly after the closing date. Candidates will be given specific time windows in which to complete the questionnaire and tests. You should note that you may not be able to forward the link to the tests to another email address e.g. from your work email address to your personal email. If, for example you intend taking the test at home, you should provide an email address that you regularly access from home.

Please note that while candidates complete these tests online in an unsupervised environment, those who qualify and are placed highest on the order of merit may be invited to the next stage where they will be required to sit tests in a supervised environment. If a candidate's performance at a supervised test is outside the expected scoring range from their unsupervised test, it will call into question the validity of their unsupervised tests scores and they may be excluded from subsequent stages of the selection process.

**12. Special Needs**

Candidates who indicate on their application that they have special needs will be required to submit a psychologists/medical report to PAS. PAS will then make a determination, if any, on appropriate accommodations during the selection process.

**13. Specialist Irish Language Functional Bilingual Stream**

Candidates who are fluent in the Irish language and who fulfil all other eligibility criteria may be given the opportunity to be considered as a Functional Bilingual. Successful candidates appointed from this stream must be fluent in the Irish language and be able to provide a full range of services in Irish.

Candidates will be required to undergo the Teastas Eorpach na Gaeilge ([www.teg.ie](http://www.teg.ie)) and achieve a minimum of level B2 on the European Language Framework.

14. Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are not verified by the Public Appointments Service until a candidate comes under consideration for appointment. Admission to the competition, or any of the selection stages of the competition, does not imply acceptance by the Public Appointments Service that a candidate is eligible. In particular, candidates should note that the Personnel Officer may not have verified the requirements set out in paragraph 8 above. Accordingly, admission to the competition, or any of the selection stages of the competition, does not imply that candidates meet the health and sick leave criteria.

In considering a candidate's suitability for appointment in terms of health and sick leave, the Public Appointments Service will comply with Department of Public Expenditure and Reform Circular 6/2014. Candidates having doubts on any aspect of their eligibility are advised to clarify their position with their Personnel Section before proceeding with their application.

**15. Conditions of Appointment**

Appointment to the post of Executive Officer in the Civil Service will be subject to the usual conditions governing such appointments. On appointment the appointee will serve a one-year probationary period in the post of Executive Officer. Prior to the end of this probationary period a decision will be made on substantive appointment to the grade.

16. Candidates should note that the provisions of Circular 6/89, Removal Expenses, will not apply to any offers of appointment arising from this competition.

17. A candidate who accepts an offer of appointment as Executive Officer, whether as a result of this competition or otherwise, will cease to be eligible for appointment from this competition. An officer who retires, resigns, etc. from his or her position in the Civil Service will cease to be eligible.
18. Candidates not promoted at the expiry of panel(s), will have no claim to promotion from this competition thereafter as a result of having been placed on a panel(s).

19. **Codes of Practice**

The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice titled Selection of Persons for Appointment on Promotion to Positions in the Civil Service (No. 02/04) published by the Commission for Public Service Appointments.

The Code of Practice reflects the following core principles:

- Probity
- Appointments Made on Merit
- An Appointments Process in Line with Best Practice
- A Fair Appointments Process Applied with Consistency
- Appointments Made in an Open, Accountable and Transparent Manner

Candidates are advised to familiarise themselves with the contents of the Codes of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

20. Complaints/requests for review will be considered by the Public Appointments Service in accordance with the procedures set out in the Codes of Practice.
21. The Codes of Practice may be accessed by visiting [www.cpsa.ie](http://www.cpsa.ie) or by contacting directly the Commission for Public Service Appointments (CPSA), 18 Lower Leeson Street Dublin 2. The main switchboard for the Office is 01-639 5750.

22. **General Arrangements in Respect of Appointments**

Appointments from the panels will initially be in an acting capacity. An officer whose service is not satisfactory will be notified of the action to be taken. Where a decision is made not to confirm the appointee in the post of Executive Officer, the appointee may request that the Civil Service Disciplinary Code Appeal Board review the decision. [Ref. Circular 14/2006 Civil Service Disciplinary Code paragraphs 11 and 50 (ii).] In the event of reversion, an officer will return to a vacancy in his/her former grade in the former Department.

23. The Minister reserves the right to arrange that vacancies for Executive Officer may be filled by separate interdepartmental competition or otherwise where special qualifications are deemed necessary or where other special circumstances exist. In such circumstances there will be consultation between the Official and Staff Sides.

24. **Information on Panels**

The information on panel(s) formed as a result of this competition will be made available to Personnel Officers in all Departments/Offices and The Workforce Planning Unit in the Department of Public Expenditure and Reform. In addition, candidates will be asked to agree to the same information being made available to the relevant civil service unions for the purpose of monitoring the operation of the scheme.

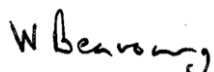
25. **Circulation and Further Information**

HR Sections should bring this circular to the notice of all eligible officers serving in their Departments and associated Offices without delay, including eligible fixed term workers, officers on term time, secondment, maternity leave, career break, contract, and all other relevant forms of leave

26. If candidates have any queries about this circular, they should contact their HR Section. Subsequent enquiries about their candidature should be addressed directly to the Public Appointments Service.

27. The Civil Service is an equal opportunities employer.

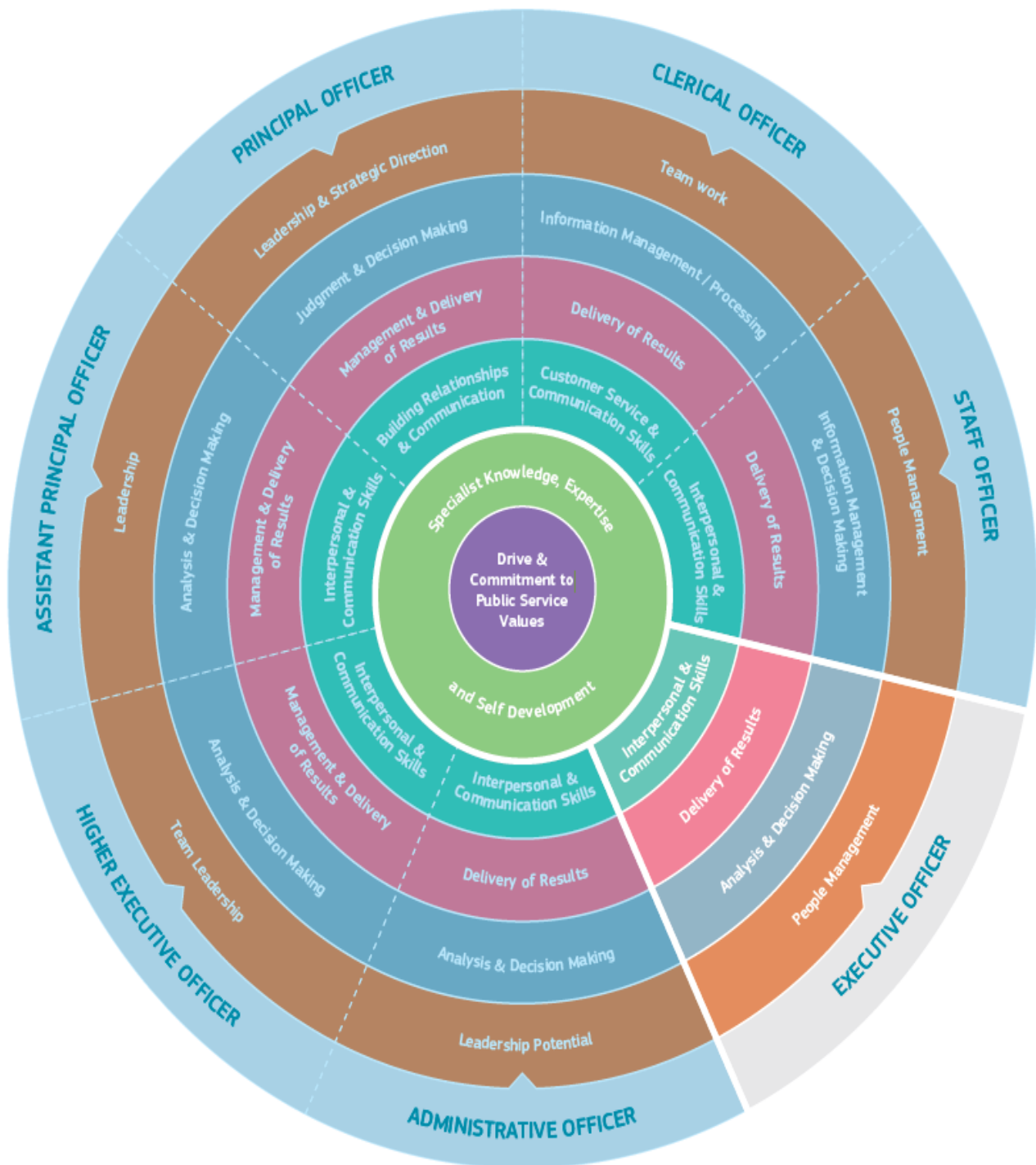
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A handwritten signature in black ink, appearing to read 'W Beausang'.

William Beausang  
Assistant Secretary



# Executive Officer Level



<b>EXECUTIVE OFFICER</b>	
<b>People Management</b>	
<ul style="list-style-type: none"> <li>• Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues</li> <li>• Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise</li> <li>• Values and supports the development of others and the team</li> <li>• Encourages and supports new and more effective ways of working</li> <li>• Deals with tensions within the team in a constructive fashion</li> <li>• Encourages, listens to and acts on feedback from the team to make improvements</li> <li>• Actively shares information, knowledge and expertise to help the team to meet it's objectives</li> </ul>	
<b>Analysis &amp; Decision Making</b>	
<ul style="list-style-type: none"> <li>• Effectively deals with a wide range of information sources, investigating all relevant issues</li> <li>• Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives, etc.</li> <li>• Identifies and understands key issues and trends</li> <li>• Correctly extracts &amp; interprets numerical information, conducting accurate numerical calculations</li> <li>• Draws accurate conclusions &amp; makes balanced and fair recommendations backed up with evidence</li> </ul>	
<b>Delivery of Results</b>	
<ul style="list-style-type: none"> <li>• Takes ownership of tasks and is determined to see them through to a satisfactory conclusion</li> <li>• Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation</li> <li>• Constructively challenges existing approaches to improve efficient customer service delivery</li> <li>• Accurately estimates time parameters for project, making contingencies to overcome obstacles</li> <li>• Minimises errors, reviewing learning and ensuring remedies are in place</li> <li>• Maximises the input of own team in ensuring effective delivery of results</li> <li>• Ensures proper service delivery procedures/protocols/reviews are in place and implemented</li> </ul>	
<b>Interpersonal &amp; Communication Skills</b>	
<ul style="list-style-type: none"> <li>• Modifies communication approach to suit the needs of a situation/ audience</li> <li>• Actively listens to the views of others</li> <li>• Liaises with other groups to gain co-operation</li> <li>• Negotiates, where necessary, in order to reach a satisfactory outcome</li> <li>• Maintains a focus on dealing with customers in an effective, efficient and respectful manner</li> <li>• Is assertive and professional when dealing with challenging issues</li> <li>• Expresses self in a clear and articulate manner when speaking and in writing</li> </ul>	
<b>Drive and Commitment</b>	
<ul style="list-style-type: none"> <li>• Is committed to the role, consistently striving to perform at a high level</li> <li>• Demonstrates flexibility and openness to change</li> <li>• Is resilient and perseveres to obtain objectives despite obstacles or setbacks</li> <li>• Ensures that customer service is at the heart of own/team work</li> <li>• Is personally honest and trustworthy</li> <li>• Acts with integrity and encourages this in others</li> </ul>	
<b>Specialist Knowledge, Expertise and Self Development</b>	
<ul style="list-style-type: none"> <li>• Displays high levels of skills/ expertise in own area and provides guidance to colleagues</li> <li>• Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department and can communicate this to the team</li> <li>• Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team</li> </ul>	