



An Roinn Airgeadais
Department of Finance

E100/6/00

2 October 2000

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Circular 27/2000: Confined competition for a temporary appointment to the position of Manager of Corporate Services in Ordnance Survey Ireland, on the basis of a higher duties allowance for Assistant Principal (higher scale) duties

A Dhuine Uasail,

1. I am directed by the Minister for Finance to announce the holding of a confined competition for a temporary appointment to the position of Manager of Corporate Services in Ordnance Survey Ireland (OSI). This appointment, which is open to Administrative Officers, Higher Executive Officers, Assistant Principals (standard and higher scale) and equivalent grades, will be on the basis of the appointee retaining his or her existing grade and pay, and, where applicable, also receiving a higher duties allowance for the performance of Assistant Principal (higher scale) duties.

Job context

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 2000 is £12.5 million while income in 1999 was £6.7 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 is necessary to ensure that OSI can continue to carry out its public sector responsibilities while also addressing the commercial needs of geographic information users in the rapidly expanding information society.

Job description

3. The appointee, who will report directly to the Head of Office, will be responsible for managing a range of corporate services, as set out below:

- **Legislation:** The appointee will manage all aspects of the co-ordination and administration of the proposed legislation pertaining to the establishment of OSI as a statutory state agency, including the preparation of briefing and research material.
- **Legal Services:** Management of the legal service requirements of OSI ranging from, for example, the signature of commercial contracts to liaising with legal advisors, will be the responsibility of the appointee. This will entail the research of a range of legal issues that may arise from time to time, along with the co-ordination and development of policies and procedures related to the legal aspects of corporate governance.

TO ALL DEPARTMENTS

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

- **Estates and Buildings:** The appointee will take charge of the initiation of capital projects involving planning, developing and carrying out capital and refurbishment works, including the preparation and costing of capital and refurbishment plans. S/He will also be responsible for fitting, equipping and maintaining OSI buildings and offices to modern standards, and for ensuring the ongoing application of best safety, health and welfare standards in all buildings and offices.
- **Internal Audit:** Validation of all internal processes, procedures and controls will also form part of the appointee's responsibilities. This will include the regular review of and reporting on the standard of compliance within the office under stipulated procedures and controls, as well as the carrying out of value-for-money studies.
- **Staff:** The appointee will be required to ensure the effective management of staff that may be assigned from time to time.
- **General:** The appointee will be required to contribute to the preparation of strategy and business plans in conjunction with other members of the senior management team. S/He will also ensure the development of full partnership arrangements with staff interests, and will contribute to and assist in the enhancement of the excellence of service provided by OSI. Participation at the various fora within OSI will arise from time to time. The appointee will also be responsible for training and updating staff on all aspects of Freedom of Information.

Personal requirements

4. Candidates for this position will have the skills necessary to discharge the duties at Assistant Principal (higher scale) level and will possess the following essential qualities to a high degree:

- Sound judgement with a capacity for innovative thinking.
- Strong communication skills.
- Good interpersonal skills.
- Good leadership skills.
- Good knowledge of or capacity to learn about the key issues in this area.
- A record of achievement in his or her own career to date.
- Ability to contribute effectively as part of a multi-disciplinary management team.
- High level of analytical and problem solving skills.

Eligibility

5. Candidates must, on the date they apply for the competition,

- (a) (i) be serving in an established capacity in the Civil Service in one of the following grades:
- Higher Executive Officer
 - Administrative Officer
 - or in a departmental grade listed in paragraph 2 of the Appendix to this circular, or be serving as a Higher Executive Officer on secondment to FÁS or the Health and Safety Authority from the Civil Service

and

(ii) on 1 October 2000, have not less than four years' service in their existing grade or an aggregate of four years' service in eligible grades, except in the case of a Social Welfare Officer or a Higher Executive Officer or an Administrative Officer who has prior service in the Social Welfare Officer grade or the former grade of Higher Officer of Customs & Excise (see paragraph 6 below)

or

(b) be serving in an established capacity in the Civil Service in one of the following grades:

- Assistant Principal (standard scale),
- Assistant Principal (higher scale),
- a departmental grade listed in paragraph 3 of the Appendix to this circular,
- Assistant Principal on secondment to the Health and Safety Authority from the Civil Service,
- Assistant Regional Director or Regional Director on secondment to FÁS from the Civil Service.

6. Social Welfare Officers will be required to have not less than nine years' service to be eligible for the competition and may count service, up to a maximum of five years, in the grade of Executive Officer as service in the Social Welfare Officer grade for this purpose. Former Social Welfare Officers and former Higher Officers of Customs & Excise who have been recertified as Higher Executive Officers and/or appointed as Administrative Officers and who do not have four years' service in the Higher Executive Officer and/or Administrative Officer grades, will be required to have an aggregate of not less than nine years' service in eligible grades to be eligible for the competition. Service in the former grade of Higher Officer of Customs & Excise will count as service in an eligible grade. Former Higher Officers of Customs & Excise may count service, up to a maximum of five years, in the grade of Executive Office or in the former grades of Officer and Indoor Officer of Customs & Excise as service in the Higher Officer grade for this purpose.

7. Service in the HEO/Analyst grade will count as Higher Executive Officer service for the purposes of paragraph 5.

8. Officers on probation, (other than those at Assistant Principal level as set out at paragraph 6 (b) above), are not eligible to compete except where they would have been eligible had they remained in their previous grade and they have served continuously since satisfactorily completing a period of probation (periods of special leave without pay should not be considered to break continuity of service for this purpose).

9. 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 individual cases with this Department if they are not covered by Department of Finance Circular 33/91. Officers on career break may apply if the terms of their career break conform with the provisions of Department of Finance Circular 18/98 and if they are otherwise eligible.

Conditions of appointment

10. The successful candidate will be assigned to the post at the grade level which he or she already holds (i.e. the appointment will not involve a promotion). Where the appointee is not already serving at Assistant Principal (higher scale) level, then a higher duties allowance for the performance of duties at that level will be paid.

11. The appointment is temporary, and will be for a period of two years, during which the appointee will be on loan to Ordnance Survey Ireland. At the end of this period the appointee

will return to his or her parent department. Any extra payment arising from the OSI appointment would then cease.

The competition

12. Selection will be by means of a competitive interview conducted by a board set up by Ordnance Survey Ireland. The interview board may, having examined the applications of all candidates by reference to the nature of the duties and the personal requirements described in paragraphs 3 and 4 above, decide that only a short-listed subset of candidates will be invited to attend for interview.

Applications

13 There are no formal application forms for this competition. Candidates should instead apply by letter to the Personnel Officer, Ordnance Survey Ireland, Phoenix Park, Dublin 8, to reach there as soon as possible but not later than Wednesday 18 October 2000. This closing date must be strictly observed. Applications should be accompanied by a Curriculum Vitae which emphasises how the candidate meets the requirements of the job as set out in paragraphs 3 and 4 of this circular. It is expected that interviews will take place in late October or November 2000.

14. Ordnance Survey Ireland will contact Personnel Sections in respect of candidates being called to competitive interview. For each such candidate the Personnel Officer will be required to certify that the candidate;

- has worked well and been satisfactory in his/her present grade,
- has been satisfactory in general conduct,
- fulfils the conditions of eligibility set out in paragraphs 5 to 9 above.

15. Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are not verified by Ordnance Survey Ireland until a candidate comes under consideration for appointment. Admission to the competition and invitation to interview therefore, do not imply acceptance by Ordnance Survey Ireland. In considering a successful candidate's suitability for appointment from the point of view of health and sick leave Ordnance Survey Ireland will have regard to Department of the Public Service Circular 34/76 (as amended by Department of Finance Circular 32/91). If candidates have doubts about any aspect of their eligibility, they should clarify their position with their Personnel Section before proceeding with the application.

Circulation and further information

16. Personnel Sections should bring this circular to the notice of all eligible officers serving in their department and associated offices without delay, including officers on maternity leave, career break and other relevant forms of leave. If candidates have any queries about this 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

APPENDIX - GRADES ELIGIBLE TO COMPETE

1. The general service grades of Higher Executive Officer, Administrative Officer, Assistant Principal (standard scale) and Assistant Principal (higher scale).

2. The following departmental grades at Higher Executive Officer/Administrative Officer level:

Office of the Comptroller and Auditor General
Auditor

Department of Foreign Affairs
Third Secretary

Office of the Houses of the Oireachtas
Senior Clerk

Department of Justice, Equality and Law Reform - IT and Telecommunications
Division at Garda Headquarters
Systems Analyst

Department of Social, Community and Family Affairs
Social Welfare Officer

3. The following departmental grades at Assistant Principal (standard and higher scale) level:

Office of the Comptroller and Auditor General
Senior Auditor

Department of Enterprise, Trade and Employment
County Development Team Secretary

Department of Foreign Affairs
First Secretary

Department of Justice, Equality and Law Reform
Co-ordinator of Work and Training

Courts Service
Any grade at Assistant Principal level in the Courts Service

Office of the Houses of the Oireachtas
Principal Clerk
Assistant Principal Committee Clerk

Office of the Ombudsman
Investigator

4. Certain officers serving in FÁS and the Health and Safety Authority (see paragraph 5(a)(i) and 5(b)).