



An Roinn Airgeadais
Department of Finance

Sráid Mhuirfean Uacht, Upper Merrion Street, Telephone: 353-1 676 7571
Baile Átha Cliath 2, Dublin 2, Facsimile: 353-1 678 9936
Éire. Ireland LoCall: 1890 66 10 10
VPN: 8109
<http://www.irigov.ie/finance>

Number : Circular **32/01** **Date :** 13/06/2001
Title : Confined competition for promotion to the post of Head of Administration at Principal (standard scale) level, in the Office of the Director of Public Prosecutions
Subject : Competitions

Content:

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that it is proposed to hold a confined competition for promotion to the post of Head of Administration at Principal (standard scale) level in the Office of the Director of Public Prosecutions (DPP).

Job context

2. The Office of the Director of Public Prosecutions was established by the Prosecution of Offences Act, 1974. It is responsible for the direction and supervision of criminal prosecutions. The directions of the DPP are currently implemented by the State Solicitor Service which consists of the Chief State Solicitor and some 32 State Solicitors outside Dublin.

Arising from the Government decision of 5 October 1999, responsibility for the solicitor service is to be transferred to the DPP. The establishment of the new integrated prosecution service will have a major impact on all aspects of the current organisation. The creation of a new senior management post at Principal level was identified as essential in order to manage to best effect the greater demands on the Office as it embarks on this new and challenging phase of its development.

Job description

3. The successful candidate will be assigned to the Office of the Director of Public Prosecutions. The functions assigned to this post derive primarily from the recommendations of the Public Prosecution System Study Group which the Government approved in principle in its decision of 5 October 1999. The group recommended a number of radical alterations in the way the prosecution system operates. The central recommendation provides for the transfer of the criminal function of the Chief State Solicitor and of the State Solicitors based outside Dublin (these at present form part of the Attorney General's Office) to the DPP's Office, to form a unit headed by the newly created post of Solicitor to the DPP. The transfer will be subject to agreement on adequate staffing levels and appropriate staff structures.

The appointee to the post of Head of Administration will report directly to the DPP

and, as appropriate, to the Deputy Director and the Solicitor to the DPP, and will be responsible for the effective and efficient implementation of that Government decision by:

Co-ordinating the provision of services for the new Office of Solicitor to the DPP.

Co-ordinating the development of the new integrated prosecution service.

Conducting a continuous process of planning, development and consultation.

Contributing to, and participating in, negotiations between staff representative groups and senior management.

Assisting in the work of the Management Advisory Committee (MAC), reporting to the MAC and attending at MAC meetings as necessary.

Reviewing and advising on the conciliation and arbitration scheme arrangements.

Preparing a new Statement of Strategy for the Office to reflect the changes in the State's prosecution service, together with any related requirements within the Strategic Management Initiative and the Delivering Better Government programme.

Identifying and implementing staff training and management development programmes.

Carrying out such other duties appropriate to the post as may be assigned by the DPP from time to time.

Personal requirements

4. The person appointed will have:

A proven level of leadership and operational management skills.

An ability to innovate and be proactive in their career to date with a proven record of leading and managing change.

Good analytical and negotiating skills, with the ability to influence others in a positive manner and a strong focus on results.

The ability to think strategically and creatively, with the capacity for good judgment.

The capacity to quickly develop a good appreciation and understanding of the business needs of the Office and the emerging prosecution service model.

The capacity to discharge all aspects of the post of Head of Administration.

The ability and capacity to perform effectively as a Principal Officer (standard scale).

A background in Human Resource Management or Industrial Relations which includes a level of personal involvement and responsibility.

Eligibility

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

(i) 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 the Appendix to this Circular

Assistant Regional Director or Regional Director on secondment to FAS from the Civil Service

Assistant Principal on secondment to the Health and Safety Authority from the Civil Service

and

(ii) on 1 August 2001, have not less than three years' service in their existing grade or an aggregate of three years' service in eligible grades. In this context, credit is given for all job-sharing service on the same basis as full-time service.

6. Officers on probation 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.

7. 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 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

8. The appointment will be to the grade of Principal (standard scale). The appointment will be subject to the usual conditions governing such appointments, and as such, will be in an acting capacity in the first instance. An officer whose service is not satisfactory, or who opts not to remain in the post, may, at any time up to the end of one year, be returned to his/her former Department or duties. Any extra payment arising from the assignment would then cease.

The competition

9. Selection will be by competitive interview conducted by the Civil Service Commission. 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 not all of the candidates will be invited to attend before the board for interview. In addition, the board may, at its discretion, require candidates to undergo a preliminary interview and invite only those who reach the requisite standard to attend for competitive interview to select the candidate best qualified for appointment. The interview(s) will be conducted by a board to be set up by the Civil Service Commission.

10. In placing in order of merit the candidates considered best qualified for appointment, the Civil Service Commission will give credit for proficiency in both Irish and English, in accordance with Department of Finance Circular 30/90 and Department of the Public Service Circular 43/75, and any other relevant instruction to candidates qualified for the award of such credit.

Applications

11. Candidates should obtain their application forms from their own Personnel Section. The Civil Service Commission will supply application forms to Personnel Sections on request. Candidates should return their completed application forms directly to the Chief Executive Officer, Civil Service Commission, 1 Lower Grand Canal Street, Dublin 2, to reach there as soon as possible but not later than 5.30 p.m. on Thursday 28 June 2001. This closing date must be strictly observed. Candidates invited to interview must be prepared to make themselves available at short notice. It is expected that interviews will take place in late July /early August 2001.

12. The Civil Service Commission will contact Personnel Sections in respect of

candidates being called to competitive interview. For each such candidate the Personnel Officer will be required:

- (i) to certify that he or she 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 5-7 above, and
- (ii) to send to the Civil Service Commission an assessment of the candidate's suitability for promotion to Principal on a form to be supplied by the Civil Service Commission.

13. Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are not verified by the Civil Service Commission until a candidate comes under consideration for appointment. Admission to the competition therefore, does not imply acceptance by the Commission. In particular, candidates should note that the Personnel Officer will not have verified the health and the level of sick leave of those called to competitive interview; accordingly, admission to the competition and/or an invitation to competitive interview does not imply that they meet the health and sick leave criteria. In considering a successful candidate's suitability for appointment from the point of view of health and sick leave the Commission will have regard to Department of the Public Service Circular 34/76, as amended by Department of Finance Circulars 32/91 and 33/99. If candidates have doubts about any aspect of their eligibility, they should clarify their position with their Personnel Section before proceeding with their application.

Circulation

14. Personnel Sections should bring this Circular to the notice of all eligible officers serving in their Departments and associated Offices without delay, including eligible 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 directly to the Civil Service Commission.

Mise le meas,

Joe McGovern
Assistant Secretary

APPENDIX

DEPARTMENTAL GRADES ELIGIBLE TO COMPETE

Office of the Comptroller and Auditor General
Senior Auditor

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 - Office of the Information Commissioner
Investigator