



An Roinn Airgeadais  
Department of Finance

E/100/6/01

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**Circular 46/2001: Confined competition for temporary appointment to the position of Personnel Administration Manager in Ordnance Survey Ireland, on the basis of a higher duties allowance for Assistant Principal (standard 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 post of Personnel Administration Manager in Ordnance Survey Ireland. This appointment is open to Administrative Officers, Higher Executive Officers, Assistant Principals (standard scale) and equivalent grades. 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 promotion). Where the appointee is not already serving at Assistant Principal (standard scale) level, then a higher duties allowance for the performance of duties at that level will be paid. The eligibility requirements 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 320 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 before the Oireachtas to establish OSI as a state body which will continue to meet the mapping needs of the State. 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 Human Resources Manager, will be responsible for managing the Personnel Administration function, as set out below:

**Recruitment and Staff Retention**

- Recruitment of technical and administrative staff.

**TO ALL DEPARTMENTS** [For department, read department/office throughout this circular.]

- Planning of competitions including interviewing of candidates and drawing up contracts of employment.
- Dealing with ongoing Personnel matters for a staff of 320.
- Maintenance of Personnel IT Database and attendance systems. This includes liaison with the Department of Finance, other Government Agencies and the Employee Assistance Service.

### **Training & Development**

Implementation of policies for training and development of staff in non-technical areas and supervision of Refund of Fees Scheme.

### **Representative Departmental Council**

Provision of detailed responses to claims by Unions relating to OSI and maintenance of harmony in Industrial Relations.

### **Supporting the Production Function**

Acting as expert advisor to line managers on Personnel and Industrial Relations matters. Implementation of Health and Safety Policy in the organisation.

### **Other Responsibilities**

Staff management as appropriate, management representative on Health & Safety Committee, preparation of Divisional Budget and authorisation of expenditure to appropriate limits.

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

### **Eligibility**

4. In order to be eligible to compete, prospective candidates must, on the date they apply for the competition be serving in an established capacity in the civil service in one of the following grades:

- Assistant Principal (standard scale)
- Assistant Regional Director or Regional Director on secondment to FÁS from the Civil Service
- Assistant Principal on secondment to the Health and Safety Authority from the Civil Service

### **OR**

(a) On the date they apply for the competition be serving in an established capacity in the civil service in one of the following grades:

- Higher Executive Officer (including HEO/Systems Analyst)
- Administrative Officer

- Third Secretary in the Department of Foreign Affairs
- Auditor in the Office of the Comptroller and Auditor General
- Senior Clerk in the Office of the Houses of the Oireachtas
- Systems Analyst in the IT and Telecommunications Division at Garda Headquarters of the Department of Justice, Equality and Law Reform
- Social Welfare Officer in the Department of Social, Community and Family Affairs

**AND**

(b) on **1 November 2001** must have not less than three years' service in their existing grade or an aggregate of three years' service in an eligible grade. Service in the former grades of Officer and Indoor Officer of Customs & Excise in the Office of the Revenue Commissioners will count as service in an eligible grade.

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. 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 vacancy in the parent Department. Any extra payment arising from the OSI appointment would then cease. 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 or Assistant Principal level posts as appropriate.

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 prior to the completion of the three-year loan period; any extra payment arising from the assignment would then cease. 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 competition**

9. Selection for temporary appointment will be by means of a competitive interview conducted by a board established by Ordnance Survey Ireland. The interview board may, having examined the applications of all candidates, decide that only a number of candidates

will be invited to attend before them for interview. In addition, in order to select the candidate best qualified for appointment, the board may, at their discretion, require that candidates undergo a preliminary interview and invite only those who reach the requisite standard to attend for competitive interview.

### **Duration of panels**

10. It is envisaged that, if sufficient candidates reach the requisite standard for appointment, a panel for temporary appointments 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 **Wednesday 28 November 2001**. This closing date must be strictly observed. An applicant who has not heard from Ordnance Survey Ireland by **Friday 7 December 2001** should contact that Office immediately, at 01-8025 393. Interviews will commence in the week beginning 10 December 2001.

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

(a) 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 set out in paragraphs 4 - 6 above, and
- will be released to serve in Ordnance Survey Ireland, on loan, if successful in the relevant competition,

and,

(b) send to Ordnance Survey Ireland an assessment of the candidate's suitability for appointment to the post applied for on a form to be supplied by Ordnance Survey Ireland.

13. 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. Therefore 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**

14. 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 (**Ms Ann O'Shea, telephone 01-8025 382**).

Mise le meas,

Joe McGovern  
Assistant Secretary