

E109/200/02

30 October 2002

Circular 36/2002: Confined competition for appointment to the post of Principal Inspector, at Principal (standard scale) level, in the Railway Safety Commission in The Department of Transport

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that it is proposed to hold a confined competition to be run by the Civil Service Commission, for appointment to the post of Principal Inspector in the Railway Safety Commission in the Department of Transport. The post is at Principal (standard scale) level and may be competed for by officers at Assistant Principal and Principal (standard scale) level.

Background

2. The Railway Safety Commission is responsible for regulating railway safety in Ireland. It also has wide-ranging powers of inspection, investigating and enforcement.

3. The principal functions of the Railway Safety Commission are to :

- assess the safety cases submitted by railway undertakings and issue safety certificates to those railway undertakings where the Commission is satisfied that the safety case demonstrates that a railway undertaking can , in so far as reasonably practicable , ensure the safety of persons;
- Carry out safety assessments of new works proposed by railway undertakings;
- Carry out safety assessments of new rolling stock before allowing the commissioning and operation of that rolling stock;
- Investigate railway accidents where the Commission deems it appropriate;
- Audit the safety management system of individual railway undertakings where the commission deems it appropriate;
- Prescribe standards, specifications, procedures etc. to be used by railway undertakings, where this will advance railway safety; and
- Carry out inspections of railway infrastructure, operations and safety management systems and take enforcement proceedings where necessary.

A Job Specification for the position of Principal Inspector in the Railway Commission is set out in Appendix 1 of this circular.

TO ALL DEPARTMENTS

[For Department, read Department/Office throughout this Circular.]

Personal requirements

4. The successful candidate will possess the following essential requirements:
- At least 10 years professional experience, ideally in the railway sector, but relevant experience in the construction, off-shore or high hazard industry will be considered;
 - A degree or equivalent in engineering (civil, mechanical, electrical or control systems) or maths or risk management or other relevant discipline;
 - Ideally, through ongoing professional development, a successful candidate will have gained a further qualification(s) in a relevant discipline, such as occupational health and safety management and will have some experience in this area.
 - A strong results focus and track record of previous achievements;
 - The knowledge and experience required to provide leadership as part of the senior management team;
 - The ability to achieve results as part of a team and to work effectively with others;
 - Excellent communication and inter-personal skills;
 - The ability to negotiate effectively and influence others; and
 - A capacity for creative and strategic thinking.

Eligibility

5. Candidates must,

(i) be serving in an established capacity in the Civil Service,

and

(ii) be serving in a grade with a salary maximum, exclusive of any long service increments, equal to or above the maximum point of the Assistant Principal [Standard Scale], exclusive of any long service increment; the maximum of the Assistant Principal [Standard Scale] is currently €54,536 per annum,

and

(iii) on 1 December 2002 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 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.

7. 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.

8. A candidate who resigns, retires or is dismissed from his or her post will cease to be eligible for appointment from this competition.

Conditions of appointment

9. The appointment will be at Principal (standard scale) level. The salary scale for Principal (standard scale), effective from 1 October 2002, is:

€61,760 - €64,378 - €66,980 - €66,602 - €71,813 - €74,104¹ - €76,392²
(inclusive of long service increments)

Note :

The pay scale applicable to established officers appointed on or after 6 April 1995 paying the Class A rate of PRSI contribution and making an employee contribution in respect of superannuation benefits is

€65,011 - €67,768 - €70,506 - €73,264 - €75,591 - €78,002¹ - €80,414²

¹

²

(inclusive of long service increments)

10. The appointment will be subject to the usual conditions governing such appointments. If the appointment is a promotion then it 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.

11. Annual Leave entitlement will be 29 days per year, not including public holidays.

12. You will be required to serve in a probationary capacity for a period of one year from the date of appointment.

13. The Commission will be based in Blackrock, Co. Dublin, but for a short period temporary offices, probably in central Dublin, may be used.

The competition

14. 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 paragraph 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, which will select the candidate best qualified for appointment. The interview(s) will be conducted by a board to be set up by the Commission. It is planned to hold interviews in December 2002 in Dublin. The onus is on candidates to make themselves available for interview at short notice. Requests for postponements will not be considered.

15. In determining the order of merit at the competitive interview, the Civil Service Commission will give credit for proficiency in both Irish and English in accordance with Department of the Public Service Circular 43/75 and Department of Finance Circular 30/90 and any other instruction to candidates qualified for the award of such credit on or before the date of the interview, or such other date as may be agreed between the Department of Finance and the Association of Higher Civil and Public Servants.

Applications

16. 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 arrive not later than 5.30 p.m. on Wednesday, 17 November 2002. This closing date must be strictly observed.

17. 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 6-9 above,

and

(ii) to send to the Commission an assessment of the candidate's suitability for

- appointment to the post applied for, and
- promotion if appropriate,

on a form to be supplied by the Commission.

18. Eligibility to compete, and health and the level of sick leave, are not verified by the Commission until a candidate comes under consideration for appointment. So admission to the competition does 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 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. Candidates with doubts about any aspect of their eligibility should clarify their position with their Personnel Section before applying.

Circulation

19. 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 or other relevant forms of leave (see paragraphs 10 and 11 above).

20. 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 1

Job Specification

Job Title: Principal Inspector

While the successful candidate may be assigned specific responsibilities, the Commission will operate on the basis of teamwork and flexibility, with all staff being expected to develop broad technical competency across all railway and related safety disciplines. The Commission reserves the right to re-assign a successful candidate to appropriate duties at its discretion.

(i) *Senior Management Responsibilities*

As part of the senior management team, A Principal Inspector will assist in the management of the Commission. This may include, but may not be limited to :

- Assisting in the management of the establishment of the office of the Railway Safety Commission;
- Developing the long term strategic direction of the Commission and its policies;
- Planning the annual work programme and the resources required;
- Overseeing implementation of the work programme and monitoring achievement of objectives;
- Devising the staff development and training programme and monitoring its implementation;
- Identifying research requirements and devising the Commission's research strategy;
- Carrying out research in line with the Commission's research strategy or as directed by the Commission;
- Preparation of research briefs and management of outside researchers;
- Assessing requirements for further guidance documents to facilitate railway undertakings and other parties in complying with railway safety legislation;
- Periodic review of guidance documents;
- Setting the Commission's overall policy and procedures in regard to investigation of railway incidents;
- Devising a contingency plan for the management of the site of a major railway incident and the ensuing investigation.

(ii) *Further General Responsibilities*

Further duties may include, but may not be limited to :

- Staff Management / development;
- Representing the Commission or the State at working groups, committees, meetings, negotiations, conferences etc. at home and abroad;
- Advising Ministers of the Government and officials on railway safety matters;
- Management of consultants and advisers;
- Providing input to the Annual Report and other reports for other areas of responsibility or as directed by the Commission.

(iii) *New Work Responsibilities*

Duties in relation to New Works may include, but may not be limited to :

- Providing guidance and advice to railway undertakings and/or interpreting the Commission's guidance documents on the design and construction of railway infrastructure and rolling stock, as necessary;
- Planning procedures and processes for examinations of New Works Assessments (NWA) and New Rolling Stock Assessments (NRSA);
- Allocating staff and other resources for examination of NWAs and NRSA's;
- As necessary, leading and managing the examination process;
- Preparing evaluations of NWAs and NRSA's;
- Making recommendations to the Commission in regard to each assessment.

(iv) *Safety Cases*

Duties may include, but may not be limited to :

- Providing guidance and advice to railway undertakings and/or interpreting the Commission's guidance document on appropriate content of a safety case;
- Planning the safety case evaluation and acceptance programme;

- Allocating staff and other resources for evaluation of safety cases;
- As necessary, leading and managing the safety case acceptance process;
- Preparing evaluation reports of safety cases;
- Making recommendations to the Commission in regard to each safety case.

(v) *Audits and Inspections*

Duties may include, but may not be limited to :

- Planning the annual safety audit and inspection programmes;
- As necessary, leading safety audits and inspections;
- Preparing the reports of safety audits and inspections.

(vi) *Railway incident investigations and Tribunals of Inquiry*

Duties may include, but may not be limited to :

- Acting as the lead investigator into a railway incident;
- Assisting with an investigation as part of a team;
- Preparing the interim and final reports of an investigation;
- Overseeing the compilation of railway incident statistics;
- Analysing railway incident statistics and preparing a report on your findings;
- Acting as an assessor to assist a tribunal of inquiry;

(vii) *Coroner's Inquests*

Duties may include, but may not be limited to :

- Assisting a coroner in the holding of an inquest on the body of a person whose death may have been caused by a railway incident.
- Reporting on a coroner's inquest.