



An Roinn Airgeadais
Department of Finance

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6 January 2005

Circular 2/2005 - Confined competition for appointment as Higher Executive Officer in the Civil Service Training and Development Centre of the Department of Finance.

A Chara,

1. I am directed by the Minister for Finance to say that the Public Appointments Service will hold a confined competition to establish a panel from which appointments may be made as Higher Executive Officer on loan to the Civil Service Training & Development Centre (CSTDC) of the Department of Finance. It is expected that one appointment will be made initially.

Job Description

2.1 The person(s) appointed will be expected to take part in some or all of the following:

- Working as part of a team of trainers to implement the Civil Service Training and Development Framework.
- Provision of advice and support to Departments on a wide range of training and development issues.
- Managing in-service and external training.
- Organising & delivering training programmes and courses.
- Supporting and facilitating the current range of Networks run by the CSTDC.
- Continuous learning in relation to best practice and new ideas in training and other aspects of staff development.
- Such other functions as may from time to time be required to fulfil the business objectives of the CSTDC.

TO ALL DEPARTMENTS [For Department read Department/Office throughout this Circular]

2.2 Candidates should note that on appointment, some travel may be required to deliver training in regional locations and when this occurs, appropriate travel and subsistence arrangements will apply.

Personal Requirements

3. Candidates for the post(s) will be expected to have:

- Excellent communication and presentation skills
- A strong focus on quality customer service
- A thorough understanding and appreciation of the role of training and development in today's Civil Service
- Keen intelligence, reasoning powers, imagination and judgement
- An aptitude for analytical thought
- A proven record of willingness to take the initiative and adopt a proactive approach.
- Good motivational skills and a capacity to work well on one's own or as a member of a team
- Proven management skills
- Planning and organisational skills

4. Experience of formal training is not an essential qualification for appointment. The persons appointed will receive comprehensive training.

Eligibility

5. The Civil Service is committed to a policy of equal opportunity.

6. Candidates must on the date they apply for this competition be serving in a substantive capacity in the Civil Service as:

(a) a Higher Executive Officer, **or**

(b) an Executive Officer and on 1 February 2005, have completed 2 years service in the grade.

7. 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).

8. Officers who are on special leave with pay may apply, if otherwise eligible. Officers who are on special leave without pay other than on career break (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 Circular 33/91.

Conditions of Appointment

Decentralisation

9. In Budget 2004, the Government announced a major programme of decentralisation of Government Departments and other agencies from Dublin to locations around Ireland. In a decentralised civil and public service, offers of employment may be conditional on a person's undertaking to work in a particular decentralised location where required to do so by the appointing Department.

10. In line with Government policy, it is planned that the Civil Service Training and Development Centre, which is currently located in Dublin, will be decentralised to Tullamore, Co. Offaly. Accordingly, successful candidates for the position will commence duty in Dublin on the understanding that it is planned to relocate them to Tullamore, Co. Offaly. Each appointee will be required to sign a written undertaking on appointment that he or she is prepared to relocate to Tullamore as required to do so by the Department of Finance for the remaining period of the appointment.

11. If the relocation has taken place at the time a candidate is appointed, he or she will commence duty directly in Tullamore for the duration of the appointment.

12. Where an offer of appointment is to a post that it is planned to be decentralised, the provisions of Circular 6/89, Removal Expenses, **will not apply**.

Appointment – general conditions

13. A successful candidate who is not already serving as a Higher Executive Officer will be offered appointment to that grade. Such appointments will be in an acting capacity for at least one year and will be subject to the usual conditions governing such appointments. Appointees will be assigned on **loan** to the Civil Service Training and Development Centre of the CMOD, Department of Finance and will be expected to serve for a period of **five years**.

14. At the end of the five year period under the terms of this circular, the officer will be offered a vacancy at Higher Executive Officer level in his/her parent Department. Vacancies filled under this competition will be offset against the next liability in the appointing Department under the interdepartmental scheme of promotion to Higher Executive Officer.

15. Where the parent Department has completed its decentralisation programme, the officer will be offered a post in accordance with agreed arrangements, then in place, between the staff and official sides in the Civil Service. Where there is no suitable vacancy available, the period of the appointment in CSTDC may be extended, up to a maximum of twelve months, or until suitable arrangements can be made.

16. During the period of the loan, an appointee, subject to being qualified in all other respects, will be eligible to be considered for promotion in the parent Department and to apply for entry to interdepartmental competitions.

17. If, during the loan period, an appointee is offered promotion to Assistant Principal (standard scale or higher scale) level, s\he may, if s\he wishes to accept the promotion, take up duty immediately in the new grade in the relevant Department.

18. If an officer does not accept promotion under paragraph 17, the relevant Department will be free from any further obligation to consider him\her for promotion during the lifetime of that panel. Officers, not promoted at the expiry of the panel, will have no claim to promotion thereafter because of having been on the panel.

19. It is unlikely that it would be possible to allow an appointee to take a career break or extended period of special leave with or without pay during the five year loan period.

20. The current salary (at 1 December, 2004 rates) for Higher Executive Officer is:

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| <p>a) €39,035 to €46,119 with two long service increments, payable after 3 and 6 years satisfactory service on the maximum of the scale (currently €47,822 and €49,529) for staff recruited before 6th April 1995 or</p> <p>b) €41,090 to €48,545 with two long service increments, payable after 3 and 6 years satisfactory service on the maximum of the scale (currently €50,342 and €52,136) for staff recruited on or after 6th April 1995</p> |
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21. Starting pay will be calculated in accordance with the provisions of Circular 34/77 (starting Pay on Promotion or Establishment).

The Competition

22. Selection will be by means of a competition conducted by the Public Appointments Service. This will include a competitive interview. Candidates may also be invited to make a presentation as part of the selection process.

23. Shortlisting of candidates may apply. Candidates may be required to undergo a preliminary interview with only those candidates who reach the requisite standard being invited to attend for competitive interview. Group interviews and/or written tests and/or questionnaire may also form part of the selection process. The interview(s) will be conducted by a board(s) to be set up by the Public Appointments Service.

24. In placing, in order of merit, the candidates considered best qualified for appointment, the Public Appointments Service will give credit for proficiency in both Irish and English, in accordance with Circular 30/90 and Circular 43/75,

to candidates qualified for the award of such credit on or before 31st December, 2004.

25. A panel of successful applicants will be established from which further appointments may be made.

Codes of Practice

26. 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 Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

27. Complaints and Requests for Review: Complaints/requests for review will be considered by the Public Appointments Service in accordance with the procedures set out in the Code of Practice.

28. The Code of Practice may be accessed by visiting www.cpsa-online.ie or by contacting directly the Commission for Public Service Appointments, Chapter House, 26-30 Upper Abbey Street, Dublin 1.

Applications

29. Applications must be made on the official application form which is available on the Public Appointments Service website www.publicjobs.ie. Completed forms must be submitted so as to reach that Office not later than 27 January, 2005. The closing date must be strictly observed.

30. The Public Appointments Service will contact Personnel Sections in respect of candidates being called to competitive interview. For each candidate called to interview, the Personnel Officer will be required to certify that the candidate:

- has worked well and been satisfactory in their present grade,
- has been satisfactory in general conduct,
- is suitable from the point of view of health, with particular regard to sick leave; in relation to health and sick leave this Department's Circular 34/76 (as amended by circular 32/91, 33/99 and 17/03) must be followed,

- fulfils the conditions of eligibility set out in this circular,
- has the personal requirements outlined in paragraph 3 above.

31. Candidates should note that eligibility for the competition 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, therefore, does not imply acceptance by the Public Appointments Service. If candidates have any doubts about any aspect of their eligibility, they are advised to clarify their position with their Personnel section before proceeding with the application.

32. For each candidate called to the competitive interview, the candidate's Line Manager should send the Public Appointments Service an assessment of the candidate's suitability:

- (a) for appointment to the post of Higher Executive Officer in the CSTDC, **and**
- (b) for promotion (if appropriate),

on a form to be supplied by the Public Appointments Service. The Public Appointments Service will contact Departments directly in this regard at the relevant stage of the competition.

Circulation

33. This Circular should be brought to the notice of all eligible officers serving in your Department and associated Offices **without delay**.

34. 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 Public Appointments Service.

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John O'Connell
Assistant Secretary