



**An Roinn Airgeadais  
Department of Finance**

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**Circular 37/2006: Appointment in the Office of the Ombudsman for Children – New Media Officer (Executive Officer Grade)**



A Dhuine Uasail

1. Applications are sought from officers **currently serving in the grade of Executive Officer** for appointment to the post of New Media Officer in the Office of the Ombudsman for Children.

**2. General Information:**

The Office of the Ombudsman for Children was established under the Ombudsman for Children Act 2002. The Office has a dual function of promoting children's rights (advocacy role) and investigating complaints against public bodies, schools and hospitals. Complaints are made directly by children or adults on their behalf. Because of this duality of function, the Office of the Ombudsman for Children is not only a redress board but a human rights institution which has an important role to play as a national monitor of children's rights and part of the reporting mechanism to the UN Committee on the Rights of the Child. Details of the work of the Office are available on the website [www.oco.ie](http://www.oco.ie).

The Office of the Ombudsman for Children is located in Millennium House, 52-56 Great Strand Street, Dublin 1.

**3. The Post**

There are eight staff in the Office, with two dedicated to the Complaints and Investigation function at present. The New Media Officer will work as part of the Communication and Participation Team.

#### **4. Job Specification**

Responsibilities:

##### **New Media**

- Manage the OCO website development and SMS tools as resources
- Manage and edit web content
- Identify creative ways to engage with young people using technology in line with the OCO communication strategy
- Plan new media campaigns
- Identify the players and leaders in new media arena, and build appropriate relationships with these groups
- Monitor changes in the new media landscape with a view to keeping the OCO's new media strategy fresh and relevant to the target audiences
- Represent the OCO at key new media events and conferences
- Promote the role of the OCO and the United Nations Convention on the Rights of the Child using new media tools
- Build and maintain all relevant databases

##### **Communications**

- Support the Communication and Participation team in the creation and co-ordination of key documents and briefing materials including messaging documents, media fact sheets, presentations, speeches
- Provide support for the compiling, editing and presentation of publications
- Actively participate in the development and implementation of communications and media programmes
- Handle sensitive media queries in a manner that is consistent with the positive development of the OCO's public profile
- Prepare media distribution lists for press releases
- Ensure that all press releases are distributed in a timely manner to relevant press contacts
- Assist in the provision of media monitoring for the OCO including collating, analysing and evaluating media coverage
- Maintain files of media references to OCO and circulate them to relevant staff members
- Help in the planning and co-ordination of events
- Other ad-hoc duties as required

##### **Additional Duties**

- Co-facilitating workshops or visits by children and young people to the Office
- General ICT support
- Manage the library and information resources
- Provide central administration support when necessary
- Any other duties as necessary

## **5. Person Specification and Skills Required**

- Demonstrable ability to work directly with children and young people under the age of eighteen
- Excellent writing, editing and organisational skills
- Strong people and networking skills
- Ability to review own performance and committed to continuous professional development
- Desire to keep abreast of, and develop skills related to, Information Communication Technology (ICT)
- An interest in news and Current Affairs
- A thorough understanding of the changing media landscape in particular advances in new media
- Experience of dealing with the media and other stakeholder groups
- Good analytical ability and be capable of exercising sound judgment
- Ability to work with accuracy under pressure and to meet deadlines
- Ability to work on his/her own initiative
- Ability to operate flexibility within a busy work environment-some evening and weekend work with children and young people may be required
- Experience of teamwork and the ability to work collaboratively with fellow team members
- A motivated and conscientious approach to work
- Ability to communicate effectively and confidently in diverse situations
- A high level of personal commitment, with an ability to create a culture of trust and openness where all members of the team will benefit.

Above all, a commitment to promoting the rights of children and young people without prejudice.

## **Conditions of Appointment**

6. A member of staff of the Ombudsman for Children shall be a Civil Servant in the Civil Service of the State. Successful candidates must be in a position to take up duty without undue delay.

7. The appointee will be initially seconded to the Ombudsman for Children's Office for a 6 month probationary period and will continue to have access to promotional opportunities in his/her parent Department and to interdepartmental competitions in the Civil Service. It is envisaged that an appointee will require relevant training during the first 3 months and this will be provided by the Office.

8. The assignment will be subject to review within the 6 month probationary period. During this probationary period, the appointee will be assessed by their manager to determine whether s/he has the skills set out in the Job Specification and;

- has demonstrated the capacity to undertake the duties of New Media Officer in the Office
- has performed the duties in a satisfactory manner,

- has been satisfactory in general conduct, and
- is suitable from the point of view of health with particular regard to sick leave.

9. Following this 6 month trial period, and subject to the agreement of the Office of the Ombudsman for Children, the officer will be:

- appointed to the Office of the Ombudsman for Children on a permanent basis, or
- returned to the officer's parent Department, or
- where the officer's parent Department is decentralising in full, assigned to an alternative Dublin-based Department/Office

10. As a permanent member of staff in the Office of the Ombudsman for Children, the officer will have access to internal competitions in the Office and interdepartmental competitions for which they would be otherwise eligible.

11. Due to the nature of the work and the size of the organisation, this post requires an officer who is immediately capable of full time attendance.

12. Appointment to the Office of the Ombudsman for Children requires clearance from the Garda Síochána Central Vetting Unit

### **Selection Process**

- 13.1 Should it prove necessary, a screening may be employed to compile a short list of applicants to be invited to interview, and/or
- 13.2 Preliminary interviews may be held to identify the stronger candidates for final interview.
- 13.3 Final Selection will be by means of a competitive interview conducted by the Public Appointments Service.
- 14.1 Interviews will be conducted by a board, or boards, to be set up by the Public Appointments Service and the selection criteria will be based on the nature of the duties and the personal requirements for the position. The board conducting the competitive interviews will form a panel in order of merit.
- 14.2 The Personnel Officer will be required to certify that a candidate has worked well in his or her present post, has been satisfactory in general conduct and in respect of sick leave, prior to the candidate being offered a position.

## **Codes of Practice**

15. The recruitment and selection process for appointment to these positions 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.

16. 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.

17. The Code of Practice may be accessed by visiting [www.cpsa-online.ie](http://www.cpsa-online.ie) or by contacting directly the Commission for Public Service Appointments, Chapter House, 26-30 Upper Abbey Street, Dublin 1.

## **Circulation and further information**

18. Personnel Sections should bring this Circular to the notice of all eligible officers serving in their Departments and associated Offices without delay, including eligible fixed term workers, officers on term time, contract, secondment, maternity leave, career break and any 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 the Public Appointments Service.

19. The Civil Service is an equal opportunities employer. Promotion within the service is made on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

(In determining the order of merit at the interview, credit will be given 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 to candidates qualified for the award of such credit by such date as may be determined by the Public Appointments Service. This means that credit for proficiency in both Irish and English is awarded when candidates are being placed in order of merit following the final stage of the competition.)

## **Applications**

20. Application forms will be available on [www.publicjobs.ie](http://www.publicjobs.ie) and must be returned by 1 December, 2006. This closing date must be strictly observed. An applicant who has not heard from the Public Appointments Service by 7 December, 2006 should contact that office immediately by phoning (01) 8587673. Applications must be made on-line directly to the Public Appointments Service by logging on to [www.publicjobs.ie](http://www.publicjobs.ie). The completed application form must be submitted so as to reach the Public Appointments Service, "Chapter House", 26 - 30 Abbey Street Upper, Dublin 1, not later than 1 December, 2006. Applicants may attach a CV if they so wish.

21. Candidates should note that health and the level of sick leave are not verified until a candidate comes under consideration for appointment after the competitive interview stage. Admission to the competition, therefore, 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 Public Appointments Service will have regard to the Department of Public Service Circular 34/76, as amended by Department of Finance Circulars 32/91, 33/99 and 17/03.

22. Candidates with doubts about any aspect of their eligibility are advised to clarify their position with their Personnel Section before proceeding with the application.

23. Interviews are expected to take place the week beginning 11th December 2006. The onus is on candidates to make themselves available for interview at short notice. If candidates have not been contacted by the Public Appointments Service by 7 December 2006 they should contact that Office at (01) 858 7673.

## **Information on Panels**

24. The information on panels formed as a result of these competitions will be available to Personnel Officer of the Office of the Ombudsman for Children and Careers and Appointments Section in the Department of Finance. In addition, candidates will be asked to agree to the same information being made available to the relevant civil service unions for the purpose of monitoring the operation of the scheme.

For additional information, you may contact Nikki Gallagher, Communications Advisor on Tel. +353 1 8656 800.