

11 October 2010

Circular 14/2010: Census of Population in April 2011 - Temporary Assignment /Secondment Opportunities with the Central Statistics Office (CSO) in Swords, Co. Dublin

A Dhuine Uasail,

1. I am directed by the Minister for Finance to refer to the Census of Population being undertaken by the Central Statistics Office (CSO) that will take place in April 2011. The Census of Population is a very large logistical and data processing operation and the CSO will require additional staff for periods from 12 to 26 months to assist with the project. Departments¹ are being circulated to seek expressions of interest from staff, in the grades listed below. Staff will be based in the CSO office in Swords Business Campus, Balheary Rd, Swords, Co Dublin.

Background

2. The Central Statistics Office will conduct a Census of Population in April 2011. Over the three year period 2010 to 2012 the work of the Census will include:

- the recruitment, training, payment and management of 5,500 temporary field staff
- the design, printing, distribution and collection of 1.8 million household census forms
- the scanning, processing, data capture, coding and validation of over 40 million pages of data
- the publication and dissemination of census results.

Details of Staff Required

3. Additional staff will be required in the grades of Assistant Principal, Higher Executive Officer, Higher Executive Officer (ICT), Executive Officer, Executive Officer (ICT), and Service Officer. Staff will be assigned for periods from 12 to 26 months and will return to their parent Department or be reassigned to another Department (as appropriate) at the end of their work on the project. It is anticipated that all reassignments from Census will be completed by December 2012.

4. The following table gives a current indication of numbers required by grade:

Grade	Number
Assistant Principal	1
Higher Executive Officer	1
Higher Executive Officer - ICT	1
Executive Officer - ICT	2
Executive Officer	14
Service Officer	1

¹ For “Department”, read “Department or Office” throughout this document.

The staffing requirement at clerical level will be addressed at a later stage. Job Descriptions for the various grades listed above are attached at Appendix 1.

Conditions of assignment

5. Staff may be assigned / seconded to the Central Statistics Office for varying periods as outlined above. In the case of staff applying from a Department that is in excess of its Employment Control Framework (ECF) numbers target for 2010, staff will be assigned to the CSO for the required period of Census 2011. Such staff will be redeployed to another Department in the Dublin area at the conclusion of the secondment - the redeployment arrangements for the Civil Service set out in *Circular 08/2010* will apply to such redeployments.

6. In the case of staff applying from a Department that is prepared to facilitate the temporary release of staff for the period of Census 2011, such staff will be seconded to the CSO and will return to the parent department at the end of the period of secondment. Seconded staff will continue to have access to promotional opportunities in the parent department, while staff assigned to the CSO will have access to promotional opportunities in the CSO. All staff will retain access, in the normal way, to interdepartmental/open competitions subject to meeting qualifying criteria.

7. As the Census operation will be at a critical stage during the period April to September 2011, it is not envisaged that any leave can be granted under the Shorter Working Year Scheme during this period.

8. The CSO office in Swords has a limited number of car parking spaces available and the office operates under a flexible working hours' scheme.

Eligibility

9.1 Applicants must on **Friday, 29th October 2010** be serving in the grade applied for and

- (a) have not less than 1 year of service in the Civil Service and have successfully completed the required probationary period and
- (b) have obtained a rating of 2 or higher for their Annual PMDS review, and
- (c) must not be availing of the incentivised career break scheme (*Circular 13/2009: Special Civil Service Incentive Career Break Scheme 2009* refers).

9.2 Officers engaged in temporary contracts which are of limited duration or for a fixed purpose will not be eligible to apply.

Selection

10. Assignment/secondment opportunities will be offered in the following sequence and in conjunction with an agreed release date from the parent department:

1. Officers from a Department that is currently over its ECF numbers limit for 2010 will be given a temporary assignment to CSO and will subsequently be reassigned in line with the redeployment arrangements at the end of the Census assignment.
2. Officers currently scheduled to return from Career Break will be assigned to the CSO and will subsequently be reassigned in line with the redeployment arrangements following completion of the Census assignment.
3. Officers seconded to the CSO on loan with a definitive return date will return to the parent Department following completion of the Census assignment.

Option 1 and 3 above will be offered on the basis of seniority within grade based on the applications received.

Options 2 above will be offered on the scheduled return from Career Break date within grade.

11. Worksharing patterns will be taken into consideration and flexibility may be required to meet business needs.
12. When considering an officer's application for assignment/secondment, an officer's sick leave and attendance records will be taken into account, having regard to the relevant circulars.

Applications

13. Please note if you have made previous enquiries in relation to Census posts, you must still complete the application below.

14. Staff are invited to apply for the posts outlined above by means of completing the application form at the end of this Circular. This application form should be forwarded with Section A fully completed, to your Personnel Section. Each Personnel Section must verify Section A and complete Section B and forward the fully completed Application Form to the CSO at Censusintake@cso.ie no later than 5.00pm on **Friday, 29th October 2010**.

15. Departments whose serving numbers are currently in excess of their Employment Control Target for 2010 will be expected to release staff for this assignment.

Circulation

Personnel Officers are required to bring this Circular to the notice of all eligible officers serving in Departments without delay. Special care should be taken to ensure that eligible officers on maternity leave, career break or any other relevant forms of leave are notified of the competition.

If candidates have any queries about this Circular, they should contact the CSO at Censusintake@cso.ie

Mise le meas,

Patricia Coleman,
Director
Personnel and Remuneration Division

Appendix 1

Assistant Principal (AP)

The requirement at AP level involves leading a team with overall responsibility for a particular function in Census of Population (COP) HQ. In this instance, the role involves leading the team responsible for the payment of up to 5,500 field staff and the logistics operation around the dispatch and return of census forms and related documentation from various field districts around the country. This AP role requires applicants to have proven high level organizational skills and a proven ability to deliver large scale projects to tight timeframes.

Please see below for a more detailed breakdown of the role.

AP-Field Payments and Logistics

Field Pay

- Weekly advance payment of €100 net to 5000 Enumerators
- Management of weekly pay returns
- Calculation of total pay earned for each Enumerator based on the fees earned and preparation of final balancing payment.
- Processing and authorizing of weekly T&S claims for 500 field managers.

Logistics

- Preparation and evaluation of tenders and contracts for the provision of goods and services necessary for the 2011 census field operation
- Overall responsibility for the packing, secure and timely dispatch and return of all census material including 1.8 million forms up to 500 separate locations in the field.

Note:

As the COP project runs to a very tight time frame, staff may be moved from one section to another in order to meet the priorities of the project at a particular point in time.

Higher Executive Officer (HEO)

The Higher Executive Officer (HEO) generally reports to and supports an Assistant Principal/Statistician and is a key member of the mid-management team. The work of the Higher Executive Officer in Census HQ is very diverse and the HEO must be able to work effectively to tight deadlines, manage the day- to- day work of the section, ensuring all tasks that are the responsibility of the section are fulfilled to the highest standard within the allocated deadlines.

The responsibilities will include some of the following duties:

- Manage the preparation of the Census plan, monitor the timelines and deliverables, produce weekly and monthly reports for internal operational use and for upward feed to the Census Project Board
- Responsible for managing the Census 2011 risk register
- Preparation of project reports for the Project Board
- Manage the payment operation of the Census, proper planning and preparation is essential

- Responsible for all aspects of the management of Census accommodation facilities
- Responsible for the management of an online custom built recruitment system, drafting contracts, preparation of all documentation, training materials and all associated business processes
- Manage the delivery and dispatch of all Census materials
- The HEO will be responsible for the Census Publicity Tender and associated work in managing the campaign.
- Manage the processing and coding of Census forms

Note:

As the COP project runs to a very tight time frame, staff may be moved from one section to another in order to meet the priorities of the project at a particular point in time.

Executive Officer (EO)

The role of an Executive Officer (EO) in the CSO generally reports to and supports a HEO and is a key member of the Census team. The work of the Executive Officer in Census HQ is very diverse and the EO must be able to work effectively to tight deadlines. The responsibilities will include some of the following duties:

- Operate the Census Inputting systems and handle any exceptions and quality assurance of the outputs
- Responsible for the preparation of maps and all geographical dimensions for Census 2011
- Responsible for all aspects of the automated Census Recruitment System
- Manage the preparation, packing and dispatching of documentation to the field
- Play an active role as part of the technical coding team
- Management of weekly payments
- Responsible for operating the Census Publicity Tender and associated work in managing the campaign

Note:

As the COP project runs to a very tight time frame, staff can be moved from one section to another in order to meet the priorities of the project at a particular point in time.

Service Officer

The role of a Service Officer in the CSO is to deal with Internal/External customers in a helpful, courteous and professional manner. The Service Officer will be expected to:

- Use initiative in anticipating what needs to be done
- Communicate with individuals at all levels in a clear and concise manner.
- Be committed to ensuring that all work is completed to a high standard and in accordance with the timeframe identified.
- Perform additional duties in the Office and warehouse as required.

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(for official use only)

APPLICATION FORM FOR TEMPORARY ASSIGNMENT/SECONDMENT OPPORTUNITIES IN CSO SWORDS FOR CENSUS 2011

Some of the personal data supplied by you on this form may be stored on computer and will be used only for the purposes registered under the Data Protection Act 1988 and 2003.

This application form should be forwarded by e-mail, with Section A fully completed, to your Personnel Section. Each Personnel Section must verify Section A and complete Section B and forward form electronically to Censusintake@csso.ie. The latest date for receipt of completed applications is 5.00pm on **Friday, 29th October 2010**. Please complete within the constrained boxes. All queries should be directed to Censusintake@csso.ie

Please note only electronic applications will be accepted.

SECTION A

1. Prefix (Mr, Ms etc)

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2. First name

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3. Surname

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4. Department

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5. Grade

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6. Current Working Pattern (*Career Break/ Full-time/ Work-sharing(Excl. Parental Leave)*)

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7. If Work-sharing(excl. Parental Leave) please give details of pattern.

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8. Date of Appointment to Current Grade

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9. Present Work Address

10. Contact Number

11. Email address

DECLARATION

I hereby declare all the foregoing particulars to be true.

Applicant _____

Date _____

This section to be completed by the Personnel Section of the Applicant

SECTION B

a. (i) Is this applicant releasable from your Department/Office?

Yes

No

(ii) If yes, please give the earliest release date

b. Please select the nature of the release:

(i) Applicant being released on **temporary assignment** and to be redeployed at end of Census 2011

Yes

No

(ii) Applicant being released on return from **career break**

Yes

No

(iii) Applicant being released on **secondment**

Yes

No

c. Length of Applicant's Service in Current Grade

Years

Months

Any other relevant information

Signed _____ Date _____
Personnel Officer

Telephone

Email