

E109/168/11

29 February 2012

Circular 03/2012: Interdepartmental competition for appointment to Prison Administration and Support Officer Grade III posts in the Irish Prison Service

A Dhuine Uasail,

1. INTRODUCTION

The Irish Prison Service (IPS) is responsible for the provision of safe, secure and humane custody for those people committed to prison by the Courts. It is a key component in our country's criminal justice system ensuring safer community life. The operation of the Prison Service involves significant amounts of vital administrative and support work. Employees in the Irish Prison Service are Civil Servants. However, the Prison Service is a unique environment and of necessity some aspects of the terms and conditions of the Prison Administration and Support Officer III Grade (PASO 3) will be different from those of other Civil Servants. Full details of the terms and conditions are set out in this circular.

The PASO 3 is a new entry level grade in the Prison Service specifically intended to carry out the administrative, and support duties required for the operation of a modern and efficient service. There are three grade levels for the Prison Administration & Support Officer, starting at Grade 3 and progressing up to Grade 1. In due course, PASO 3 Officers may have the opportunity to progress their careers in the Prison Service by seeking promotion from Grade 3 to Grade 2, Grade 2 to Grade 1. In addition, processes to provide for career progression of the Prison Administration & Support grades into other grades within the prison system will also be developed.

It is proposed to fill vacancies arising in the Irish Prison Service in this grade from existing staff in the Civil Service with the consequent vacancies being fillable from the Redeployment Resource Panels established by the Public Appointments Service. This Circular is intended to assist staff currently serving in the Civil Service to make a choice as to whether they are interested in a career in the Prison Service.

The Public Appointments Service and the Irish Prison Service will conduct an interdepartmental competition confined to serving (i) Clerical Officers and (ii) officers serving in other grades with a salary maximum not exceeding that of the Clerical Officer grade, to establish panels for appointments to posts as PASO 3 in the Irish Prison Service (IPS).

2. ABOUT THE JOB

Following recruitment PASOs 3 will work in one of the prisons, institutions or services of the Irish Prison Service, under the supervision of a Prison Administration & Support Officer Grade 2 or 1, or under the direction of another senior management grade. The PASOs 3 can fill many different roles across the spectrum of clerical, administrative and support duties, and the work can be varied, challenging and highly rewarding. The Irish Prison Service is looking for individuals, who have good organisational skills, can show exceptional attention to detail, and who can demonstrate initiative while working in a structured environment as part of a team. PASO 3 Officers must also show awareness of the unique environment of the Prison Service which requires security and control to be maintained. **Candidates should note that the Prison Administration & Support Officer 3 is a uniformed grade in the majority of IPS locations.**

The training and development required to undertake the role will be provided through a six week induction process incorporating a 1 week familiarisation course given by the Prison Service Training and Development Centre. The course not only prepares the new PASOs 3 for his or her duties, but also provides an integrated approach to the values and standards of the Prison Service. See also Paragraph 10

The Prison Service operates on a 24 hour day and 7 day week basis. PASOs 3 will be required to work a basic 39 hour week, with some element of working early, working late and working at weekends. No shift or premium payments will be made in respect of working late or at weekends as pay appropriate to the particular requirements of the post is provided.

Duties:

PASO 3 Officers appointed from this competition will have responsibility for the clerical and support functions of the prison e.g. financial procedures and processing, stores management and Human Resources. These may include:

Processing prisoners on arrival in prison, including taking general particulars, fingerprints and photographs, and receiving cash and property;

Other matters regarding prisoners, including computing remission of sentence; compiling files, transfer, hospital and production orders; temporary release and court appearances; prisoners cash and gratuity;

General prison administration, including facilitating meetings and looking after all monthly accounts;

Local H.R. functions, including recording sick and late records; updating staff files, operating time and attendance system;

Operating imprest and appropriation accounts and similar cash control and management tasks;

Stock management processes, controls and procedures, including using Oracle systems;

JIT (Just in Time) purchase ordering processes.

3. ELIGIBILITY

Applications are invited from Clerical Officers in the Civil Service and from officers serving in other grades with a salary maximum not exceeding that of the Clerical Officer grade.

To be eligible to apply for the position of PASO 3, an applicant must, on 22nd March 2012:

(a) be serving as an established, unestablished or acting capacity as a Clerical Officer or in other grades with a salary maximum not exceeding that of the Clerical Officer grade in the Civil Service

and

(b) have not less than two years' service in the Civil Service or an aggregate of two years' service in an eligible grade

and

(c) have received an annual review rating of at least grade 3 under the Integrated PMDS model.

Where PMDS was/is not in operation, candidates must be certified by their management as being suitable for consideration with regard to performance in their current grade.

3.1 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.

3.2 Officers on career break may apply if their career break conforms to the terms of the Department of Finance Circular 18/98.

3.3 Personnel Officers should note that under the provisions of *Circular 13/2009 Special Civil Service Incentive Career Break Scheme*, persons on Special Leave under that scheme will not be considered for promotion and/or notified of competitions and are not eligible to compete in this competition.

3.4 The Personnel Officer of a Department/Office will be required to certify to the Public Appointments Service, that a candidate:

- has worked well and has been satisfactory in his/her present grade;
- fulfils the eligibility conditions set out in the paragraphs above
- has been satisfactory in general conduct;
- has received an annual review rating of at least grade 3 under the Integrated PMDS model (agreed in General Council Report 1452) See 3 (c) above
- is suitable from the point of view of health with particular regard to sick leave; in relation to health and sick leave the procedures set out in Department of the Public Service Circular 34/76 (as amended by Department of Finance Circular 32/91, 33/99, 17/03 and 09/10) must be followed

3.5 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 that a candidate is eligible to compete in the competition. If candidates have doubts about any aspect of their eligibility, they are advised to clarify their position with their Personnel Section before proceeding with the application.

3.6 Given the sensitive nature of the post, individuals coming under consideration for a position in the Irish Prison Service as a PASO 3 must undergo strict security checks/screening. These checks will include background checks on candidates, as well as those of his/her immediate and extended family, friends and associates. Accordingly, candidates will be required at that stage to provide information for security clearance and Garda vetting purposes.

3.7 You should note that eligibility may not be confirmed until the final stage of the selection process; therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary inconvenience and will not be offered a position from this campaign. An invitation to test, interview or any element of the selection process is not an acceptance of eligibility (See also paragraph 8).

Successful candidates will be placed on a panel in order of merit. Precise number & distribution of posts will depend on task analysis, but it is expected that there will be 100+ posts at Grade 3.

4. HOW TO APPLY

Applications should be made online through www.publicjobs.ie. All sections of the form must be completed. Forms must be submitted no later than midnight on 22 March 2012. The closing date must be strictly observed.

4.1 Candidates are advised to read and complete the Self Assessment Questionnaire before submitting an application form. This questionnaire is [attached at Appendix I](#). This short questionnaire is designed to help you think about an administrative role in the Prison Service and to assist you in deciding whether the role of Prison Administration and Support Officer 3 would attract you. The questionnaire is for your own information only and does not need to be submitted.

4.2 Applicants should log-on to www.publicjobs.ie and, if they have not already done so, must “register as a member” before applying. Please do not confuse registering with applying. Once registered, applicants must then access the application form, complete and submit it.

4.3 The admission of a person to a competition, or invitation to attend test/ interview, is not to be taken as implying that such a person fulfils the requirements or is not disqualified by law from holding the position.

4.4 If you do not receive an acknowledgement of receipt of your application within two working days of applying, please contact the Public Appointments Service at **01-8587651** or **01-8587459**.

5. THE SELECTION PROCESS

The methods used to select successful candidates for this post may include:

- Written Tests
- Questionnaires / instruments exploring skills, motives and /or personality,
- Assessment exercises
- Short listing of candidates on the basis of the information provided in their application
- Preliminary and/ or final interview

Should written tests be employed, the Public Appointments Service will provide you with further details as appropriate.

5.1 In the event that a large number of candidates meet the minimum eligibility requirements for the post, the Public Appointments Service may decide to invite a smaller number of candidates to the various stages of the selection process.

5.2 Should it be necessary to appoint a number of selection boards, the Public Appointments Service will determine the number of candidates to be called from each preliminary board to the final interview.

5.3 During any short listing exercise that may be employed, the Public Appointments Service is guided by an expert board that examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in a candidate's interest to provide a detailed and accurate account of qualifications/ experience on the application form.

6. CREDIT FOR PROFICIENCY IN BOTH IRISH AND ENGLISH

6.1 Credit for proficiency in Irish and English will be given in accordance with Department of the Public Service Circular 43/75 and Department of Finance Circular 30/90.

6.2 In placing candidates in the order of merit, credit due under the above Circulars will apply only to those candidates who are successful at final interview.

7. VACANCY LOCATIONS

The locations where vacancies may occur are shown below.

Location	Address
Mountjoy Complex	North Circular Road, Dublin 7
Cloverhill/Wheatfield Complex	Cloverhill Road, Clondalkin, Dublin 22
Arbour Hill	Arbour Hill, Dublin 7
Midlands/Portlaoise Complex	Dublin Road, Portlaoise, Co Laois
Shelton Abbey	Arklow, Co. Wicklow
Loughan House	Blacklion, Co. Cavan
Limerick	Mulgrave Street, Limerick
Cork	Rathmore Road, Cork
Castelrea	Castlereah, Co. Roscommon

On appointment and following initial training, PASOs 3 may be assigned to vacancies in the above prisons. PASOs 3 may be liable to be assigned or reassigned to other areas of the Irish Prison Service from time to time according to the exigencies of the Service. More details of the Prison Estate are provided at Appendix III below.

8. MEDICAL & PHYSICAL ASSESSMENTS

8.1 While the job of PASO 3 does not entail a high level of interpersonal contact with prisoners, any person working in a prison is required to have a certain level of skills and physical competence to ensure both their own safety and the secure operation of the prison. A PASO 3 needs to be constantly vigilant with regard to security and have a good level of physical fitness. In the event of major incidents PASO 3 Officers will be required to be part of the prison response plans, although they will only be required to take actions commensurate with their status.

8.2 All staff working in a prison environment will receive appropriate training relevant to personal safety protocols and procedures both as part of their initial training and throughout the course of their working careers. They therefore need to be physically fit and have a standard of health such that neither their safety nor that of any of their colleagues should be compromised.

8.3 Candidates under consideration for the post of PASOs 3 must undergo a medical assessment to take account of the particular requirements of working in a prison environment. The Irish Prison Service (IPS) has also devised a physical fitness test which all candidates must pass before they can

be considered to take up duty as PASO 3 Officers. **For more information on the Medical and Physical tests please see Appendix IV of this Circular.**

8.4 The Civil Service Occupational Health Department (CSOHD) will determine whether or not a candidate is medically fit to undertake this physical fitness test and ultimately to take up a position as PASO 3.

9. PRINCIPAL CONDITIONS OF SERVICE - PASO 3 Officers in the Irish Prison Service.

9.1 Pay

Paso 3: the salary scale for this position (rates effective at 1 January 2010) is as follows:

As of January 2010 the following rates of pay apply:

PPC (Personal Pension Contribution) Scale (Post-1995):

€26,011 - €27,221 - €28,438 - €29,652 - €30,865 - €32,078 - €33,259 - €34,441 - €35,625 -
€36,805 - €37,979 - €39,809 - €41,248(LSI1) - €41,908(LSI2)

Non-PPC Scale (Pre-1995):

€24,708 - €25,860 - €27,014 - €28,170 - €29,323 - €30,477 - €31,630 - €32,763 - €33,884 -
€35,006 - €36,123 - €37,861 - €39,229(LSI1) - €39,858(LSI2)

LSI1 after 3 years satisfactory service at the maximum, LSI2 after 6 years satisfactory service at the maximum.

Candidates should note that the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance.

9.2 Tenure & Probation

- a. PASO 3 is an established position in the Irish Prison Service
- b. On appointment to the post of PASO 3, the appointee will serve a one-year probationary period. The purpose of the probationary period is to determine whether the appointee is suitable to the unique environment of the Irish Prison Service.

- c. The appointment will be subject to normal PMDS procedures in relation to performance monitoring and to probationary reviews. During the probationary period, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:
- (i) has performed in a satisfactory manner;
 - (ii) has been satisfactory in general conduct;
 - (iii) is suitable from the viewpoint of health with particular regard to sick leave, and,
 - (iv) has satisfactorily undertaken any training required, including formal, physical and on-the-job training.
- d. Prior to completion of the probationary period a decision will be made as to whether or not the officer will be retained in the Irish Prison Service. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iv) above. The detail of the probationary process will be explained to the officer by the Irish Prison Service.
- e. On satisfactory completion of the probationary period including successful completion of all elements of the training programme, appointment as a PASO 3 will be confirmed.
- f. An officer whose service is not satisfactory will be notified of the action to be taken. Where a decision is made not to confirm the officer in the post of PASO 3, the Personnel Officer of the Department of the Irish Prison Service may be asked by the appointee to request that the Civil Service Disciplinary Code Appeal Board review the decision. [Ref. Circular 14/2006 Civil Service Disciplinary Code paragraphs 11 and 50 (ii).]
- g. Where an officer is not considered as suitable to the position having been assessed against stated criteria, the Personnel Officer of the Prison Service will determine what course of action should be taken. The courses of action may include identifying a need for additional training or, in certain circumstances, the reversion of the officer to his or her previous grade and Department/Office or alternative e.g. Redeployment Panel. The officer will be notified in writing of the action to be taken prior to the expiry of the probationary period and any extensions thereof.
- h. In certain circumstances the probation period may be extended and such extension must be agreed by both parties.

i. Retirement and Superannuation

Normal civil service superannuation and retirement arrangements apply to these grades. The successful candidate will be offered the appropriate pension terms and retirement age conditions prevailing in the Civil Service at the time of being offered an appointment.

10. TRAINING

10.1 PASO 3 Officers will initially receive six weeks formal induction training which combines classroom tuition with job familiarisation. Classroom tuition includes lectures, practical exercises and group work. Elements of the training require a certain level of physical activity and competence. Training is likely to be held in the Irish Prison Service Training Centre, Beladd House, Portlaoise.

10.2 A PASO 3 will be required to show proficiency in all elements of the training programme, academic, physical and on-the-job. Employment as an Officer in the IPS depends on the ability to carry out all aspects of the job

11. CIVIL SERVICE CODE OF STANDARDS / PRISON RULES

The PASO 3 Officers will be required to perform any duties appropriate to the position as assigned. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties. The officer will be subject to the terms of the Civil Service Disciplinary Code, the Prisons Rules 2007 and, where appropriate, the Prison (Disciplinary) Code for Officers Rules 1996.

12. HEADQUARTERS

The PASO 3 Officer's headquarters will be such as may be designated from time to time by the Director-General of the Irish Prison Service. When absent from home and headquarters on duty appropriate traveling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

13. HOURS OF ATTENDANCE

The Prison Service operates on a 24 hour day and a 7 day week. The positions will require some aspects of working early, working late and/or working on weekends.

The working week for the PASO grade is an average of 39 hours. Within this confine there are two broad patterns of Clerical cover required in the prisons. Monday to Friday, 8 a.m. to 5 p.m. attendance is required in certain locations, including the following:

- Arbour Hill, Dublin 7;
- Loughan House, Co. Cavan;
- Shelton Abbey, Co. Wicklow;
- Training Unit, Dublin 7;
- Prison Service Escort Corps, Dublin 22;
- Operational Support Group, Dublin 7.

In other locations, while the core hours of attendance remain Monday to Friday 8-5, there is a requirement for some reduced level of attendance between 5 p.m. and 8 p.m. each weekday, and also a reduced level of attendance on Saturdays. This cover is achieved by the use of rosters for PASO grades in these locations. In drawing up the roster patterns for each location there will be flexibility to take account of the preferences of staff in the area. Definitive rosters have not yet been finalised as there are a variety of potential attendance patterns that might achieve the required cover within the structure of a 39 hour week and also meet the needs of staff.

With regard to attendance patterns the important aspects for applicants to note is that PASO grades will be required, in accordance with an agreed work pattern and a 39 hour week, to generally commence work at 8 a.m., to work at times until 8 p.m., and to work at times on Saturdays.

A Sample Roster is attached at Appendix V for information.

14. ANNUAL LEAVE

The annual leave allowance will be 22 days per year, rising to 23 days after 5 years service and 24 days after 10 years service. The leave entitlement will carry over from previous service in the Clerical Officer grade.

15. THE ORGANISATION OF WORKING TIME ACT

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.

16. SECRECY, CONFIDENTIALITY AND STANDARDS OF BEHAVIOUR

16.1 An officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

16.2 Civil Service Code of Standards and Behaviour

The officer will be subject to the Civil Service Code of Standards and Behaviour.

16.3 Ethics in Public Office Acts

The Ethics in Public Office Acts will apply, where appropriate, to this employment.

17. DEEMING OF APPLICATION TO BE WITHDRAWN

Candidates who do not attend for interview or other tests when and where required, will have no further claim to consideration.

18. CODE OF PRACTICE

18.1 The selection process for appointment to this position shall be conducted in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service (No. 01/07), prepared by the Commission for Public Service Appointments (CPSA). Codes of Practice are published by the CPSA and are available on www.cpsa.ie

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*

18.2 The Public Appointments Service and the Irish Prison Service will run this selection campaign in compliance with the Code of Practice prepared by CPSA. The Public Appointments Service will conduct the Recruitment and Selection process up to interview stage and subsequent elements of the selection process will be carried out by the Irish Prison Service.

18.3 Selection processes are subject to audit by the CPSA. Candidates are advised to familiarise themselves with the contents of the CPSA Code of Practice (No. 01/07), including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the selection

process. The Code of Practice may be accessed by visiting www.cpsa.ie or by contacting directly the Commission for Public Service Appointments, 18 Lower Leeson Street, Dublin 2. 01-6395750

18.4 Complaints and Requests for Review:

Complaints/requests for review will be considered by the Public Appointments Service and the Irish Prison Service as appropriate (see paragraph 18) in accordance with the procedures set out at Appendix II.

19. CANDIDATES' OBLIGATIONS

Candidates should note that canvassing will disqualify and will result in their exclusion from the process. Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

20. DATA PROTECTION ACTS 1988 & 2003

When your application form is received, the Public Appointments Service create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Where the services of a third party are used, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request under the Data Protection Acts 1988 and 2003 please submit your request in writing to: **THE DATA PROTECTION CO-ORDINATOR, PUBLIC APPOINTMENTS SERVICE, "CHAPTER HOUSE", 26-30 ABBEY STREET UPPER, DUBLIN 1**, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of a bank draft, money order, or personal cheque, made payable to "Public Appointments Service". Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

21. ADMISSION WITHOUT LIABILITY

The admission of a person to the application process is not to be taken as implying that such person fulfils the requirements of the position or is not disqualified from holding the position.

22. CIRCULATION

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, secondment, maternity leave, career break, and other relevant forms of leave.

Candidates having any queries in respect of this circular should contact their Personnel Section. Subsequent enquiries in respect of their candidature should be addressed directly to the Public Appointments Service.

Mise le meas

Patricia Coleman
Director

Appendix I

SELF-ASSESSMENT QUESTIONNAIRE

Is an administrative role in the Prison Service for me?

Working in the Prison Service presents certain aspects that differ from those presented by other roles in the Civil Service. These differences will arise partly due to the nature of the work and partly due to the working environment. The Mission Statement sets out the ethos of the Prison Service:

The mission of the Irish Prison Service is to provide safe, secure and humane custody for people who are sent to prison. The Service is committed to managing custodial sentences in a way which encourages and supports prisoners, in their endeavouring to live law abiding and purposeful lives as valued members of society.

While Prison Administration and Support Officers will have little or no contact with prisoners, they will be expected to carry out their work in the spirit of the Mission Statement. In addition, there are security concerns which need to be taken into account by all staff working in a prison. These will require staff to exercise discretion when discussing their work with others, and to refrain from associating with known criminals. This aspect will be fully covered in the training provided to new staff by the Prison Service.

This short questionnaire is designed to help you think about an administrative role in the Prison Service and to assist you in deciding whether the role of Prison Administration and Support Officer would attract you.

This questionnaire is for your own information only, and does not need to be submitted. However, if you answer 'no' to a number of questions it gives an indication that the match between your preferences and the demands of the job may not be ideal. It would be useful for you to think through the demands of the role before continuing with your application.

1	I am flexible and adaptable in taking on new tasks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	I always exercise discretion when discussing my work with others	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	I think ahead and anticipate likely problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	I am aware of the implications of my actions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	I take account of all of the information available when making a decision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	I want to make a contribution to the lives of others	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	I respect the confidentiality of information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	I am organised and methodical in my approach to my work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	I am aware of the importance of punctuality	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	I can follow instructions even if I personally disagree with them	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	I am willing to develop competence in working with computers and various general and specialist IT packages	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	I can explain things clearly to people	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	I realise the importance of meeting deadlines	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	I manage my time well and prioritise tasks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	I complete all paperwork carefully and accurately	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	I am aware of the lifestyle limitations caused by shift work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	I understand that there are security implications to working in a prison	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18	I enjoy the camaraderie of working as part of a team	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19	I am willing to work in a structured environment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20	I listen to the views of others, and seek advice when I am unsure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21	I am aware that working in a prison may require me to wear a uniform	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Appendix II

GUIDELINES FOR DEALING WITH APPEALS/REQUESTS FOR REVIEW

The Public Appointments Service and the Irish Prison Service, as appropriate (see paragraph 18) will consider requests for review in accordance with the provisions of the codes of practice published by the Commission for Public Service Appointments (CPSA). Where a candidate is unhappy with an action or decision in relation to their application he/she can seek a review under **Section 7** of the code of practice governing the recruitment process by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a "decision arbitrator".

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis, as set out below. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review.

Informal process:

- The candidate can avail of the informal review within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision (or relevant person).
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Formal process: Initial review:

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, Public Appointments Service or Director General, Irish Prison Service as appropriate, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.

- A request for review must be made within 10 working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive or Director General as appropriate.
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.
- Should a candidate be dissatisfied with the outcome of the initial review, he/she may request a review by a decision arbitrator of the conduct of the initial review.

Review by the decision arbitrator

The decision arbitrator is appointed by the Chief Executive or Director General, as appropriate. The decision arbitrator is unconnected with the selection process and he/she will adjudicate on requests for review in cases where a candidate is not satisfied with the outcome of the initial review. The decision of the decision arbitrator in relation to such matters is final.

- A request made to the decision arbitrator must be received within 7 working days of the notification of the outcome of the initial review.
- The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Where a candidate believes that an aspect of the process breached the CPSA Code of Practice, he/she can have it investigated under **Section 8** of the code of practice.

Informal process:

- The CPSA recommends that the candidate avail of the informal process to try to resolve the matter with the recruiting body. If the candidate is still dissatisfied he/she may resort to the formal process within 2 working days of receiving notification of the informal process.

Formal process:

- A candidate requesting a formal review must write to the licence holder Chief Executive, Public Appointments Service or Director General, Irish Prison Service, as appropriate, providing details of the breach of the code of practice and enclosing any relevant documentation that might support the allegation.

- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. If a decision cannot be made within this timeframe, the reviewer will keep the candidate informed of the status of the review.
- Should a candidate be dissatisfied with the outcome of this review, he/she may request a further review by referring the matter to the Commission for Public Service Appointments in the form of an appeal of the review of the licence Holder. He/She must write to the Commission for Public Service Appointments within 10 working days of receiving the outcome of the licence Holder's review.

The codes of practice are available on the website of the Commission for Public Service Appointments, www.cpsa.ie.

Appendix III

Mountjoy Prison: North Circular Road, Dublin 7. A closed, medium security prison for males aged 17 years and over. It is the main committal prison for Dublin County and the largest penal institution in the State.

Dochas Centre: North Circular Road, Dublin 7. A closed medium security prison for females aged 17 years and over. It is the committal prison for females committed on remand or sentenced from all Courts outside the Munster area.

Training Unit: North Circular Road Dublin 7 A semi-open, low security institution for males aged 18 years and over. It operates a drug free environment with a strong emphasis on work and training.

Wheatfield Prison: Cloverhill Road, Clondalkin, Dublin 22 A closed medium security prison for males aged 17 years and over. It is the committal prison for counties Louth, Meath, Monaghan, Wexford and Wicklow.

Cloverhill: Cloverhill Road, Clondalkin, Dublin 22 A closed, medium security remand prison for males aged 17 years and over. It primarily caters for remand prisoners and is the committal prison for persons sent to custody on remand in the Leinster area.

Limerick Prison: Mulgrave Street, Limerick. A closed medium security prison for males and females aged 17 years and over. It is the committal prison for males for counties Clare, Limerick and Tipperary and for females for all six Munster counties.

Portlaoise Prison: Dublin Road, Portlaoise, Co Laois A closed, high security prison for males aged 17 years and over. It is the committal prison for those sent to custody from the Special Criminal Court and prisoners accommodated here include those linked with subversive crime.

Midlands Prison: Dublin Road, Portlaoise, Co Laois A closed, medium security prison for males aged 17 years and over. It is the committal prison for counties Carlow, Kildare, Kilkenny, Laois, Offaly and Westmeath.

St. Patrick's Institution: North Circular Road, Dublin 7. A closed, medium security place of detention for males aged 16 to 21 years; it accommodates both remand and sentenced persons.

Shelton Abbey: Arklow, Co Wicklow An open, low security prison for males aged 19 years and over who are regarded as requiring lower levels of security and are either serving short or nearing the end of long sentences.

Cork: Rathmore Road, Cork A closed, medium security prison for males aged 17 years and over. It is the committal prison for counties Cork, Kerry and Waterford.

Loughan House: Blacklion, Co Cavan An open, low security centre for males aged 18 years and over who are regarded as requiring lower levels of security and are either serving short or nearing the end of long sentences.

Castlerea: Castlerea, Co Roscommon. A closed medium security prison for males aged 17 years and over. It is the committal prison for remand and sentenced prisoners in Connaught and also takes committals from counties Cavan, Donegal and Longford.

Arbour Hill: Arbour Hill, Dublin 7 A closed medium security prison for males aged 17 years and over. Its prisoner profile is largely made up of long term sentenced prisoners and sex offenders

Beladd: Portlaoise, co Laois. The Irish Prison Service Training College

Prison Service Headquarters: Ballinalea Road, Longford The main administrative centre for the Irish Prison Service.

Appendix IV

MEDICAL AND PHYSICAL TESTS

(a) Pre-employment medical

Candidates should be of good physique and be reasonably fit. The following specific criteria will apply when determining the suitability of candidates for the role of Prison Administration & Support Officer:

Vision

The candidate should have a distant visual acuity uncorrected, of no less than 6/36 in each eye tested separately, corrected to 6/12 in each eye tested separately. All candidates should have normal colour vision and visual fields. Following testing, the CSOHD may make the recommendation that corrective lenses must be worn for work purposes. Each case will be examined on its own merits. Defective eyesight may result in exclusion from the position.

Obesity

Applicants must comply with the relevant height/weight guidelines.

Lung Function

Candidates with a peak flow reading of less than 80% of that predicted will be asked to attend the CSOHD for further evaluation.

Hearing Assessment (Audiology)

Candidates must submit a pre-employment audiogram. If a problem is identified the candidate will be asked to attend the CSOHD for further evaluation. Each case will be examined on its own merits. Defective hearing may result in exclusion from the position. The pre-employment audiogram will be held on record in the CSOHD and will act as a baseline for future audiological screening should this be necessary.

Musculoskeletal assessment

At the time of the medical examination candidates should be free from problems affecting their muscles and joints. A past or current history of musculoskeletal problems will necessitate an appointment in the CSOHD for further evaluation and may if current, lead to deferral or exclusion from the position.

Blood Pressure

A history of abnormal blood pressure or a finding of same at pre-employment medical will need further evaluation, such as a report from the candidates GP and perhaps an appointment in the CSOHD. Candidates with a repeated elevated blood pressure will not be allowed take the fitness test.

Past / present medical history of acute / chronic illness

Relatively recent or current chronic/acute medical conditions will need further evaluation. Candidates to whom this applies will be asked to submit a confidential report from their GP or treating specialist (as appropriate) to the CSOHD. Cases will be viewed on an individual basis and the candidate may be given an appointment in the CSOHD.

Candidates may also be required to take part in relevant vaccination programmes where this is deemed advisable for the protection of their health.

(b) Pre-employment Physical Competency (Fitness) Test

The Physical Competency Test will be conducted by the Irish Prison Service in its Training Centre at Beladd House, Portlaoise, Co. Laois. Applicants are required to be aerobically fit in order to safely work in a prison environment. Aerobic fitness will be measured by a series of tests specifically designed to measure your physical performance in tasks that relate to the work of a Prison Administration & Support Officer.

(i) Running/carrying Tests

Aerobic Test: This tests cardiovascular endurance, and simulates running around a building, with changes of direction. This test involves running backwards and forwards between two points 15 metres apart. The test involves 40 continuous shuttle runs to give a total distance of 600 metres.

Anaerobic Test: This tests your ability to sprint, and simulates the response to an emergency. This test involves 7 shuttle runs (i.e. 7 x 15 metres) done as quickly as possible.

Fire-extinguisher/carry test: This tests your ability to carry a standard fire extinguisher through a building in an emergency.

(ii) Strength/power tests:

These tests assess upper body strength, grip and hold strength required in control and restraint techniques.

Seated bench press: You will complete 5 measured bench-presses using a concept-II ergo meter.

Seated bench pull: You will complete 5 measured bench-pulls using the concept-II ergo meter.

Grip Strength: This is measured using a standard grip strength ergo meter. You will be asked to squeeze as hard as you can with right and left hands (you will get two shots with each hand)

Full details of the standards required in the fitness test will be supplied. Candidates will be given an opportunity to perform the fitness test in a non-competitive environment prior to signing a contract with the IPS. Candidates will also be given the opportunity to repeat the test weekly in this environment during the 6 week training period. It may be possible to provide fitness training during this period if required. The actual test will take place in the last week of training. Consideration will be given to holding a further test after 6 months for any Officer who fails/is unable to attend the test (for reasons of injury, illness, etc.).

**PUBLIC APPOINTMENTS SERVICE
26-30 ABBEY STREET UPPER,
DUBLIN 1.**

Candidates should note that certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Appendix V

Week no.	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
1	RD	RD	08:00-17:00	10:00-19:00	09:00-17:00	09:00-18:00	09:00-18:00	39
2	RD	RD	09:00-18:00	09:00-18:00	10:00-19:00	09:00-17:00	09:00-18:00	39
3	RD	RD	09:00-17:00 (D)	09:00-17:00	08:00-17:00	10:00-19:00	09:00-17:00	38
4	09:00-18:00	RD	RD	09:00-18:00	09:00-17:00	08:00-17:00	10:00-19:00	39
5	RD	RD	10:00-19:00	09:00-17:00 (D)	09:00-18:00	09:00-17:00	08:00-17:00	39
6	RD	RD	09:00-18:00	10:00-19:00	09:00-17:00 (D)	09:00-18:00	09:00-17:00	39
7	RD	RD	10:00-19:00	08:00-17:00	10:00-19:00	09:00-17:00 (D)	10:00-19:00	40
8	RD	RD	09:00-18:00	09:00-17:00	09:00-18:00	10:00-19:00	09:00-17:00 (D)	39
							Total	312
Groups/Shifts	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
08:00-17:00 (8)	0	0	1	1	1	1	1	5
09:00-17:00 (7)	0	0	0	2	2	2	2	8
09:00-18:00 (8)	1	0	3	2	2	2	2	12
09:00-17:00 (D) (8)	0	0	1	1	1	1	1	5
10:00-19:00 (8)	0	0	2	2	2	2	2	10
RD	7	8	1	0	0	0	0	16
RD as % of Total	87.50%	100.00%	12.50%	0.00%	0.00%	0.00%	0.00%	28.57%
Total	8	8	8	8	8	8	8	56