

File Ref: DPE056/37/12

04th October 2012

**Circular 13/2012: Interdepartmental competition for appointment to
Instructor posts in Civil Defence Roscrea**

A Dhuine Uasail,

Grade: EO Standard Scale

Job Title: Instructor

Job Location: Civil Defence is located in Benamore, Roscrea, Co. Tipperary.

1. INTRODUCTION

Two vacancies currently exist for Instructors (Executive Officer, Standard Scale) with Civil Defence. The posts are full time and permanent and are based at the headquarters of Civil Defence in Roscrea.

The Civil Defence Board is a statutory authority under the aegis of the Department of Defence. The Board was established following the passage of the Civil Defence Act 2002. The Board decentralised to a new state of the art headquarters at Benamore, Roscrea, Co. Tipperary in May, 2006. The Civil Defence College, which is part of Civil Defence Headquarters, is located in the CDB training facility at Benamore. The Board has also retained the use of a training range located at the rear of its old headquarters at the Phoenix Park in Dublin.

The Act of 2002 transferred responsibility for the management and development of Civil Defence at national level from the Department of Defence to the Board. The mission statement of the Board is: - *"To promote, develop and maintain Civil Defence as an effective volunteer based professional organisation providing emergency response and community support services"*.

In the context of current Government policy in relation to bringing the functions of many State agencies back into the parent Department, the Government has recently approved the drafting of legislation to dissolve the Civil Defence Board and transfer its functions and responsibilities back into the Department of Defence. The terms and conditions for civil servants will remain unchanged.

Civil Defence is the main statutory, volunteer-based emergency response organisation providing second-line support, in a range of disciplines, to the primary response agencies such as the An Garda Síochána, Fire Service and HSE.

Civil Defence volunteers, who number almost 4,000, are based in each local authority area nationwide. Locally based volunteer Instructors attend the Civil Defence College to receive instruction in a range of train the trainer programmes. In recent years the College has attained recognition as a training

institution by a number of statutory and regulatory bodies such as the Further Education and Training Awards Council (FETAC), Pre-Hospital Emergency Care Council (PHECC) and Occupational First Aid Assessment Agent (OFAAA).

Further information on Civil Defence can be obtained by logging onto www.civildefence.ie.

2. ABOUT THE JOB

The purpose of the Instructor post is to develop and deliver training and education to members of the Civil Defence in a range of disciplines taking account of regulatory and related requirements. Successful candidates will be expected to undergo training courses in order to assist with the design and execution of examinations and exercises in the implementation of a training programme. The position involves working as part of a team reporting to the Principal of the Civil Defence College.

Key Responsibilities:

The key responsibilities of the instructors include:

- The delivery of training and education to volunteer instructors and other members of the Civil Defence organisation at the Civil Defence Board Headquarters, Roscrea and training centre, Dublin and elsewhere throughout the country, as required.
- Research and development of training relevant to Civil Defence which meets the standards of national and international regulatory bodies.
- Assisting in devising training syllabi for the services and activities of the Civil Defence organisation which include: Casualty / First Aid, Rescue, Auxiliary Fire Service, Warden Service and Radiation Monitoring, Welfare Provision and Radio Communications.
- Implementation of training policy and guidelines as laid down by the Civil Defence Board.
- Setting and conducting relevant examinations at national and local level.
- Assisting with the design and execution of training exercises and competitions at local and national level in accordance with the policies and guidelines laid down by the Civil Defence Board.
- Liaising on all relevant matters with the Technical Officer, Communications Officer and other staff as required.
- Providing advice on Civil Defence related training issues to local authorities as required.
- Attendance at training courses relevant to the post as directed by the College Principal.
- Representing the organisation at relevant national and international events as required.
- Carrying out all duties attached to the post of Instructor and any other tasks as may be assigned from time to time.

Civil Defence Exercises and Training events are frequently held outside of normal working hours and at weekends. Consequently the duties of the post will involve travel and absence from headquarters both during normal hours of attendance and outside of those hours. When necessarily absent from home and headquarters on duty, travelling expenses and subsistence allowances will be payable at the standard civil service rates and subject to the conditions approved from time to time. In addition, Executive Officers (Instructors) are compensated in respect of extra attendance and travel on official business outside normal hours of duty at standard civil service rates.

Candidates will be expected to have a basic level of physical fitness which would allow them to carry out the duties of the post in both an indoor and outdoor environment.

3. REQUIREMENTS:

Essential Requirements:

The successful candidates should have, on or before 25th October 2012:

- An Education & Training qualification relevant to the post, preferably at Higher Education and Training Awards Council (HETAC) – Level 6 on the National Framework of Qualifications; **and**
- At least two years experience of delivering education and training work is essential.

Additionally the successful candidate must:

- have excellent presentation skills and strong interpersonal and communication skills, both written and verbal;
- have the ability to plan, organize and implement projects that deliver on the organisation's objectives;
- be a self-starter, demonstrate optimism, commitment to tasks and have a positive can-do attitude;
- have the ability to produce accurate, high-quality work; **and**
- be able to work to tight deadlines.

Competency in a range of information technology skills, including applications such as Powerpoint, Word and Excel would be a benefit.

It is expected that the successful candidate will serve at least three years with Civil Defence.

4. ELIGIBILITY:

To be eligible to apply for the position of Instructor, an applicant must, on **25th October 2012**:

- (a) be serving as an established, unestablished or acting capacity in any grade up to and including Executive Officer (or equivalent grade) with a salary maximum not exceeding that of the Executive 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.

4.1 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.

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

4.3 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.

4.4 The Personnel Officer of a Department/Office will be required to certify 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 4 (c) above, and
- 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 Dept/Finance Circular 32/91, 33/99, 17/03 & 09/10) must be followed.

4.5 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.

Successful candidates will be placed on a panel in order of merit.

5. COMPETENCIES:

For selection purposes, candidates will be expected to demonstrate their ability in each of the competency areas outlined below. These competencies are linked to the requirements for the role and will be assessed throughout the selection process. Candidates should prepare two examples of where they have demonstrated these competencies.

The following will be assessed throughout the selection process:

5.1 Planning and Organising/ Work Management Skills:

The effective Instructor plans, organises, and manages work tasks and schedules to ensure efficient delivery of projects to the required standard. S/he anticipates obstacles to plans and makes contingencies for overcoming these. S/he adopts a methodical approach to research/information and pays attention to detail. S/he skilfully identifies and accesses information sources.

5.2 Communications skills:

An Instructor communicates in a fluent, logical, clear, concise and convincing manner, orally and in writing, using a variety of media. Strong inter-personal skills and the ability to listen effectively to others and develop a two-way dialogue are very important. This competency also includes the ability to use information technology in a practical way to enhance communication and data handling.

5.3 Team Working:

An Instructor shows understanding and sensitivity in dealing with others. S/he shares ideas and information with people who have been brought together as a team from a variety of backgrounds with the purpose of achieving a particular result.

5.4 Personal Focus:

An Instructor sets high achievement standards for all tasks undertaken and actively seeks out new developmental challenges. S/he shows a single-minded commitment of effort to overcoming obstacles and to achieving successful outcomes. S/he steers and directs own work and shows a strong degree of self-sufficiency when support is not available. S/he maintains a consistent effort under pressure and is resilient to criticism or setbacks at work.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.

6 APPLICATIONS AND APPOINTMENT PROCEDURES:

6.1 How to Apply:

Applications for this position should be made by filling out the relevant online application form available on www.publicjobs.ie. Applications should be submitted **before 12 midnight on Thursday 25th October 2012**.

Before applying applicants should log-on to www.publicjobs.ie and, if they have not already done so must create a profile. Follow the link "New User Register Now". Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it. All sections of the application form should be completed. Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via 'my applications'.

6.2 Selection Process:

Candidates will be required to attend for a competitive interview which will include making a presentation and some straightforward coordination/dexterity tests related to the requirements of the post.

The selection process will comprise 3 stages as outlined below:

- A competitive interview;
- A Presentation, where you will be required to present to the selection board details of a training programme you have delivered. The duration will be 10 minutes at the outset of the interview and no electronic visual aids will be required. Handouts and/or a flip chart may be used;
- A practical demonstration of an item of Civil Defence equipment. The equipment and associated instructions will be provided to candidates on the day. Adequate preparation time will be allocated for this task.

In addition to the above the process may also include:

- shortlisting of candidates, on the basis of the information contained in their application. In the event of a short-listing exercise being employed an expert board will examine the information provided in your application forms and assess it against pre-determined criteria based on the requirements of the position. Therefore, it is in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application; and or
- other written assessments / questionnaires / instruments exploring skills, motives and / or personality.

The successful candidate(s) will be required to submit original qualifications and undergo a medical examination. The Chief Medical Officer will also have to be satisfied as to the physical fitness of a candidate before he/she is selected. On the job training will be given and the appointees may need to up-skill by attending training course(s) if required.

The successful candidate(s) will be eligible in the normal way to apply for entry to interdepartmental competitions open to general service Executive Officers.

7. CREDIT FOR PROFICIENCY IN BOTH IRISH AND ENGLISH

7.1 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.

7.2 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.

Candidates will receive further information on the selection process in due course.

8. GENERAL:

The appointment is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Civil Service.

The PPC (Personal Pension Contribution) salary for this position is as follows (with effect from 1 January 2010):

€30,516, €32,687, €34,360, €35,977, €37,588, €39,166, €40,760, €42,311, €43,909, €44,967(MAX), €46,473(LSI1), €47,975(LSI 2)

LSI 1 after 3 years satisfactory service at the maximum, LSI 2 after 6 years satisfactory service at the maximum.

Non-PPC Scale (with effect from 1 January 2010):

€29,024, €31,094, €32,679, €34,219, €35,749, €37,247, €38,760, €40,233, €41,749, €42,760(MAX), €44,187(LSI1), €45,616(LSI2)

LSI 1 after 3 years satisfactory service at the maximum, LSI 2 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. TENURE & PROBATION

Instructor is an established position with Civil Defence.

- a. On appointment to the post of Instructor, the appointee will serve a one-year probationary period.
- b. 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.
- c. Prior to completion of the probationary period a decision will be made as to whether or not the officer will be retained by Civil Defence. 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 Civil Defence.
- d. On satisfactory completion of the probationary period including successful completion of all elements of the training programme, appointment as an Instructor will be confirmed.
- e. 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 Instructor, the Personnel Officer of Department of Defence 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).]

- f. Where an officer is not considered as suitable to the position having been assessed against stated criteria, the Personnel Officer of the Department of Defence 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.
- g. In certain circumstances the probation period may be extended and such extension must be agreed by both parties.

10. TRAINING:

Successful candidates will be expected to undergo training courses in order to assist with the design and execution of examinations and exercises in the implementation of a training programme. On the job training will be given and the appointees may need to up-skill by attending training course(s) if required.

11. CIVIL SERVICE CODE OF STANDARDS:

The successful candidates will be required to perform any duties appropriate to the position as assigned. The officers may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties. The officers will be subject to the terms of the Civil Service Disciplinary Code.

12. HEADQUARTERS:

The Civil Defence headquarters is located in Benamore, Roscrea, Co. Tipperary.

13. HOURS OF ATTENDANCE:

A flexi time system is in operation and will be open to the successful candidates. Civil Defence exercise and training events are frequently held outside of normal working hours and at week-ends. The duties of the instructor post will involve absence from headquarters both during normal hours of attendance and outside of those hours. When necessarily absent from home and headquarters on duty, travelling expenses and subsistence allowances will be payable at the standard Civil Service rates and subject to the conditions approved from time to time. In addition, Executive Officers (Instructors) are compensated in respect of extra attendance and travel on official business outside normal hours of duty at standard Civil Service rates.

14. ANNUAL LEAVE:

The annual leave allowance will be 23 days per year, rising to 24 days after 5 years service and 25 days after 10 years service.

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:

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.

Security Clearance

Please note: The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. If unsuccessful this information will be destroyed by PAS. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information

The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the PAS is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the Public Appointments Service will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it the Public Appointments Service may at its discretion, select and recommend another person for appointment on the results of this selection process.

The importance of Confidentiality

We would like to assure you that protecting confidentiality is our number one priority. You can expect, and we guarantee, that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence, as the PAS require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Candidates' Rights - Review Procedures in relation to the Selection Process:

- The PAS will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the [Commission for Public Service Appointments](http://www.cpsa-online.ie) (<http://www.cpsa-online.ie>)
- Where a candidate is unhappy with an action or decision in relation to an application, s/he can seek a review under **Section 7** of the code of practice.
- The candidate must address his/her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the CEO in the first instance. A complaint or request for review must be made within 10 working days of the notification of the initial decision or within 5 working days of the outcome of the informal review stage, if availed of.
- However, where the decision being conveyed relates to an interim stage of a selection process, a request for review must be received within 4 working days of the date of receipt of the decision or within 2 working days of receipt of a decision under the informal process; candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them.

- In communicating the outcome to the candidate, which will be done by means of written report, the initial reviewer should indicate that he/she may seek further review by referring the matter to the Decision Arbitrator and that a request to do so must be made with 7 working days of receipt of the outcome of the initial review.
- Where a candidate believes that an aspect of the process breached the CPISA's code of practice, s/he can have it investigated under **Section 8** of the code.

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
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

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; &
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Data Protection Acts 1988 & 2003:

When your application form is received, we create a 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. 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 & 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 bank draft, money order, or personal cheque, made payable to the 'Public Appointments Service'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Candidates should note that canvassing will disqualify

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Patricia Coleman
Director