

11 November 2016

**Circular 22/2016:
Interdepartmental Competition for Promotion to HEO Auditor
in the Civil Service**

A Dhuine Uasail,

1. I am directed by the Minister for Public Expenditure and Reform to say that the Public Appointments Service (PAS) will hold an interdepartmental competition to set up a panel from which appointments as Higher Executive Officer (HEO) Auditor may be made.

2. Principal tasks of an HEO Auditor

- participates in audits, inspections or examinations as specified by their line manager,
- travels to audits located away from base including those outside Dublin, as required,
- plans and organises work to meet audit objectives and deadlines,
- assesses business risk and the implementation of risk management strategies,
- develops and tailors audit programmes (for the recording of audit tests completed and evidence gathered) with reference to standard templates and relevant information on the operation of audited bodies,
- carries out audit work in line with internal and external audit policies and guidelines to the required quality standards,
- carries out audit work to ensure compliance with regulatory and legislative frameworks,
- evaluates financial information and reviews financial statements against the evidence collected,
- raises audit concerns with the line manager and the client organisation, as appropriate,
- drafts sections of audit reports,
- uses specialised software to document audit work and analyse audit data,
- records time and task information on the Offices electronic information system,
- carry out other duties at the HEO level, as required.

Positions requiring specialist Irish language skills

The Civil Service is fully committed to fulfilling its obligations under the Official Languages Act. It is intended that vacancies arising which require staff to provide a full range of services

through the Irish language (Functional Bilinguals), may be filled from this competition.

Candidates who indicate their interest on the application form and who are successful at the final selection stages will be required to undergo an assessment of their Irish language skills.

3. Eligibility Requirements

The eligibility requirements in this competition reflect those set out in General Council Agreed Report 1526 in respect of the cross-stream promotion arrangements to apply in the Civil Service. Details are available at:

<http://hr.per.gov.ie/wp-content/uploads/2011/12/Letter-to-Personnel-Officers-Jan-2014-and-General-Council-Report-1526.pdf>

- a) Be serving in an established, unestablished or acting capacity (see para 3.e) below) in the Civil Service in a grade below that of Higher Executive Officer, and
- b) On or before the closing date of 1st December, **2016** have not less than two years' service in the Civil Service. Unestablished officers and officers serving in an acting capacity in the eligible grades may compete in the competition provided they fulfil the eligibility requirements set out above, and
- c) Fulfil the requirements in respect of health and sick leave as set out in Department of Public Expenditure and Reform Circular 12/2015, and
- d) Have received a minimum PMDS rating in their 2015 End of Year Review with an evaluation of at least "Fully Achieved Expectations", and
- e) Be suitable in terms of work performance and general conduct.

In considering a successful candidate's suitability for appointment in terms of health and sick leave, the Public Appointments Service will have regard to the relevant Department of the Public Expenditure and Reform Circulars. Candidates with doubts about any aspect of their eligibility should clarify their position with their Personnel Section before applying.

The Public Appointments Service will contact Personnel Sections in respect of candidates under consideration at the latter stages of the selection process. Personnel Officers will be required to certify a candidate's suitability for consideration with regard to:

- performance of work in the present grade;
 - verification that the candidate has received an Evaluation of at least "Fully Achieved Expectations" at PMDS End of Year Review;
 - general conduct;
 - health, especially sick leave.
- f) Demonstrate that they possess the skills/competencies identified as necessary for the role (See Appendix I)
 - g) Where an officer was acting or serving on a Fixed-Term contract and was subsequently appointed in a substantive capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service. For the purpose of deciding eligibility, officers must be serving on the closing date of 1st December, **2016**.
 - h) Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade. Periods of special leave without pay should not be considered to break continuity of service for this purpose.

4. **Candidates for promotion to HEO Auditor must on or before 1st December 2016 have:**
- (i) full membership, or eligibility for full membership of a prescribed accountancy body supervised by the Irish Auditing and Supervisory Auditing Authority (IAASA). Candidates will not be appointed without proof of membership, and
 - (ii) knowledge and experience of modern auditing and accounting practice, with at least one year's auditing experience, and
 - (iii) experience of working in a professional team environment, and
 - (iv) excellent written and oral communication skills, and
 - (v) a planned and systematic approach to work, and
 - (vi) strong analytical skills, and
 - (vii) sound judgment and strong decision making skills.

In addition, the following are considered to be desirable:

- (viii) knowledge and experience of auditing in a private or public sector environment, or an ability to quickly acquire this knowledge
 - (ix) experience in quantitative and qualitative analysis,
 - (x) a good knowledge of government/public sector financial systems and procedures,
 - (xi) an appreciation of the functioning of computer systems and of the controls and security associated with this environment
5. Officers on special leave with pay may apply if otherwise eligible. Officers on career-break may apply if their career break conforms to the terms of Department of Public Expenditure and Reform Circular 04/2013 and if they are 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 33/1991 with this Department.
6. Grades equivalent to the Higher Executive Officer Grade (i.e. have the same maximum pay scale or higher) are not eligible to compete in this promotion competition.
7. **Regional Recruitment**
It is proposed to establish regional panels as set out in the table below from which vacancies will be filled, should they arise. **It should be noted however that it is expected that the majority of vacancies will be in Dublin.**

On the application form candidates may select up to a **maximum of two regions**.

REGION SELECTION (UP TO A MAX OF 2)			
	Carlow		Longford
	Cavan		Louth
	Clare		Meath
	Cork		Monaghan
	Donegal		Mayo
	Dublin		Offaly
	Galway		Roscommon
	Kerry		Sligo
	Kildare		Tipperary
	Kilkenny		Waterford
	Laois		Wicklow
	Leitrim		Westmeath
	Limerick		Wexford

Please select a maximum of 2 regions, marking your location preference by number. For example, should Dublin be your first preference, place a number 1 in the box for Dublin. If Meath is your second preference, place the number 2 in the box for Meath. You must only select regions where you are prepared to work if offered an appointment. Once you have submitted your region choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that region. Assignment to a position will automatically eliminate you from being considered for positions in your other selected region. If a candidate turns down an offer of their first preference they will not be considered for their second preference. However, should a candidate turn down an offer for their second preference, they may still be considered for their first preference.

8. **Application Process**

Before you apply:

- You must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must register as a **'New User'** to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.

USERNAME / PASSWORD ISSUES

Forgotten your username or password? If so, go to the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

How to contact PAS? If you continue to have 'User Name' or 'Password' difficulties please email PAS at linda.bridger@publicjobs.ie outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.

Candidates should note that support will only be available during office hours until the closing date.

- You should 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.
- You must use **your own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- **Username and Password**
It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- **Publicjobs Messageboard**
Interaction with candidates during the selection process will primarily be conducted online. PAS will generally communicate through your Publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.

PAS accepts no responsibility for communication not accessed or received by an applicant. You must ensure that you regularly check your Messageboard and access all communications from PAS.

How to Apply

Applications must be made online through www.publicjobs.ie

You must complete the application form in full and click the submit button.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via **'My Applications'**. At this point we advise that you add *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that PAS or other body is satisfied that such a person fulfils the requirements.

Only one application per person is permitted.

Closing Date

The closing date for receipt of completed applications is not later than **3pm on 1st December 2016**.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your Junk/Spam folders as email notifications may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of Gmail). In the event that the acknowledgement is still not received please email linda.bridger@publicjobs.ie including your name, candidate ID and contact details. Candidates should note that support will be available during office hours until the closing date.

9. Selection Process

The selection process for HEO Auditor will comprise of a number of stages and may include:

- assessment test(s) and/or exercises;
- completion of online questionnaires
- shortlisting of candidates based on the information supplied in the application
- a preliminary interview
- a competitive interview, which may also include a presentation.
- language tests
- any other assessments deemed appropriate by PAS.

Applicants must successfully complete each stage before being considered for advancement to the next stage. The successful completion of a stage of the competition is no guarantee of advancement to the next stage of the process.

Further information in relation to the selection process and these tests will be made available to all applicants after the closing date.

Candidates successful in the selection process for HEO Auditor will be placed on a panel from which future vacancies may be filled.

Candidates should note that (i) eligibility for the competition, (ii) health and the level of sick leave, (iii) performance of work in the present grade, (iv) verification that the candidate has received an Evaluation of at least "Fully Achieved Expectations" at the previous year's PMDS End-of-Year Review, and (v) general conduct are not verified by the PAS until a candidate comes under consideration for appointment. Admission to the competition, or any of the selection stages of the competition, does not imply acceptance by the Public Appointments Service. In particular, candidates should note that the Personnel Officer will not have verified the above including health and the level of sick leave of those called to competitive interview – accordingly, admission to the competition, or any of the selection stages of the competition does not imply that candidates meets the eligibility criteria including health and sick leave.

In considering a candidate's suitability for appointment in terms of health and sick leave, the Public Appointments Service will comply with Department of Public Expenditure and Reform Circular 6/2014. Candidates having doubts on any aspect of their eligibility are advised to clarify their position with their Personnel Section before proceeding with their application.

Shortlisting

While you may meet the eligibility requirements for the competition, and have met the qualifying standards at the assessment test stage, the Public Appointments Service may decide that candidate application forms will be shortlisted against pre-determined criteria. It is therefore in your own interests to provide a detailed and accurate account of your relevant qualifications/experience on the application form.

10. **Conditions of Appointment**

Appointment to the post of Auditor in the Civil Service will be subject to the usual conditions governing such appointments. On appointment the appointee will serve a one-year probationary period in the post of Auditor. Prior to the end of this probationary period a decision will be made on substantive appointment to the grade.

Candidates should note that the provisions of Circular 6/89, Removal Expenses, will not apply to any offers of appointment arising from this competition.

A candidate who accepts an offer of appointment as Auditor, whether as a result of this competition or otherwise, will cease to be eligible for appointment from this competition. An officer who retires, resigns, etc. from his or her position in the Civil Service will cease to be eligible.

Officers not promoted at the expiry of the panels, will have no claim to promotion thereafter because of having been on the panels.

11. **Codes of Practice**

The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice for Appointment to Positions in the Civil and Public Service 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 Codes of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

12. Complaints/requests for review will be considered by the Public Appointments Service in accordance with the procedures set out in the Codes of Practice.

13. The Codes of Practice may be accessed by visiting www.cpsa.ie or by contacting directly the Commission for Public Service Appointments (CPSA), 18 Lower Leeson Street, Dublin 2. The main switchboard for the Office is 00 353 1 639 5750.

14. **General Arrangements in Respect of Appointments**

Appointments from the panels will initially be in an acting capacity. 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 appointee in the post of Auditor, the appointee may request that the Civil Service Disciplinary Code Appeal Board review the decision. (Ref. Circular 19/2016 Civil Service Disciplinary Code). In the event of reversion, an officer will return to a vacancy in his/her former grade in the former Department.

15. The Minister reserves the right to arrange that vacancies for Auditor may be filled by separate interdepartmental competition or otherwise where special qualifications are deemed necessary

or where other special circumstances exist. In such circumstances there will be consultation between the Official and Staff Sides.

16. **Candidates Obligations**

See Appendix II

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, or
- interfere with or compromise the process in any way.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the test material, e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options) or associated materials may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

17. **Principal Conditions of Service**

General

The appointment is to an established post in the Civil Service and is subject to the Civil Service Regulations 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.

Pay

The Auditor Standard Salary scale will apply to this position.

Personal Pension Contribution (PPC) Pay Rate

The salary for this position, with effect from 1st January 2010 is as follows:

€46,081,	€47,458,	€48,831,	€50,204,	€51,581,	€52,955,
€54,329,	€56,314	€58,294			
(NMAX)	(LSI1)	(LSI2)			

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

Non-Personal Pension Contribution (Non-PPC) Pay Rate

The salary scale for the position with effect from 1st January 2010) is as follows:

€43,816,	€45,125,	€46,426,	€47,730,	€49,035,	€50,347,
€51,653,	€53,532,	€55,415			
(NMAX)	(LSI 1)	(LSI 2)			

This rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

Important Note

Subject to satisfactory performance increments may be payable in line with current Government Policy. (See Haddington Road Agreement paragraph 2.19.)

Annual Leave

The annual leave for this position is 29 days, rising to 30 days after 5 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

18. Information on Panels

The information on panel(s) formed as a result of this competition will be made available to Personnel Officers in all Departments/Offices and Workforce Planning Unit in the Department of Public Expenditure and Reform. In addition, candidates may 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.

19. Circulation and Further Information

HR 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, contract, and all other relevant forms of leave.

20. If candidates have any queries about this circular, they should contact their HR Section.

Subsequent enquiries about their candidature should be addressed directly to PAS.

21. The Civil Service is an equal opportunities employer.

Mise le meas,



David Cagney
Civil Service Chief Human Resources Officer



Appendix I

Key Competencies for effective performance at Higher Executive Officer Auditor level



Appendix II



IMPORTANT INFORMATION

Terms and Conditions

Your attention is drawn to this important information. By accessing or attempting any assessment/test materials you are agreeing to be bound by the terms set out below.

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person(s) who contravenes this provision, whether an applicant or other, or who assists another person(s) in contravening this provision, is liable to prosecution and/ or civil suit for loss of copyright and intellectual property.
2. Your attention is drawn the Commission for Public Service Appointment's Code of Practice for Appointment to Positions in the Civil Service and Public Service. In particular please note *Section 5 - Responsibility of Candidates* (see below).

Canvassing

Candidates should note that canvassing will disqualify them and will result in their exclusion from the appointments process.

Candidates' Obligations

Candidates in the recruitment process 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.

Penalties for Failure to Comply

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 and/or imprisonment.

If a person found guilty of such an offence was or is a candidate in 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 subsequent to the recruitment process in question, he/she shall forfeit that appointment.
3. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service is satisfied that such a person fulfils the essential requirements.