

9th January, 2018

**Circular 24/2017: Confined competition for appointment as Head
Services Officer in the Office of Public Works**

A Dhuine Uasail,

1. I am directed by the Minister for Public Expenditure and Reform to say that the Office of Public Works will hold a confined competition to set up a panel from which appointments as Head Services Officer may be made. Appointments are not envisaged from this competition after **30th June, 2019** and an officer will have no claim to appointment thereafter by reason of having been on the panel.

Eligibility

2. The Civil Service is committed to a policy of equal opportunity.
3. The competition will be confined to officers who, on **2nd February 2018**
 - a. have not less than two years' service in an established, unestablished or acting up capacity*.
 - b. * An unestablished officer who is successful in the competition will be required to satisfy an establishment element in order to be appointed to an established post.
4. The eligibility requirements in this competition reflect those set out in General Council Agreed Report 1526 in respect of new promotion arrangements to apply in the Civil Service. Available here:

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

5. Officers who are on special leave with pay may apply, if otherwise eligible. Officers who are on career break may apply if their career break conforms to the terms of Department of Finance Circular 18/98 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 33/91 with this Department.

The competition

6. The competition will consist of a competitive interview which will be conducted by a board or boards to be set up by the Office of Public Works.

TO ALL DEPARTMENTS

(For department read Department/Office throughout this circular

Applications

1. Candidates should obtain their application forms from their own Personnel Section. Applications should be addressed to the Personnel Officer of the department in which the candidate is serving to arrive as soon as possible but **not later than 3.00 p.m. on 2nd February, 2018.** Where a candidate is on loan from another department, the head of the department should forward the application form to the parent department to arrive **not later than 3.00 p.m. on Thursday 8th February, 2018.** Applications should be sent to **Mr. Peter Fitzsimons, Human Resource Management, Office of Public Works, Head Office, Jonathan Swift Street, Trim, Co Meath not later than 3.00 p.m. on Thursday 15th February, 2018.** The closing date must be strictly observed.

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

3. Codes of Practice

The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice titled *Selection of Persons for Appointment on Promotion to Positions in the Civil 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*

4. Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

5. Complaints and Requests for Review: Complaints/requests for review will be considered in accordance with the procedures set out in the Code of Practice.

The Code of Practice may be accessed by visiting www.cpsa.ie or by contacting directly the Commission for Public Service Appointments, Chapter House, 18 Lower Leeson Street, Dublin 2, D02 HE9, TEL: (01) 639 5750.

6. The Personnel Officer should not send forward applications to the Office of Public Works unless satisfied that the candidates;
- fulfil the conditions of eligibility specified in paragraph 3 of this circular
 - have worked well and been satisfactory in their present duties
 - have been satisfactory in general conduct, and
 - are 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 Circular 12/2015 must be followed.
7. Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are not verified by the Office of Public Works until a candidate comes under consideration for appointment. Admission to the competition or any of the selection stages of the competition does not therefore imply acceptance by the Office of Public Works. 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.

8. Appointments

The appointment will, for an initial period of twelve months, be in a probationary capacity, in the case of unestablished candidates, or on an acting basis, in the case of established candidates who have previously completed probation. If at any time during this period, it appears that the officer would not be suitable for final appointment, the probationary or acting appointment will be terminated and the officer will revert to the former grade.

9. Information on Panels

The information on panels formed as a result of these competitions will be available to Personnel Officers in all Departments/Offices. In addition, candidates will be asked to agree to the same information being made available to the relevant civil service unions for the purpose of monitoring the operation of the scheme.

10. Salary

The salary scale for the position (rates effective from 1st January 2018) is as follows:

PPC Scale

€594.67, €613.76, €626.75, €645.65, €664.53, €683.44(NMAX),
€705.96(LS11), €730.77(LS12)

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.

Non-PPC Scale

€566.36, €584.74, €602.83, €621.02, €633.00, €650.94(NMAX), €672.35 (LSI1), €695.93(LSI2)

This rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and 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: The terms of *Circular 34/77: Starting Pay on Promotion or Establishment* will apply, as appropriate, to appointments under this competition.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

11. Annual Leave

The annual leave for this position is 23 days, rising to 24 days after 5 years. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

12. Candidates Obligations

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.

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

13. Circulation and further information

Personnel Sections should bring this circular to the notice of all eligible officers serving in their departments and associated offices without delay, including officers on maternity leave, career break, term time, contract, secondment and other relevant forms of leave. If candidates have any queries about the circular they should contact their Personnel Section. Subsequent enquiries about their candidature should be addressed to the Office of Public Works.

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

Mise le meas

A handwritten signature in blue ink that reads "David Cagney". The signature is fluid and cursive, with the first name "David" and last name "Cagney" clearly distinguishable.

David Cagney
Civil Service Chief Human Resources Officer



General Information

The forthcoming Interdepartmental competition for promotion to **Head Services Officer** will be conducted on an open and transparent basis with full prior disclosure of all relevant competition documentation and procedures and retrospective access to any documentation created through the process.

1. Skills Required

Candidates should have all the skills and abilities required of a **Head Services Officer** and must be able to provide examples at interview. The skills required are set out later in this document.

2. The Interview Board

Candidates should expect that up to 3 interview Board members will actively participate during any one interview.

3. Selection Process

Candidates are advised to complete the form in the manner requested.

Please note that incomplete applications will be excluded from further consideration in this competition.

4. Interview Structure

Candidates will be aware that the discussion at the interview will be heavily directed towards those skills identified above and in the application form and the candidate's response to them. A copy of their application documentation will be available to the candidate throughout the interview for ease of reference. In general, the length of interviews will vary, at the discretion of the Interview Board, but on average will last around 30-35 minutes.

As a basis for the interview, and for consideration as part of the decision making process, the Interview Board will have available to it the following:

- The candidate's application form – **Appendix 1**

In making its assessments of candidates, the Interview Board will consider the qualities of the candidate relative to the skills identified in the competition documentation, having regard to the information gleaned from the interview and, to the extent deemed appropriate by the Interview Board, the supporting documentation.

A copy of the rating scale to be used by the Interview Board, including the weighting to be attached to different skills identified, will be made available to candidates in advance. **Candidates must pass all competencies to be considered for appointment to the panel – regardless of the overall marks awarded.**

Acting collegiately, the Interview Board will decide which candidate they recommend for appointment to the vacant position together with a ranking for the next most suitable candidate. In the event that the person recommended for the post declines the offer of appointment, for whatever

reason, the next most suitable candidate will be offered the post. **Intending candidates should note that the Interview Board will determine the suitability of any candidate. If no candidate is deemed suitable by the Interview Board, no recommendation will be made.**

5. Feedback

Human Resource Management will endeavour to ensure that the successful candidate and unsuccessful candidates are informed as soon as possible of the outcome of the competition, and will provide a mechanism whereby candidates can obtain feedback, on an informal and confidential basis, in relation to their performance at interview.

6. The Application Process

The following document must be completed and lodged **within the time scales indicated in the competition notice and requests for extensions will not be granted.**

1. Application form (Appendix 1)

7. Candidates' Obligations

Candidate should note that canvassing will disqualify and will result in their exclusion from the competition process.

Overview of the post of Head Services Officer

Selection and Appointment

An Interview Board will assess the suitability of each candidate according to the following skills and abilities:

- **Planning and Organising Skills** – successfully plan and organise the work/duty rosters for staff on a daily/weekly basis, delegate work appropriately. Monitor and review plans when necessary to ensure that all services are provided promptly and effectively.
- **Interpersonal Skills** – Actively manage staff resources and demonstrate tact and diplomacy when dealing with others, treat others with respect and build rapport by remaining polite and approachable at all times.
- **Initiative** – Actively develop improvements and adapt readily to change with a commitment to quality work. Will work without excessive guidance or support, yet knows when the involvement of others is required. Develop own knowledge and the ability to pick up IT skills appropriate to the position.
- **Leadership Skills** – Supervise others by providing clear direction and monitoring performance and staff attendance. Delegate tasks and distribute work fairly. Value and recognise the contribution of others

Role & Responsibilities of the Post in the Office of Public Works

The successful applicant will be an important member of the Internal Facilities Management (IFM) team in 52 St. Stephens Green (SSG) and HQ, Trim. He/she will report to the HEO in IFM in 52 St. Stephens Green but will also have to liaise with the HEO in IFM in HQ, Trim. The successful applicant will have direct responsibility for staff in the Services Officer, Warehouseman and Cleaner grades in 52 SSG and HQ, Trim. The role requires the planning, daily management and coordination of security, reception, postal and cleaning services in 52 SSG and HQ, Trim.

The specific duties of the post may include any or all of those listed below and as may be assigned by the HEO in Internal Facilities Management:

- Planning, organising and managing rosters for the opening/closing of 52 St. Stephens Green (SSG) and HQ, Trim and the staffing of the Reception areas in both buildings.
- Ensuring a security presence is maintained in 52 SSG and in HQ, Trim
- Responsibility for the collection/delivery of all internal/external post including delivery of documents/files between 52 SSG, HQ, Trim and other Government Offices (i.e. The Dáil, Office of the Chief State Solicitor, PeoplePoint etc.)

- Planning and organising rosters for the Cleaners in 52 SSG
- Responsibility for overseeing the stocking of print rooms and the collection/transporting of confidential waste paper from print rooms to an agreed area for disposal - as well as the collection/transporting of ordinary waste paper to an agreed area for disposal.
- Liaising with on-site contractors as necessary.
- Ordering cleaning supplies for 52 SSG.
- Delegating tasks as required to Services Officers and Cleaners.
- Supervising staff through clear direction.
- Monitoring performance and attendance of staff in both 52 SSG and HQ, Trim.
- Development of staff through the PMDS process.
- Willingness to be on call and to act as key holder, if required.
- Working knowledge of the fire and intruder alarm systems in 52 SSG and HQ, Trim or the capacity to acquire such knowledge.
- Other duties relevant to the post as required.