

To All Personnel Officers

21 May 2012

Please bring this to the attention of all staff in your Department/Office and Bodies under the aegis of your Department

EXPRESSIONS OF INTEREST are invited from across the Civil and Public Service for the TEMPORARY ASSIGNMENT of public servants to the Department of Finance

The Public Appointments Services (PAS) is seeking expressions of interests on behalf of the Department of Finance in relation to staffing requirements for the Irish Presidency. Approximately 25 staff may be required across the grades of PO, AP, HEO/AO and EO or their equivalents. The roles offer experienced staff with particular skills an exciting opportunity to develop their skills while working to support the Department of Finance across a number of areas, including in the delivery of the Irish EU Presidency.

While the broad allocation of posts to particular divisions is set out in this document, it is only indicative of the staffing requirements at this stage and there may be further re-allocation of individuals within the Department, in line with internal business requirements.

As a result of the revised Statement of Strategy and new organisational structure, the Department now has 4 policy divisions:

1. EU & International Division
2. Financial Services Division
3. Fiscal Division
4. Economics Division

The Department seeks expressions of interest from staff for roles primarily but not restricted to 3 divisions of the Department:

1.EU & International Division - Presidency Unit

This unit will be the main coordination unit for the Department and will be required to develop a comprehensive approach covering planning, priorities, resource allocation and oversight in order that the full Departmental Presidency responsibilities are identified and achieved. It will represent the Department, prepare briefings for Minister, liaise with Division Heads and PO Presidency Planning Working Group in the determination of the Department's Presidency priorities and complete any other tasks that arise in the planning and execution of the Presidency of Ecofin.

Unit Requirements: Assistant Principal

Main duties will include:

- support the work of the Principal
- responsible for the planning and organising of the Presidency events (and any other linked Presidency events) to be hosted in Ireland
- represent the Department at Inter-Departmental Presidency Planning fora
- ensure that the Minister, as President of the Ecofin Council, is comprehensively briefed on all items on the Ecofin Agenda
- liaise with colleagues in DOF and DPER Divisions, the Central Bank, the Permanent Representation, the Council Secretariat of the European Union, the European Commission, and the European Parliament
- manage staff

Skills and competencies required:

- analytical evaluation and problem solving to identify information sources, examine and analyse large amounts of data and present the key issues specially in respect of relevant Ministerial briefs
- organising resources to specific deadlines, dealing with problems and developing contingency plans (in particular in the planning and execution of Presidency events)
- commitment to quality results in the planning of Presidency events and in the provision of Ministerial and other briefing
- influencing and negotiating skills with other departments and where required with the Permanent Representation and the EU institutions
- a qualification or experience in macro economic analysis would be desirable.

Unit Requirements: Higher Executive Officers/Administrative Officers

Main duties will include:

- support the work of the AP
- assist in the organisation of Presidency events and carry out detailed work on costing, budgeting; tendering and the organisation of additional staff for the Presidency events in Ireland specifically the informal ECOFIN

- liaise with Departmental colleagues, the Central Bank, the EU Institutions and the Permanent Representation in the preparation for each Ecofin Council and events to be hosted in Dublin
- maintain financial records of costs incurred with a view to future PQ and FOI requests

Skills and competencies required:

- Excellent research, analytical and decision making abilities in the planning for Presidency events in Ireland and at ECOFIN in Brussels. There is a need to recognise difficulties that may arise and make suggested alternatives.
- Organising and planning to meet the organisational goals within the timetable set by the Presidency timetable. This individual would also need to be able to recognise and report obstacles and indicate ways of overcoming these difficulties.
- Communication and managing individuals in the Department, suppliers of goods and services and venue organisers to manage informal ECOFIN
- Commitment to achieving quality results across all headings with a definitive need for persistence and determination.

EU & International Division - EU Budget/Multi-Annual Financial Framework

The Department of Finance is responsible for EU Budget issues which will involve managing issues related to (1) the annual EU Budget process and (2) the EU Budget Multiannual Financial Framework 2014-2020 (MFF) negotiations. The EU budget is negotiated on an annual basis and this budgetary procedure involves the Department contributing to the debate and engaging closely with our EU partners. The MFF is currently one of the key issues on the EU agenda and will involve Irish engagement at the highest political level and a very substantial workload for the Department. It currently features as one of the top priorities in the Danish Presidency Programme.

Unit Requirements: **Assistant** **Principal/Higher** **Executive**
 Officers/Administrative **Officers**

Main duties will include:

- Analysis and development of EU Budget and Multiannual Financial Framework (MFF) policy papers to protect Ireland's national interests and to progress Ireland's Presidency role

- Liaison with Government Departments
- Preparation of briefing and speaking material for EU Council meetings at official and Ministerial level, other member States and European Parliament.
- Organisation of Presidency meetings in Ireland
- Attendance at meetings both in Ireland, Brussels and other member states as necessary
- Ongoing work in relation to implementation, monitoring and audit issues arising in relation to Irish budget payments

Skills and competencies required:

- an ability to work in a dynamic and complex environment both on his/her own initiative and as part of a team, producing work to a high quality in the context of stressful situations and to tight deadlines
- strong negotiation, influencing and decision-making skills;
- strong communication skills, both written and oral, in order to contribute to drafting of position papers, compromise texts and general briefing;
- excellent networking skills to develop and maintain contacts and relations across the full range of stakeholders;
- the necessary analytical skills to quickly understand and assess policy implications of often complex issues;
- organisational and planning skills in a context of changing circumstances;
- ability to assimilate complex analytical data accurately and quickly

2 Financial Services Division (FSD)

The Division has a central role to play in negotiation and transposition of financial services Directives and Regulations. The financial crisis has resulted in a large increase in the number of financial services dossiers from the EU. It is important that Ireland's Presidency of the EU forges ahead with the adoption of a number of important texts to show that EU institutions are able to deliver swiftly on reforming the legal framework for financial institutions, and thus draw the lessons of the financial crisis.

Unit Requirements (a): Assistant Principal / Higher Executive Officer / Administrative Officer / Executive Officer to undertake EU Presidency (Financial Services) coordination

This is a Presidency coordination role for the EU and international aspects of policy and legislation on financial services generally and the regulation of the financial services sector, including the coordination of preparation for Department's attendance at the Financial Services Committee and relations with the Central Bank of Ireland in this regard.

The unit has responsibility for ensuring a coordinated approach to EU Presidency Preparations in the FSD dossiers, including being the main contact point for the EU Presidency with Member States, European Parliament, and the Commission. It will also have a central role in coordinating a combined policy response for the Presidency with the EU and International unit in the Central Bank, and ensuring that cross-cutting matters are addressed.

Other activities of the area include preparing necessary briefing across FSD for attendance at European Parliament; Commission and Council Meetings; being the central liaison with Council Secretariat; preparing and attending meetings with delegations from Member States; Parliamentary Committees and other relevant stakeholder groups.

Main duties will include:

The main elements of the role of the Assistant Principal (AP) role are set out below. The HEO/AO and EO will assist the AP in the performance of this function with relevant experience and competencies as appropriate to their grade[s]:

- Preparing for and supporting negotiations at EU level, and other groups as required, including the European Parliament and other institutions
- Coordination of briefing for Financial Services Committee Preparations for Ireland's EU Presidency
- Oversee the FSD EU Presidency budget and monitoring thereof
- Assist in the development of policy options for a Presidency role which can address Member State/Commission/European Parliament and other interests and views.

Skills and competencies required:

- a qualification in financial services would provide a good base for working in the area
- economics or law would also provide be useful and provide some relevant background

- ideal candidate should be familiar with the currently regulatory framework within which the financial services industry operates
- S/he should also have experience of EU legislative methods/processes;
- Communication skills, including the ability to coordinate views of diverse actors
- Ability to absorb information quickly and analysis skills
- Ability to prioritise
- Flexibility

Unit Requirements (b): Principal Officer

Principal Officer is required to assist in overseeing the management of a number of financial services dossiers to allow the Department lead on these issues. There may also be an EU Presidency co-ordination element to the role as well as some transposition of EU Directives/Regulations.

Main duties will include:

- Preparing for and leading negotiations at EU level, including the European Parliament and other institutions
- Oversee the management of a number of dossiers that emerge during the Irish Presidency
- Assist in the development of policy options which can address Member State/Commission/European Parliament and other interests and views
- Some transposition of EU Directives/Regulations may be required.

Skills and competencies required:

- The ideal candidate should have a broad understanding of economic and financial services policies.
- Ideally s/he should also have experience of EU legislative methods/processes;
- Ability to absorb information quickly and analysis skills
- Communication skills, including the ability to coordinate views of diverse actors
- Ability to prioritise

- Flexibility

Unit Requirements (b) Higher Executive Officers/Administrative Officers

The Department is looking for HEO/AOs with relevant financial services qualifications / experience / and competencies in the following areas of;

- (i) Banking, (ii) Insurance, (iii) Funds and (iv) Financial markets.

Main duties will include:

- preparing for and supporting negotiations at EU level, including the European Parliament and other institutions
- managing a number of financial services dossiers that emerge during the Irish Presidency
- assist in the development of policy options for a Presidency role which can address Member State/Commission/European Parliament and other interests and views
- some transposition of EU Directives/Regulations may be required

Skills and competencies required:

- A qualification in financial services would provide a good base for working in the area
- Economics or law would also provide be useful and provide some relevant background
- Experience of EU legislative methods/processes would be helpful.
- Ability to absorb information quickly and analysis skills
- Communication skills, including the ability to coordinate views of diverse actors
- Ability to prioritise
- Flexibility

3 Fiscal Division

Tax policy priorities for the Irish Presidency will include:

- Servicing key EU Tax Policy Committees including the High-level group on tax policy co-ordination (direct and indirect tax issues) and the EU Code of Conduct Group on Business Taxation
- Carrying forward work on major projects including the Financial Transactions Tax, the Energy Tax Directive and the VAT exemption for financial and insurance services and VAT Policy issues
- facilitating Single Market Initiatives to promote Jobs and Growth in Europe including possibly the Interest and Royalties Directive, developments on Savings Directive, Parent and Subsidiary Directive, withholding tax relief on cross border dividend payments.

Unit Requirements: Assistant Principal / Higher Executive Officers / Administrative Officers

Main duties will include:

The successful applicants will be expected to contribute to the preparation and delivery of Ireland's Presidency Programme in the area of tax policy. This will involve preparation of position papers and briefing material, attendance at EU Working Group to progress the many taxation files in the course of the Presidency.

Skills and Competencies required:

- an ability to work in a dynamic and complex environment both on his/her own initiative and as part of a team, producing work to a high quality in the context of stressful situations and to tight deadlines;
- strong negotiation, influencing and decision-making skills;
- strong communication skills, both written and oral, in order to contribute to drafting of position papers, compromise texts and general briefing;
- excellent networking skills to develop and maintain contacts and relations across the full range of stakeholders;
- the necessary analytical skills to quickly understand and assess policy implications of often complex issues;
- organisational and planning skills in a context of changing circumstances;
- language skills and or tax qualifications while by no means essential would be a distinct advantage.

Additional Information

Eligibility

Applicants must, on 21st May 2012

- Be already serving in the public service at the grade (or equivalent grade) applied for
- Have successfully completed their probation
- Have obtained a rating of 3 or higher for their Annual PMDS review
- Be suitable from the point of view of health and particular reference to sick leave (Department of Finance Circular 9/2010 refers)
- Not be availing of the incentivised career break scheme (Department of Finance Circular 13/2009 refers)

How to Apply

In order to apply for these posts, applicants should submit a short CV highlighting relevant experience. This should be accompanied by a covering note setting out which role(s) they are applying for along with their reasons for considering themselves qualified with reference to the skills outlined.

Applications should be submitted by email not later than Wednesday 30th May at 5pm to secondment@publicjobs.ie. Please call Joanna Cullen on 01858 7426 with any queries.

Individuals may be interviewed to ascertain their suitability for some of the specific posts outlined in the Circular.

Please Note:

- i. Options to defer commencement date will not be considered.
- ii. The temporary assignment of any individual is subject to the approval of that individual's Department/organisation.
- iii. Interested Officers must be available to work on a whole-time basis for the entire duration of the secondment.
- iv. Assignments will be on a temporary basis and will not attract any additional remuneration. In selecting applicants for secondment, the

Department of Finance may also consider expressions of interest from persons within the Department.

- v. The salaries of those persons selected for secondment will be paid by the Department of Finance for the duration of their secondment. The Department of Finance will also pay any travel and subsistence and/or other expenses incurred while carrying out required duties in line with Department of Finance Circular 7/2009.
- vi. Salary will be paid at current scale point of each individual selected. No allowances of any kind will be paid in addition to current salary scale other than those referred to in point v.
- vii. Normal annual leave terms and conditions will apply to the assignees, however flexibility will be required during the term of the Presidency.
- viii. Assigned individuals will be expected to work as required by the Department of Finance including possible weekend working.
- ix. Individuals should be in a position to travel within the EU if and when required during the lead up to the Presidency in 2012 and when the Presidency is in operation in the first half of 2013.
- x. Staff will be assigned for up to 12 months and will return to the parent Department (as appropriate in accordance with the Redeployment arrangements applying at that time), at the end of the assignment.
- xi. The arrangement will be reviewed after a period of not less than 3 months to ensure the arrangement is meeting the expectations of both parties.
- xii. Language skills, in a European language whilst not essential are desirable.

