****

**CANDIDATES’ INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

|  |
| --- |
| Open competition for appointment to the position of:  Legal Researcher (Statute Law Revision Programme)  (Temporary Full Time Two Year Contract)  in the  Law Reform Commission  Closing date: **11th March 2021** at 12 pm (noon) |

The Law Reform Commission is

committed to a policy of equal opportunity.

The Law Reform Commission will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa-online.ie)

Telephone Number: (353) 1 637 7609

Email: [Recruitment@lawreform.ie](mailto:Recruitment@lawreform.ie)

Web: [www.lawreform.ie](http://www.lawreform.ie)

|  |
| --- |
| **Legal Researcher (Statute Law Revision Programme)**  **(Temporary Full Time Two Year Contract)** |

### Law Reform Commission

### Background Information on the Post

The Law Reform Commission is a statutory body established by the Law Reform Commission Act 1975. The Commission has five members - the President, the Full-time Commissioner, and three part-time Commissioners.

Its role is to keep the law under independent, objective and expert review, to make consequent recommendations for law reform and to make current law accessible for all.

The Statute Law Revision Programme (SLRP) is part of the Commission’s Access to Legislation division. Its purpose is to bring greater clarity to the Irish statute book by revoking obsolete and spent legislation inherited before the State came into existence in 1922. Since its initiation in 2003, the SLRP has resulted in the enactment of six Statute Law Revision Acts. The Statute Law Revision Acts 2005–2012 and 2016 addressed primary legislation. The Statute Law Revision Act 2015 addressed statutory and prerogative instruments (secondary legislation) made up to 1820.

Following on from the Statute Law Revision Act 2015, the current phase of the Statute Law Revision Programme examines statutory and prerogative instruments made between 1821 and 1922. It is anticipated that this work will result in at least two Statute Law Revision Bills. Completing the pre-1922 SLRP will provide a level of clarity for secondary legislation similar to that already achieved for primary legislation in previous Statute Law Revision Acts.

**Role of a Legal Researcher (Statute Law Revision Programme)**

Under the supervision of the SLRP Project Manager, the Legal Researcher will use historical materials, primarily the *Dublin Gazettes* and *London Gazettes*, to identify instruments, determine the applicability of identified instruments to Ireland, assess their current status in Irish law and make a recommendation as to their future status in the Irish statute book. The Legal Researcher will also be involved in consulting with Government Departments, local authorities, bodies, organisations and with members of the public.

**Principal Duties**

Successful candidates will:

* use historical materials (in particular the *Dublin Gazettes* and *London Gazettes*) to establish the status of statutory and prerogative instruments from 1821 onwards,
* assist in preparing the lists (schedules) of instruments recommended for revocation or retention in the Statute Law Revision Bills,
* assist in stakeholder engagement and consultation,
* provide an efficient, accurate and high quality research service to the Commission,
* undertake such other duties as may from time to time be assigned by the Commission.

**qualifications and experience**

### Essential Requirements

Candidates must, on or before 1st September 2020, hold an honours degree or an equivalent qualification (at least level 8 on the National Framework of Qualifications) in Law or a qualification, acceptable to the Law Reform Commission as equivalent, in which Law was taken as a major subject.

In addition, candidates must possess and be able to demonstrate:

* A strong understanding of legislation (including pre-1922 legislation, if any), legislative interpretation and the legislative process,
* The ability to plan, prioritise and monitor tasks in a systematic and organised way in order to deliver work against tight deadlines to high quality standards,
* Strong user information technology skills and experience,
* Relevant legal research experience orexperience in employment using legal research, analytical and evaluative skills and techniques,
* Attention to detail,
* The ability to write and present research/information in a concise, accessible and plain English style,
* Strong interpersonal and team working skills,
* The ability to engage effectively with external parties to ensure a successful consultation process.

### Key Competencies for effective performance as a Legal Researcher (Statute Law Revision Programme)

The attention of candidates is drawn to the key competencies that are applicable to this post:

* Strong user information technology skills and experience.
* Ability to research and analyse.
* Ability to deliver results / personal effectiveness.
* Good interpersonal skills for an office environment.

**Panel**

A panel may be established from which future fixed term contract vacancies for the posts of Legal Researcher (Statute Law Revision Programme) may be filled.

If you would like additional information on these vacancies please visit the Commission’s website [www.lawreform.ie](http://www.lawreform.ie) or contact the HR Unit, telephone 01 637 7609.

### Eligibility to Compete and Certain Restrictions on Eligibility

**Citizenship Requirements**

Eligible Candidates must:

1. A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
3. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
4. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa  or
5. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

**Health & Character**

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration and a Garda eVetting form. References will be sought. Some posts will also require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

**Garda Vetting & Security Clearance**

You will be required to complete and return a Garda eVetting form should you 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 you resided. However, should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda eVetting Form. Special Security Clearance is a requirement for appointments to certain offices or departments.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is your responsibility to seek security clearances in a timely fashion as they can take some time. Candidates may not be assigned to a position unless this information is provided and the security clearance is satisfactory.

**Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

**Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

**Department of Health and Children Circular 07/2010**

The Department of Health Circular 07/2010 dated 01 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years.

**Department of Environment, Community & Local Government**

**(Circular Letter LG(P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

**Declaration**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

### Principal Conditions of Service

**General**

Theappointment 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 relation to the Civil Service.

**Pay**

The payscale for the position (with effect from 1st October 2020) is as follows;

€32,321 €34,650 €35,274 (as of 1st October 2020)

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.

A different 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.

**Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line will current Government Policy.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

**Tenure**

The appointment is a fixed two year contract position in the Law Reform Commission Office. The probationary period will be for a period of six months from the date of appointment. In appropriate circumstances, this will not preclude an extension of the probationary period.

During the period of the probation, your performance will be subject to review by the appropriate supervisor(s) to determine whether you:

1. have performed in a satisfactory manner,
2. have been satisfactory in general conduct, and
3. are suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary period a decision will be made as to whether or not you will be retained or the probationary period extended. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Law Reform Commission.

**Headquarters**

Successful candidates will ordinarily be based at the Commission offices, Styne House, Upper Hatch Street, Dublin 2.

When absent from home and the Commission’s offices or the AGO’s office on duty, successful candidates will be paid appropriate travelling expenses and subsistence allowances subject to normal civil service regulations.

**Retirement/Superannuation**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment.  In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

* Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
* Retirement Age: Scheme members must retire on reaching the age of 70.
* Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
* Post retirement pension increases are linked to CPI.

**Pension Abatement**

* If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
* However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition)the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
* **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e., the added years previously granted will not be taken into account in the calculation of the pension payment).

* **Ill-Health-Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO’s office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available via this [link](https://edocs.itservices.gov.ie/SubSeries/DPE192/Files/DPE192-002-2016/Return%2520to%2520Work/Supplementary%2520Information%2520for%2520PAS%2520.pdf) or upon request to PAS.

**Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e.non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**Additional Superannuation Contribution**

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

**Hours of Attendance**

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes gross or 37 hours net per week.

**The Organisation of Working Time Act 1997**

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

**Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Appointees will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the Law Reform Commission and payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection directly within the required time limits.

**Annual Leave**

The annual leave allowance will be 25working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

**Secrecy, Confidentiality and Standards of Behaviour**

**Official Secrecy and Integrity**

The appointment will be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014. Successful candidates will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

**Civil Service Code of Standards and Behaviour**

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

**Political Activity**

The appointment will be subject to the rules governing civil servants and politics.

**Ethics in Public Office Acts 1995 and Standards in Public Office Act 2001**

The provisions of these Acts apply, as appropriate, to this position.

**Personnel Code**

All circulars are available on the web site [www.circulars.gov.ie](http://www.circulars.gov.ie).

**Please note;**

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

**IMPORTANT NOTICE**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.**

**COMPETITION PROCESS**

**How to Apply**

Applications must be made on the Law Reform Commission application form and will be treated in strict confidence. When completing the application form accuracy is essential, as it will be used as a computer input document and you may be shortlisted on the basis of information supplied.

Any inaccuracy in completing the form may result in rejection. Therefore, it is in your own interest to ensure that the information supplied in all sections is correct. If it is necessary to continue on a separate sheet please set the information out in the same manner as in the application form.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Law Reform Commission is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the Law Reform Commission will not be responsible for refunding any expenses incurred.

The application form can be accessed online at [www.lawreform.ie](http://www.lawreform.ie).

Applications should be made by email to [Recruitment@lawreform.ie](mailto:Recruitment@lawreform.ie).

All sections of the application form must be completed.

**Applications received after the closing date and time will not be accepted.**

**Closing Date**

The completed application form must be forwarded by e-mail to [Recruitment@lawreform.ie](mailto:Recruitment@lawreform.ie) not later than **12pm (noon) on 11th March 2021.**  If you do not receive an acknowledgement confirming receipt of your completed application form, please contact Legal and Corporate Support, Law Reform Commission – telephone: 01 637 7600 (

[lcs@lawreform.ie).](mailto:lcs@lawreform.ie).)

**Selection Methods**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Law Reform Commission may decide that only a certain number of candidates will be called to interview. In this respect, the Law Reform Commission will employ a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, on the basis of the form and writing sample, better qualified and/or have more relevant experience. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

The methods used to select the successful candidate for this post will include:

* Shortlisting (if necessary) of candidates on the basis of the information contained in their application form.
* If shortlisted, a competitive interview, which may also include a presentation and/or an additional assessment exercise(s).

**It is envisaged that interviews will take place on during the week 21st March 2021.**

The onus is on all applicants to make themselves available on the date(s) specified by the Law Reform Commission and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form (e-mail is the preferred communication medium, but regular post may be used where deemed appropriate). The Law Reform Commission will not be responsible for any expenses incurred by candidates in relation to their candidature.

**Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

**Security Clearance**

Garda vetting may be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

### Candidates’ Rights

**Guidelines for dealing with Appeals/Requests for Review**

The Law Reform Commission will consider Requests for Review in accordance with the provisions of the codes of practice published by the CPSA and referred to in the cover sheet at the front of this booklet. The Codes of Practice are available on the website of the [Commission for Public Service Appointments](http://www.cpsa-online.ie) (www.cpsa.ie).

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: Internal Review**

* The candidate must address his/her concerns in relation to the process in writing to the Head of Administration, Law Reform Commission 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 Full Time Commissioner.
* 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 President of the Law Reform Commission. The decision arbitrator will have been 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 will be 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’s 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**

* If you are requesting a formal review you must write to the Full Time Commissioner 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 Law Reform Commission’s review.

### 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 and/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.

**Deeming of Candidature to be Withdrawn**

Candidates who do not attend for interview or other test when and where required by the Law Reform Commission, or who do not, when requested, furnish such evidence, as the Law Reform Commission requires 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.

### Data Protection Acts 1988 to 2018

When your application form is received, we 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. Such information held on computer is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018. You are entitled under these Acts to obtain, at any time, copy of information about you, which is kept on computer. The Law Reform Commission charges a fee of €6.35 for each request. You should enclose a cheque or postal order and address your request to:

Head of Administration

Law Reform Commission

Styne House, Upper Hatch Street, Dublin 2

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

**NOTE: This document is for information only and is not intended as a legal interpretation of any other documents, guidelines, or legislation.**