



**LAW REFORM**  
COMMISSION/COIMISIÚN UM  
ATHCHÓIRIÚ AN DLÍ

## **CANDIDATE INFORMATION BOOKLET**

### **PLEASE READ CAREFULLY**

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Open competition for appointment to the position of:

**Legal Researcher**

**(Temporary Full-Time Three-Year Contract)**

**In the Law Reform Commission**

Closing date: October 2nd at 12pm noon

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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.ie)

**EMAIL** [recruitment@lawreform.ie](mailto:recruitment@lawreform.ie)

**WEBSITE** [www.lawreform.ie](http://www.lawreform.ie)

**TELEPHONE** 01 6377609

**Legal Researcher**  
**(Temporary Full-Time Three-Year Contract)**

**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 recommendations for law reform and to make current law accessible for all.

**Role of Legal Researcher**

Statute Law Revision Programme

Under the supervision of the SLRP Project Manager, the Legal Researcher will use historical materials, primarily the Dublin 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 on the Irish statute book. The Legal Researcher will also be involved in consulting with government departments, local authorities, bodies, organisations and members of the public.

Successful candidates will:

- use historical materials (in particular the Dublin and London Gazettes) to establish the status of statutory and prerogative instruments from 1861 onwards,
- assist in preparing the lists (schedules) of instruments recommended for revocation or retention in a Statute Law Revision Bill,
- 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.

Law Reform Research

Under the supervision of the Director of Research and Deputy Directors of Research, the Legal Researcher will carry out research and assist in preparing Consultation Papers and / or a Report or Reports for publication. The Legal Researcher will be credited as a researcher on the project when a Consultation Paper or Report is published.

Current projects include:

- *A Regulatory Framework for Adult Safeguarding*
- *Compensating Victims of Crime*
- *Liability of Unincorporated Associations*
- *Reform of Non-Court Adjudicative Bodies and Appeals to Courts*
- *Third-Party Litigation Funding*

The work of the Commission and its Legal Researchers involves extensive consultation with relevant people and bodies, including members of the public, Members of the Oireachtas, Government Departments, the legal profession and other relevant professions, industry, State bodies and NGOs. Comparative research on the laws of other jurisdictions is an essential part of the research process. The Commission maintains extensive library resources for this purpose, including online resources such as HeinOnline, LexisNexis and Westlaw.

Researchers attend meetings of the Commission to discuss their work, including draft papers, and to receive direction.

*Researchers will also contribute to the work of Access to Legislation, see below. This work is currently assigned for periods of one or more months on a revolving basis among the researchers. In addition, one researcher may be assigned to this work fulltime.*

### Access to Legislation

The Researcher will, under the supervision of the Access to Legislation Manager and Deputy Managers, contribute to the Commission's important work on Access to Legislation which produces the Legislation Directory, Revised Acts and the Classified List of In-Force Legislation. In relation to the Legislation Directory, this will involve detailed reading of legislation and noting of effects and other elements such as commencement information. The work on Revised Acts will entail the analysis of amendments and other legislative effects and their incorporation using an XML authoring system. Work on the Classified List will involve the use of an IT system to update and maintain the List.

### **Principal Duties**

Under the supervision of the Access to Legislation Manager and the Director of Research successful candidates will:

- provide an efficient, accurate and high-quality legal research service to the Commission,
- prepare draft papers, Consultation Papers and Reports covering law reform,
- maintain and update the Legislation Directory, Revised Acts, and Classified List,
- attend and participate at conferences and meetings,
- prepare for and facilitate seminars and meetings on behalf of the Commission, and
- 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 31st July, 2023

a) hold at least a 2:1 honours law degree (at least a Level 8 on the National Framework of Qualifications) or a recognised relevant professional legal qualification;

and

b) Have demonstrable experience in conducting in-depth legal research and analysis gained either through relevant undergraduate or post-graduate studies or through conducting legal research and analysis in a practical professional context.

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

- An extensive and broad ranging knowledge of Irish law and the Irish legal system (including EU Law) and, ideally, knowledge of the ECHR system,
- Strong research and analytical skills with excellent attention to detail,
- Strong information technology skills and demonstrated experience of using a wide range of relevant information sources and online legal research tools and databases,
- The ability to write and present research/information/analysis in a concise, accessible, and plain-English style,

- The ability to exercise integrity and professional judgement, and deliver high quality work in a fast-paced work environment,
- The ability to plan, prioritise and monitor tasks in a systematic and organised way in order to deliver work against tight deadlines,
- Enthusiasm, high motivation and capacity to work independently and as part of a team, and
- Excellent interpersonal and communication skills.

### **Key Competencies for effective performance as a Legal Researcher**

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

- Leadership Potential
- Analysis & Decision Making
- Delivery of Results
- Interpersonal & Communication Skills
- Specialist Knowledge, Expertise and Self-Development
- Drive & Commitment to Public Service Values

A description of these key competencies is set out at the end of this booklet.

### **Eligibility to compete and certain restrictions on eligibility**

#### **Citizenship Requirements**

Eligible Candidates must be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- b) A citizen of the United Kingdom (UK); **or**
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**
- e) 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**
- f) 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 the UK 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, competent and capable of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position may be required to complete a health and character declaration and a Garda eVetting form. References will be sought. Some posts may also require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

## COMPETITION PROCESS

### How to apply

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

Applications should be submitted by email to [recruitment@lawreform.ie](mailto:recruitment@lawreform.ie) not later than 12 noon on October 2<sup>nd</sup> 2023. **Applications will not be accepted after the closing date.** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact:

Legal and Corporate Support

Law Reform Commission

Telephone: 01 637 7600

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

**All sections of the application form, including the honesty agreement, must be completed.** If your application is incomplete, it will not be considered. If it is necessary to continue on a separate sheet, please set the information out in the same manner as in the application form.

It is in your own interest to ensure that the information supplied in all sections is correct.

The onus is on each applicant to ensure that they are in receipt of all communication from the Law Reform Commission. The Law Reform Commission accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by the Law Reform Commission if called for interview and should make sure that the contact details specified on the application form are correct. Interviews for these posts are likely to be held **mid-October 2023**.

### Selection Methods

#### Determination of Eligibility

Applications will be checked to determine if the eligibility requirements set out in the Candidate Information Booklet have been met.

#### Shortlisting

An appropriate number of candidates will be called to interview, having regard to the required size of the panel in the context of the expected number of positions to be filled over the duration of the panel. A Shortlisting Board or Boards, comprising members from the Law Reform Commission and an external member, will be appointed to shortlist the candidates to be invited for interview.

In deciding whether to shortlist candidates, the Shortlisting Board or Boards will examine a candidate's application form and assess this material against the requirements for the role as set out in the Information Booklet, and identify which candidates have best demonstrated that they have met the requirements for the role.

In order to be shortlisted, it will be expected that there is good evidence to demonstrate how the candidate meets the essential and desirable requirements set out in this Information Booklet.

## **Presentation**

If shortlisted for interview, candidates may be requested to deliver a short presentation at interview on a designated legal topic, based on PowerPoint slides submitted in advance.

**It is envisaged that interviews will take place during the week beginning October 16<sup>th</sup> 2023.**

## **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, s/he will be required to supply this information again.

## **Panel**

A panel will be established from which future fixed term contract vacancies for the posts of Legal Researcher occurring within a period of 18 months from the formation of the panel 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.

## **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 1 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 (7/2010):**

The Department of Health Circular 7/2010 dated 1 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. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **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**

The appointment is to a 3-year post in the Civil Service and is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

### **Pay**

The salary scale for the position (rates effective from 1 March 2023) is as follows:

#### **Engineer Grade 3 PPC Salary Scale from the 1<sup>st</sup> of March 2023,**

€35,336          €37,808          €38,470

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee 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 public servant. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Payment will be made monthly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

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 and Probation**

The appointment is a temporary fixed-term contract for a period of three years from the date of appointment.

The probationary contract will be for a period of 12 months from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below in appropriate circumstances, this will not preclude an extension of the probationary contract.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you –

- I. Have performed in a satisfactory manner,
- II. Have been satisfactory in general conduct, and
- III. Are suitable from the point of view of health with particular regard to sick leave.

The appointment is subject to termination at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2005. In the case of serious misconduct, the employment may be terminated at any time without notice and without penalty.

The appointment, which is strictly temporary, carries with it no entitlement to permanent status (by way of limited competition or otherwise).

## **Headquarters**

The successful candidate will be based at the Commission offices, currently at Styne House, Hatch Street, Dublin 2.

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

## **Remote Working**

As an Employer of Choice, the LRC has flexible and family friendly working policies including some opportunities for remote working, which are operated on a blended basis. Please note that successful candidates may request flexible working opportunities, however, approval is at the discretion of the manager and decided in line with the business needs of the organisation, and on a case-by-case basis.

## **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 60<sup>th</sup> 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).

### **III-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](#) 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**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

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 fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week.

The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the Organisation of Working Time Act 1997. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

## **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, will apply, in accordance with the provisions of the Public Service Sick Leave Scheme, 2018.

Appointees will be required to sign a mandate authorising the Department of 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 Social Protection directly within the required time limits.

## **Annual Leave**

The annual leave allowance will be 25 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a 5-day week and is exclusive of the usual public holidays.

## **Secrecy, Confidentiality and Standards of Behaviour Official secrecy and Integrity**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised 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)

## **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.**

### **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.ie) (www.cpsa.ie).

Where a candidate is unhappy with an action or decision in relation to their application, they 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, they 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 them to seek a formal review.

#### **Informal process**

- The candidate can avail of the informal review within five working days of notification of the initial decision and the review 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 two working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, they may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, they must do so within two working days of the notification of the outcome of the informal review.

#### **Formal Process: Internal review**

- The candidate must address their 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 their candidature that they wish to have reviewed.
- A request for review must be made within ten 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 four 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 or other Designated Officer within the Commission.
- 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, they 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, or the most senior Part-time Commissioner. The decision arbitrator will have been unconnected with the selection process and they 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 seven 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, they can have it investigated under **Section 8** of the code of practice (cpsa@cpsa.ie)

## **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, they may resort to the formal process within two 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 or other Designated Officer within the Commission 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, they 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. They must write to the Commission for Public Service Appointments within ten working days of receiving the outcome of the licence holder'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; or
- 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 may be guilty of an offence.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate; and
- where they have been appointed subsequently to the recruitment process in question, they 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 and 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 and 2018. You are entitled under these Acts to obtain, at any time, a 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,  
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.**

## Appendix 1

### Key Competencies for Legal Researchers at the Law Reform Commission

#### Effective Performance Indicators

Leadership Potential	Is flexible and willing to adapt, positively contributing to the implementation of change
	Contributes to the development of policies in own area and the broader Department/ Organisation
	Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
	Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
	Formulates a perspective on issues considered important and actively contributes across a range of settings
Analysis & Decision Making	Is skilled policy analysis and development, challenging the established wisdom and adopting an open-minded approach
	Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
	Uses numerical data skillfully to understand and evaluate business issues
	Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
	Sees the logical implications of taking a particular position on an issue
	Is resourceful and creative, generating original approaches when solving problems and making decisions
Delivery of Results	Assumes personal responsibility for and delivers on agreed objectives/ goals
	Manages and progresses multiple projects and work activities successfully
	Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
	Maintains a strong focus on meeting the needs of customers at all times
	Ensures all outputs are delivered to a high standard and in an efficient manner
	Use resources effectively, at all times challenging processes to improve efficiencies
Interpersonal & Communication Skills	Communicates in a fluent, logical, clear and convincing manner verbally and in writing
	Is able to listen effectively and develop a two-way dialogue quickly
	Maintains a strong focus on meeting the needs of internal and external customers
	Effectively influences others to take action
	Works to establish mutual understanding to allow for collaborative working
Works effectively	
Specialist Knowledge, Expertise and Self Development	Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation.
	Develops the expertise necessary to carry out the role to a high standard and shares this with others
	Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service
	Consistently reviews own performance and sets self challenging goals and targets
Has significant expertise in his/her field that is recognised and utilised by colleagues	
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level
	Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
	Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
	Is personally trustworthy and can be relied upon
	Places the citizen at the heart of all process and systems
	Upholds the highest standards of honesty, ethics and integrity