



**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:

### **LIBRARY AND INFORMATION MANAGER AT THE LAW REFORM COMMISSION**

Closing date: 13/02/2023 at 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

## **Library and Information Manager at the Law Reform Commission**

### **Background Information on the post**

The Law Reform Commission was established by the Law Reform Commission Act 1975 to keep the law under independent, objective and expert review. The Commission has five members: the President, the Full-time Commissioner, and three part-time Commissioners.

Our purpose is to review Irish law and make proposals for reform. We also work on modernising the law to make it easier to access and understand. Our proposals are developed in a process which starts with a Consultation Paper. Consultation Papers examine the law and set out questions on possible changes to the law. Once a Consultation Paper is published, we invite submissions on possible changes to the law. We consult widely, consider the submissions we have received and then publish a Report setting out the Commission's analysis and recommendations.

Many of the Commission's proposals have led to changes in Irish law.

The Access to Legislation team prepare updates to the Legislation Directory (the main index of changes to legislation), prepare and update administrative consolidations of Acts and maintain a Classified List of Legislation in force in Ireland.

#### **Job Function**

The Library and Information Manager leads, manages and maintains the Commission's physical library and library administration files, and electronic presence and online catalogue. The Librarian works as part of the Administration team, in close co-operation with the research team. The Librarian will report to the full-time Commissioner.

The purpose of the Library and Information Manager in the Law Reform Commission is to deliver an information service that is timely, effective and efficient which meets the information and know-how needs of the office. Core services include the provision of print and electronic legal resources, supported by a library management system and a range of current awareness and know-how services.

#### **Key Responsibilities**

- Overall management of library and information service, maintaining and enhancing the Commission's physical and electronic library space to ensure optimal storage and retrieval of assets.

- Manage all library software systems including the library catalogue, with responsibility for planning and executing projects relating to platform development and upgrades to the system. The Law Reform Commission currently uses Soutron as its Library Management System (LMS) and X as its bibliographic management solution.
- Managing the Commission's library budget and other financial reviews as required. Evaluation conducted for all subscription renewals/new acquisitions and relevant procurement procedures adhered to by negotiating with external suppliers to ensure the Library is licenced to supply the best quality information services for the most competitive prices.
- Review and update collection development policy to reflect availability of resources in various formats and to cater for evolving user needs.
- Assisting legal research staff in identifying and using best project-related resources in an effective and efficient manner.
- Manage the development and delivery of information skills training for legal staff.
- Maintain and foster professional links with other librarians working in the legal environment.
- Developing, maintaining and enhancing the search and browse functionality for Commission publications on the website and acting in an advisory capacity with regard to improvements to the broader information architecture of the site.
- Carrying out other employment-related policies of the Commission as well as maintaining and developing library and information management expertise; and
- Undertaking such other library and information related duties as may from time to time be assigned by the Commission.

## **Qualifications and Experience**

### **Essential Requirements**

Candidates must have, on or before 1<sup>st</sup> June 2022:

- (a) An honours degree or an equivalent qualification (at least a Level 8 on the National Framework of Qualifications).
- (b) A post-graduate qualification (level 9 in the National Framework of Qualifications) in Library & Information Studies or equivalent qualification.
- (c) an ability to think strategically and to contribute to the strategic management;
- (d) the requisite technical knowledge and skills to fulfil the duties assigned including strong information technology skills;
- (e) the ability to prioritise and manage work-loads, to cope with conflicting demands on time;
- (f) strong interpersonal, communication and teamwork skills and the ability to lead teams effectively.
- (g) have previous post-qualification experience of working in a legal information service.

### **Desirable skills**

Ideally, candidates will also have one or more of the following:

- (a) Project Management qualification;
- (b) A good knowledge of Irish current affairs;
- (c) Evidence of commitment to CPD and contribution to relevant professional associations.

**Candidates will also be expected to be able to demonstrate the competencies for a role at Higher Executive Officer (Higher) level, please refer to Appendix 1.**

### **Panel**

A panel will be established from which future vacancies may be filled, this panel will be in place for a period of eighteen months. 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 at Tel. 01-6377609.

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

### **Citizenship Requirements**

Eligible Candidates must:

- (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)
- (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 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 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.**

### **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 (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

## 1. General:

The appointment is to a permanent 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 October 2022) is as follows:

### Higher Executive Officer (Higher) PPC Salary Scale,

€55,432 €56,959 €58,492 €60,019 €61,549 €63,756 €65,202 €66,652 €68,105

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.

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

### **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 with current Government Policy.

Payment will be made fortnightly 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

## **2. Tenure and Probation**

The appointment is to a permanent position on a probationary contract in the Civil Service.

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

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.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956–2005*. 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 and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

## **3. Headquarters**

The successful candidate will be based at the Commission offices, currently at Styne House, Hatch Street, Dublin 2 or at another place, should the Commission move its offices. 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.

#### 4. 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).

- **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](#) 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).

### **5. 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, 2014.

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 29 working days a year rising to 30 days after 5 years' service. 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**

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)

**Please Note**

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working which, in the Civil Service is on a blended basis. 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 by submitting the application form (see below) and must include the following elements:

- Academic, Professional or Technical Qualifications
- Employment History
- Personal Statement
- Key Achievements

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)

**Closing Date: 13/02/2023 at noon.**

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

The completed application form must be forwarded by e-mail to [recruitment@lawreform.ie](mailto:recruitment@lawreform.ie) not later than **13/02/2023**. If you do not receive an acknowledgement confirming receipt of your completed application form, please contact Legal and Corporate Support, Law Reform Commission – telephone: 01-6377600 ([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 form, 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, prima facie, 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.

A Board of Assessors, selected and appointed by the Commission and 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.

**It is envisaged that interviews will take place on the week beginning 20<sup>th</sup> February 2023.**

The Board will report to the Commission and make a recommendation as to the candidate to be appointed.

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 will 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, they 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 ([www.cpsa.ie](http://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
- 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 2003**

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 2003. 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 Higher Executive Officer (Higher) Level



#### **Team Leadership**

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training, and maximising skills & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change

#### **Judgement, Analysis & Decision Making**

- Gathers and analyses information from relevant sources, whether financial, numerical, or otherwise weighing up a range of critical factors
- Takes account of any broader issues, agendas, sensitivities, and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these. Puts forward solutions to address problems

### **Management & Delivery of Results**

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these
- changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

### **Interpersonal & Communication Skills**

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff and senior management
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy, and respect, even in challenging circumstances
- Presents information clearly, concisely, and confidently when speaking and in writing
- Collaborates and supports colleagues to achieve organisational goals

### **Specialist Knowledge, Expertise and Self Development**

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

### **Drive and Commitment to Public Service Values**

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics, and integrity