



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

CANDIDATES' INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of:

HEAD OF CORPORATE AFFAIRS AT THE LAW REFORM COMMISSION

Closing date: **23rd April 2025 at 12pm 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

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Head of Corporate Affairs

Senior Management Opportunity

The Law Reform Commission (LRC) is seeking to appoint a Head of Corporate Affairs. This is a new position. The Head of Corporate Affairs will chair the Management Committee, and report to the Commission on corporate affairs, strategy and operations. This is an excellent opportunity to become a strategic leader in a dynamic public service body promoting reform of and access to law in Ireland. While this role is in a public service body, the person appointed to role will be a civil servant.

The Head of Corporate Affairs will be expected to chair Management Committee meetings. The Commission's Management Committee consists of the full-time Commissioner, the Head of Administration, the Director of Research, the Access to Legislation Manager and the Deputy Manager for Access to Legislation. The Management Committee meets on a regular basis to review all major issues relevant to the efficient and effective operation of the Commission. One of the principal responsibilities of the Committee is to monitor progress on achieving the targets set out in the Commission's work programme.

The Head of Corporate Affairs will be fully involved in all aspects of office life, participating in further internal / external learning, supporting continuing professional development, and programmes for the health and wellness of all staff.

Applications are invited from candidates from diverse backgrounds, who share the LRC's core values, and who can demonstrate the relevant expertise and experience required for the role, including further development of technology in achieving objectives.

Please note: A panel will be formed to fill any future vacancies that may arise within the lifetime of the panel. It is not expected appointments will be made from this panel after December 2026.

The LRC has a staff complement of twenty-six comprising professional, legal technical and administrative support staff, and an annual budget of €3 Million for 2024.

The Law Reform Commission's Statutory Functions

The Commission is a statutory body established by the *Law Reform Commission Act 1975* which requires the Commission to keep the law of Ireland under review and to conduct research with a view to reforming the law. Law reform is defined to include:

- developing the law,
- codifying the law, including simplifying and modernising the law, and
- revising and consolidating legislation.

The Commission has five members – the President and four Commissioners (a full-time

Commissioner and three part-time Commissioners).

The Commission meets at least once a month in the LRC office. The Head of Corporate Affairs will be expected to attend these meetings and internal monthly management meetings.

The Commission's role is to keep Irish law under independent, objective and expert review, to make recommendations for law reform that are responsive to the contemporary and anticipated needs of society in Ireland, and to make current law accessible for all.

Since it was established, the Commission has published over 225 documents (Issues Papers, Working Papers, Consultation Papers and Reports) containing proposals for law reform and also publishes its Access to Legislation outputs (the Legislation Directory, Revised Acts and the Classified List of Legislation). A full list of Commission publications is available on the Commission's website at www.lawreform.ie where all publications are available to download free of charge.

In accordance with the *Law Reform Commission Act 1975* the Commission is a statutory body under the auspices of the Office of the Attorney General. The five members of the Commission and senior Commission staff usually meet the Attorney General and senior officials of the Office of the Attorney General each year. These meetings provide an important structured opportunity to discuss with the Attorney General and senior officials the Commission's current work programme. They also underline the important working relationship between the Commission and the Office of the Attorney General, consistently with the independence of the Commission in the conduct of its functions under the 1975 Act.

Programmes of Law Reform and Requests from the Attorney General

The Commission's work on law reform comes from two principal sources:

1. Programmes of Law Reform prepared by the Commission and agreed by Government and laid before the Houses of the Oireachtas
2. Requests from the Attorney General in relation to particular matters.

Access to Legislation

The Commission's work also involves making legislation more accessible to the public.

To achieve this objective, the Commission provides three main resources: the Legislation Directory, Revised Acts and the Classified List of Legislation.

The Legislation Directory (LD) is an online database which enables users of the electronic Irish Statute Book to identify whether a particular Act or Statutory Instrument (SI) has been amended or otherwise affected since its enactment.

The Commission also produces and publishes Revised Acts which show each amended Act with all its amendments, fully annotated, in a single document. This enables the reader to see the Act as it currently is, as well as see information on previous versions, what provisions or amendments have been commenced and when, and those which have not yet been commenced. In 2024 the Commission completed 531 revisions of which 13 were repealed, leaving 518 revisions being maintained up to date within 2 months of amendments coming into effect. The Access to Legislation team completed 299 new revisions and updates in 2024.

Since 2019, the Commission began work on a fourth resource, the pre-1922 Statute Law Revision Programme (SLRP). Currently, this work involves examining what secondary legislation made between 1821 and 1922 should be revoked or retained. This provides important certainty on this aspect of the State's legislative stock.

Corporate support is carried out by expert administrative staff in LCS (Legal and Corporate Support), supporting, facilitating and assisting the delivery of services including:

- (a) Human Resources (HR)
- (b) Information and Communications Technology
- (c) Finance
- (d) Office Services
- (e) Knowledge and Information Service

The Role

The Head of Corporate Affairs is a full-time, permanent position in the Civil Service at Principal Officer grade.

The Head of Corporate Affairs will report directly to the President or such other commissioner as the President might designate and will engage directly with the Commission on matters of corporate strategy.

There will be close contact between the Head of Corporate Affairs and relevant staff with their counterparts in the Office of the Attorney General.

Attendance at monthly management meetings and/or commission meetings will be expected.

The Head of Corporate Affairs will have a critical role in accounting for progress with the Statement of Strategy 2024-2026, risk management, business plans, public service governance compliance and modernisation initiatives, with responsibility for ensuring that the Commission's business practices and operations comply with all relevant legal and regulatory obligations..

Key Duties and Responsibilities

The following is a general overview of the range of principal duties of the Head of Corporate Affairs:

- 1) Leading the Management Committee and contributing effectively, to overall corporate leadership, strategy, management, operation and development of the Commission and the achievement of its goals.

- a) Providing expert advice and assurance to the Commission on issues of corporate governance, public policy, public service operations, regulation and compliance and financial management.
- b) Supporting the corporate work of the LRC's Research and the Access to Legislation teams in the delivery of projects and outputs.
- c) Providing influential leadership in the management and provision of corporate services ensuring that risk identification, measurement and mitigation strategies are in place and constantly monitored and reported on to the Commission.
- d) Managing and overseeing the work of the administration team.
- e) Further developing the use of technology in achieving the Commission's objectives.
- f) Overseeing the preparation of Annual Estimates, Multi-Annual Budgets and the Appropriation Account and to ensure that expenditure is properly monitored and accounted for. Liaising as necessary with the staff of the Office of the Attorney General, the Department of Public Expenditure NDP Delivery and Reform and Department of the Taoiseach and the Office of the Comptroller and Auditor General.
- g) Responsible for the development and implementation of progressive HR practices.
- h) Representing the Commission at Oireachtas committees, Inter-Departmental Committees, Senior Officials Groups and other fora as required.
- i) Developing and implementing best practices, processes, systems and procedures within the LRC to enable the organisation to carry out its strategic mandate in a timely and cost-efficient manner, in line with its Statement of Strategy.
- j) Implementing reform and modernisation of the delivery of corporate services as required by the Management Committee and the Public Service Reform Programme.
- k) Developing strong working relationships with key internal and external stakeholders and contributing to the achievement of strategic aims/objectives.
- l) Managing allocated resources and costs of the Commission.
- m) Managing external communications concerning replies to Parliamentary Questions, political representations, Press Office queries and press/public queries.
- n) Playing a key role in crisis management and business continuity management.
- o) Developing best practice for staff in accordance with the Commission's policies.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the Commission.

Location of Post and Working Environment

The Head of Corporate Affairs will be based at Styne House, Hatch Street Upper, Dublin 2.

Blended working arrangements are in place.

Training and Development

Career development is actively encouraged, and the successful candidate will be facilitated to attend work related courses, conferences etc.

Qualifications and Experience

Essential Requirements

Candidates must have on or before the closing date of this competition:

(a) (i) A qualification at minimum Level 8 (honours degree) on the National Framework of Qualifications (NFQ) or NARIC Ireland Foreign Qualifications equivalent in a relevant discipline

and

(ii) 5 years' recent (i.e. within the last 10 years) relevant experience.

OR

(b) (i) A qualification at Level 7 (i.e. Ordinary Degree) on the NFQ or NARIC Ireland Foreign Qualifications equivalent in a relevant discipline

and

(ii) 7 years' recent (i.e. within the last 10 years) relevant experience.

OR

(c) (i) A recognised Professional Qualification relevant to the areas of responsibility of the role

and

(ii) 7 years' recent (i.e. within the last 10 years) relevant experience.

Candidates must also have

1. Excellent leadership skills
2. A proven high level of management and organisational skills with a demonstrated ability to develop and manage teams;
3. Experience in project management and the delivery of successful projects in a timely manner;
4. A proven ability to identify and capture appropriate data, and the capacity to effectively examine, analyse and use data to make sound decisions;
5. Strong experience of managing the implementation of technological and/or digital solutions;
6. Experience of managing budgets, cost projections and forecasting;
7. A proven ability to positively formulate, implement and/or manage and promote the implementation of strategic change in a complex, fast moving and high-profile environment;
8. A proven record for taking responsibility for meeting performance targets and for delivering clear and challenging outcomes for self and their staff;
9. A strong commitment to the introduction and management of modernisation programmes;
10. Ability to drive value and efficiency in all service delivery areas;
11. A resilient, dynamic and adaptable approach, proactive leadership style and the ability to take initiative and responsibility;
12. Excellent understanding of commercial aspects of a professional services business with strong business acumen;
13. Excellent oral and written communication skills with the ability to build effective relationships with stakeholders at all levels, both internally and externally;

14. Excellent networking skills and the ability to use these skills to deliver business and people results;
15. A strong ability to represent an organisation in a professional manner;
16. An understanding of the important role the LRC plays within the wider legal and public policy system;
17. A demonstrated commitment to Continuous Professional Development;
18. Excellent ICT skills with proficiency in Microsoft Office applications.

In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at Principal Officer level, please refer to Appendix 1.

Desirable

1. Proven experience of working directly with Board level managers.
2. An understanding of the challenges in leading the corporate functions of an expert public service body such as the LRC and of the environment within which it operates or the ability to quickly acquire same.

Please note:

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on or by the dates as specified, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

The onus is on the candidate to ensure they fulfil the eligibility requirements as set out. The Commission reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who are unable to demonstrate that they hold/will hold the required qualification(s) by the deadline specified may be withdrawn from the competition at any stage. An invitation to interview or any element of the selection process is not acceptance of eligibility.

Candidates who are placed on a panel and come under consideration for a position will be required to provide documentary evidence of their eligibility, including qualifications.

Eligibility to compete and certain restrictions on eligibility.

Citizenship Requirement

Eligible candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4¹ or a stamp 5 permission.

To qualify candidates must be eligible 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

¹ Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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.

Employer of Choice:

As an **Employer of Choice**, the Civil Service has many flexible and family friendly policies e.g. Work-sharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

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.

2. Pay

The salary scale for the position (rates effective from 1 March 2025) is as follows:

Principal Officer PPC Salary Scale,

PRINCIPAL (PPC)

€104,971.00 €109,426.00 €113,845.00 €118,298.00 €122,054.00 €125,951.00¹ €129,841.00²

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.

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if, immediately prior to appointment, the appointee is a permanent civil or public servant.

The rate of pay offered will be the first point of the appropriate scale and will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply a bank account number and bank sort code to the Head of Administration. Statutory deductions from salary will be made as appropriate by the Commission.

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.

3. **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 quarterly review by your 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 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.

1. The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
2. 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.
3. 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.

4. 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.

The Commission has a blended working policy. Candidates become eligible to work remotely, subject to management approval, after they have passed their 3-month probationary period.

5. 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 <http://www.per.gov.ie/pensions>

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:

1. Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
2. Retirement Age: Scheme members must retire at the age of 70.
3. 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).
4. Post retirement pension increases are linked to CPI

Pension Abatement

1. 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 their 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.**
2. 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 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.

3. **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).

4. **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

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

4. Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross 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 30 days. 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 appointee will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

Prior approval of publications

An officer will agree not to publish material related to his or her official duties without prior approval by the President of the Commission or by another appropriate authorised officer.

Political Activity

During the term of employment, the officer will be subject to the rules governing public servants and politics.

All circulars are available on the website www.circulars.gov.ie or from the Personnel Section.

Personnel Code

All circulars are available on the web site 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.

COMPETITION PROCESS

How to Apply

Applications should be made **via email to recruitment@lawreform.ie**

Only applications fully submitted online will be accepted into the competition. **Applications will not be accepted after the closing date and time.**

Closing date

Your application must be submitted not later than **12pm noon on April 23rd, 2025.**

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email recruitment@lawreform.ie

Interviews for these posts are likely to commence in May 2025

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 and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection may include:

1. shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position
2. a competitive preliminary interview
3. completion of online questionnaire(s)
4. presentation or other exercises
5. a final competitive interview
6. remote interview
7. work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition,

if the numbers applying are such that it would not be practical to interview everyone, the LRC may decide that a smaller number will be invited to the next stage of the selection process.

This involves a shortlisting process to select a group 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 based on their application, appear to be better qualified and/or have more relevant experience. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process. The shortlisting criteria may include both essential and desirable criteria specified for the position and, it is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application. The onus is on candidates to complete the application form fully and accurately.

Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition.

References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 - 3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Candidates with Disabilities

Candidates from all sectors of society are welcome, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need. Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

- Request a **Review of a decision** made during the process
- **or**
- **Make a Complaint** that the selection process followed was unfair.

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under

Section 7 (as detailed below), a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) **at its sole discretion**.

There is no obligation on the Law Reform Commission to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, the Law Reform Commission will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Law Reform Commission. The Law Reform Commission will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of the Law Reform Commission who had played a key role in the administrative of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A request for Formal Review must be made within **5 working days** of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. 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 Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the HR Department (via email to recruitment@lawreform.ie, or in writing to HR Department, The Law Reform Commission, Styne House, Hatch Street Upper, Dublin 2), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process

The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, the Law Reform Commission must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by the Law Reform Commission that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under **Section 8** to the Law Reform Commission in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either the Law Reform Commission or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, the Law Reform Commission and the CPSA may make

recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct the Law Reform Commission to reverse a decision taken in the course of an appointment process.** Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Law Reform Commission has fallen short of the principles of this Code.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within 5 working days of notification of the decision and will normally take place between the candidate and a representative of the Law Reform Commission who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A Formal Complaint must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. 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 Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the HR Department (via email to recruitment@lawreform.ie, or in writing to HR Department, The Law Reform Commission, Styne House, Hatch Street Upper, Dublin 2), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process.

The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, the Law Reform Commission must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the Code of Practice for Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie.

General Information

Please **[CLICK HERE](#)** for General Information including Candidate Obligations and GDPR.

Appendix 1

Key Competencies for effective performance at Principal Officer Level



Principal Officer Level Competencies

Effective Performance Indicators

Leadership & Strategic Direction	Leads the team, setting high standards, tackling any performance problems & facilitating high performance
	Facilitates an open exchange of ideas and fosters an atmosphere of open communication
	Contributes to the shaping of Departmental / Government strategy and policy
	Develops capability and capacity across the team through effective delegation
	Develops a culture of learning & development, offering coaching and constructive / supportive feedback
	Leads on preparing for and implementing significant change and reform
	Anticipates and responds quickly to developments in the sector/ broader environment
	Actively collaborates with other Departments, Organisations and Agencies
Judgment & Decision Making	Identifies and focuses on core issues when dealing with complex information/ situations
	Assembles facts, manipulates verbal and numerical information and thinks through issues logically
	Sees the relationships between issues and quickly grasp the high level and socio-political implications
	Identifies coherent solutions to complex issues
	Takes action, making decisions in a timely manner and having the courage to see them through
	Makes sound and well informed decisions, understanding their impact and implications
	Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions
Management & Delivery of Results	Initiates and takes personal responsibility for delivering results/ services in own area
	Balances strategy and operational detail to meet business needs
	Manages multiple agendas and tasks and reallocates resources to manage changes in focus
	Makes optimum use of resources and implements performance measures to deliver on objectives
	Ensures the optimal use of ICT and new delivery models
	Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
	Instils the importance of efficiencies, value for money and meeting corporate governance requirements
Ensures team are focused and act on Business plans priorities, even when faced with pressure	
Building Relationships & Communication	Speaks and writes in a clear, articulate and impactful manner
	Actively listens, seeking to understand the perspective and position of others
	Manages and resolves conflicts / disagreements in a positive & constructive manner
	Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives.
	Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
	Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
	Makes opinions known when s/he feels it is right to do so
Specialist Knowledge, Expertise and Self Development	Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
	Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
	Maintains a strong focus on self-development, seeking feedback and opportunities for growth

Drive & Commitment to Public Service Values	Consistently strives to perform at a high level
	Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
	Contributes positively to the corporate agenda
	Is personally trustworthy, honest and respectful, delivering on promises and commitments
	Ensures the citizen is at the heart of all services provided
	Is resilient, maintaining composure even in adverse or challenging situations
	Promotes a culture that fosters the highest standards of ethics and integrity