



An tSaotharlann Stáit
State Laboratory

**CANDIDATE INFORMATION
BOOKLET**

The State Laboratory intends to hold a competition for the purpose of recommending a person for appointment to the position of

Principal Officer
(Corporate Services)

in the

State Laboratory

Principal Officer
in the
State Laboratory
Celbridge, Co. Kildare

1. Introduction

The State Laboratory is a scheduled Civil Service office under the aegis of the Department of Public Expenditure, NDP Delivery and Reform and provides a comprehensive analytical chemistry and advisory service to over 30 clients across a range of Government Departments and Public Sector Bodies, thereby enabling them to implement their regulatory programmes and attain their strategic objectives. Our clients continue to indicate high satisfaction ratings in our annual Customer Satisfaction Surveys. This reflects the high quality, responsive and expert scientific service provided and it is our mission to continue to provide the same high standards of service to clients.

The State Laboratory has a staff of approximately 150 people who are mainly professional and technical. The organisation comprises the Management Board, eight Chemistry Sections and four Support Sections – Finance, Human Resources, ICT and Laboratory Services. Following this appointment, the Management Board will comprise the State Chemist, three Principal Chemists and one Principal Officer.

The State Laboratory offers car parking; staff restaurant; on-site crèche facility (subject to availability); and a limited local transportation service to / from nearby railway stations at Hazelhatch and Leixlip (Louisa Bridge). The Backweston Laboratory Campus is also on the C4 & L58 Dublin Bus Routes.

The State Laboratory is an equal opportunities employer. The State Laboratory is committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work. Reasonable accommodations will be provided to candidates, if required during the recruitment process. To discuss and request reasonable accommodations in confidence please contact the State Laboratory's Disability Liaison Officer, Ms. Margaret Harney at Margaret.harney@statelab.ie or (01) 5057046.

The State Laboratory has many flexible and family-friendly working policies, including a blended working policy. The nature of the work of the organisation means staff are on-site the majority of their time therefore members of Management Board are also expected to be on-site the majority of their time. This position is not suitable for someone for whom remote working is essential.

2. Role and Responsibilities

The Principal Officer will be a member of the Management Board. The successful candidate will provide effective management supporting the State Laboratory's analytical and advisory services and contribute to management decisions, as well as playing an important role in the strategic direction, governance and development of the organisation.

The Principal Officer will have responsibility for support sections. The role of the support sections is to meet organisational requirements and provide services required by staff to support the State Laboratory's Strategic Goals. The Principal Officer will have responsibility for the Finance Section, Human Resources Section and ICT Section. They will also have responsibility for other support sections and labwide responsibilities, which will vary over time.

The Laboratory operates within a constantly evolving analytical and regulatory landscape. Demand for analytical chemistry and advisory services continues to grow significantly from both new and existing clients. The successful candidate must be able to demonstrate an appetite and aptitude for change, including taking on additional responsibilities when necessary.

THE ROLE

The successful candidate for the post of Principal Officer will have responsibility for the following:

- Providing effective management and governance of the State Laboratory and demonstrating leadership and drive as part of its Management Board, ensuring that the Laboratory achieves its strategic goals;
- Identifying and anticipating the needs of clients, developing and resourcing the services required and ensuring that excellent customer service is a primary consideration of all managers and staff reporting to him/her;
- Leading multi-disciplinary teams, developing a high performance culture of continuous learning and knowledge sharing, thus enhancing individual and team capabilities and skills and improving performance;
- Developing a strategic vision for the State Laboratory and implementing the policies and objectives of the State Laboratory in compliance with the requirements of Corporate Governance;
- Collaborating with national, EU and other international bodies, including educational/research institutions, and building the reputation of the Laboratory;
- Having overall responsibility for Finance in the State Laboratory, including the budgeting process and ensuring that the proper financial systems are in place and that robust financial information is available to make informed decisions on the Laboratory's capabilities and deployment of resources;
- Having overall responsibility for Human Resources in the State Laboratory, ensuring scientific and support staff resources, skills and capabilities meet the requirements of the laboratory and that a safe, positive and inclusive work environment is promoted;
- Having overall responsibility for ICT in the State Laboratory, ensuring delivery of progressive ICT systems that are secure and resilient and leading digital transformation initiatives;

- Responsibility for other support sections and organisational requirements as assigned by the State Chemist.

3. Qualifications and Experience

3.1 Essential Qualifications

Candidates **must** on or before the closing date:

hold a qualification of at least Level 8 on the National Framework of Qualifications in a relevant discipline, or, a relevant qualification which is acceptable to the Management Board as being at least equivalent.

3.2 Desirable Qualifications

- A business administration / management qualification.
- Professional membership of a relevant body.
- A qualification in a subject relevant to the role of Principal Officer, e.g. Finance, HR, ICT Project Management, etc.

3.3 Essential Experience, Skills and Behaviours

The successful candidate must:

- have a minimum of 3 years' senior management experience with a proven track record in leading and managing multidisciplinary teams;
- have a track record of managing operational delivery, sustained improvement and strategic projects concurrently;
- have experience of successfully implementing changes within an organisation;
- have a high level of IT literacy and data analysis capability;
- have the ability to communicate in a fluent, logical, clear and convincing manner, both verbally and in writing;
- possess the management, leadership, communication, decision-making and judgement skills and attributes required for the post;
- be familiar with financial and human resource management systems;
- have the capacity to manage, motivate and develop staff as a key resource;
- be familiar with, or have the capacity to quickly acquire knowledge of the rules, standards and procedures governing the operation of the State Laboratory as a Vote-holding (Vote 14) Scheduled Office of the Civil Service;
- be familiar with, or have the capacity to quickly acquire a good working knowledge of the Laboratory's wide range of responsibilities and business requirements.

3.4 Desirable Experience, Skills and Behaviours

- Experience of managing the Finance function in an organisation;
- Experience of managing the HR function in an organisation;
- Experience of managing the ICT function in an organisation;
- Experience in governance, ethics, compliance and risk management;
- Experience in project management.

In addition to the above, the Key Competencies for effective performance at this level are detailed in Appendix I.

4. Application process

All candidates should visit <https://www.statelaboratoryjobs.com> for the application form and further information on the competition. There will also be a link to the online application portal where all applications must be submitted.

This online portal is hosted by our external recruitment service provider Sigmar Recruitment and will allow eligible candidates to apply for this competition.

Please see below in Appendix II: Information on how to apply via Sigmar Recruitment

Candidates are advised that their application form, will form part of the assessment process where, subject to numbers applying, shortlisting will be applied. Candidates will be asked to provide the following information:

- Personal information such as name, contact details etc.;
- Career History;
- Academic, Professional or Technical Qualifications;
- Details of any ongoing Continuous Professional Development;
- Additional Information: What you specifically would bring to the role in relation to your experience, skills, qualifications and competencies.

Please take care when completing your application and ensure that you include all relevant details. Your application will form part of the assessment process where shortlisting is applied and also where candidates are called for interview.

5. Selection and Competition Process

Candidates are asked to provide a succinct application form outlining their knowledge and experience that demonstrate their suitability for the role of Principal Officer.

Candidates are asked to demonstrate their experience under the following headings:

- Leadership & Strategic Direction
- Judgment & Decision Making
- Management & Delivery of Results
- Building Relationships & Communication
- Drive and Commitment
- Specialist Knowledge, Expertise and Self Development

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive preliminary interview;
- completion of an online questionnaire(s);
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- a competitive interview which may include a presentation.

Please Note: Your application and performance at interview will also be considered in the context of assessing communication skills.

Candidates must make themselves available on the date specified by the State Laboratory. It will not be possible to accommodate requests for date or time changes.

It is envisaged that the selection process will commence as soon as possible after the closing date.

6. Appointments from the Panel

Following completion of the Final Interviews, a panel will be established in order of merit. It is envisaged that **one** appointment will be made initially to the post of Principal Officer.

Appointments will be offered in order of merit and should a candidate refuse an offer from the State Laboratory they will be removed from the panel and will receive no further offers for the duration of the panel.

7. Competition rules

Availability and Admission

During the selection process, the onus is on all candidates to make themselves available on the date(s) specified by the State Laboratory and to make whatever arrangements are necessary to ensure that they receive communications sent to them at their contact details specified on their application form. Should their contact details change at any time during the competition or duration of the panel they must contact both the State Laboratory or Sigmar Recruitment by email notifying them of the change and providing the new details. Sigmar Recruitment can be contacted at publicsector@sigmar.ie and the State Laboratory can be contacted at kasia.nowicka@statelab.ie

The State Laboratory will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview or a successful result letter, is not to be taken as implying that the State Laboratory is satisfied that such a person fulfils the requirements or is not disqualified by law from holding this position.

Prior to recommending any candidate for appointment from this competition, the State Laboratory will make such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

Canvassing

Canvassing will disqualify candidates and will result in exclusion from the process. Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements.
- Impersonate a candidate at any stage of the process.
- Interfere with or compromise the process in any way.

In line with the Obligations of Candidates as set out in part 5, section 54-56 of the Public Service Management (Recruitments & Appointments) Act 2004 any person who contravenes the above provisions or who assists another person contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- A candidate who has not been appointed to a post will be disqualified as a candidate.

And

- Where a candidate has been appointed subsequent to the recruitment process in question, they will forfeit that appointment.

See link to Service Management (Recruitments & Appointments) Act 2004

<https://www.irishstatutebook.ie/eli/2004/act/33/enacted/en/print>

Deeming of candidature to be withdrawn

Candidates who do not attend interview when and where required by the State Laboratory, or who do not, when requested, furnish such evidence, as the State Laboratory require in regard any matter relevant to their candidature, will have no further claim to consideration.

Use of recording Equipment

The State Laboratory does not allow the unsanctioned use of any type of recording on its premises or any location where interviews take place, for example video interviews, teleconference. This applies to any form of sound recordings and any type of still picture or video recording, whether including sound recording or not, any form, and covers any type of device for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. The policy is in place to protect the privacy of staff and candidates/clients and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

<https://www.irishstatutebook.ie/eli/2004/act/33/enacted/en/print>

8. Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided.

However, should your application for the competition be unsuccessful this form will be destroyed. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country.

Candidates should be aware that if they come under consideration for a post their information will be shared with the Public Appointments Service in order to facilitate the vetting process. The Public Appointments Service has no involvement in the running or decision making process of this competition but are facilitating the State Laboratory with the Garda Vetting process and will forward the results to the State Laboratory.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

9. Codes of Practice

The recruitment and selection process for appointment to these positions will be conducted in accordance with the Code of Practice for “*Appointment to Positions in the Civil Service and Public Service*” published by the Commission for Public Service Appointments (CPSA). The Code of Practice reflects the following core principles:

- Probity
- Appointments Made on Merit
- *An Appointments Process in Line with Best Practice*
- A Fair Appointments Process Applied with Consistency
- Appointments Made in an Open, Accountable and Transparent Manner

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, amongst other things, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting www.cpsa.ie.

Complaints and Requests for Review

Complaints/requests for review will be considered by the State Laboratory in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints/reviews should be addressed to the State Chemist, Backweston Campus, Young’s Cross, Celbridge, Co. Kildare. Where possible, the State Laboratory will attempt to initially deal with such matters informally as provided for in Sections 7 and 8.

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the State Laboratory.

The State Laboratory will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (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 Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the State Chemist) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the State Laboratory who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the State Chemist, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the State Chemist.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

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

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the State Chemist in the first instance. 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 State Laboratory has fallen short of the principles of this Code.

On receipt of a complaint the State Laboratory may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice *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

10. Eligibility to compete and certain restrictions on eligibility

Citizenship Requirement

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 visa¹ or stamp 5 visa.

To qualify candidates must be eligible by the date of any job offer.

10.1 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).

10.2 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 debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

10.3 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).

10.4 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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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).

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

10.5 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. Worksharing, 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.

11. Principal Conditions of Service

11.1 General

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

11.2 Salary

The salary scale for the position is as follows (rates effective from 1st October 2024):

Personal Pension Contribution (PPC)

€102,913 €107,280 €111,613 €115,978 €119,661 €123,481 (LSI1) €127,295(LSI2)

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.

Starting salary and Payment arrangements

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the State Laboratory. Statutory deductions from salary will be made as appropriate.

Important note: Different terms and conditions may apply if immediately prior to appointment the appointee is already a serving Civil or Public Servant.

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.

11.3 Tenure and Probation

The appointment is to a permanent position in the State Laboratory and by extension, the Civil Service, and will be subject to a probationary period.

The probationary contract will be for a period of one year from the date of appointment. 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 the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to Section 5A(2) of the Civil Service Regulation Acts 1956-2005. This decision will be based on the appointee's performance assessed against the criteria set out in (i) to (iii) above. The details of the probationary process will be explained to the officer by the State Laboratory on commencement of employment.

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 the following circumstances your contract may be extended and your probation period suspended.

- 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 employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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.

11.4 Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time.

The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role in the State Laboratory.

11.5 Location

The State Laboratory is based in Backweston Laboratory Complex, Young's Cross, Celbridge, Co. Kildare.

When absent from home and headquarters on official duty, an officer will be paid appropriate travelling expenses and subsistence allowances, subject to normal Civil Service regulations.

11.6 Hours of attendance

Hours of attendance will be as fixed from time to time but will amount to on average 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 his/her duties subject to the limits set down in the working time regulations.

Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy.

11.7 Annual Leave

In addition to the usual public holidays the annual leave entitlement for this role (based on a full-time role) is 30 days.

11.8 Sick Leave

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

Officers who will be paying Class A rate of PRSI 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 State Laboratory. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

11.9 Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

11.10 The Organisation of Working Time Act 1997:

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

12 **Secrecy, confidentiality and standards of behaviours**

12.1 **Official Secrecy and Integrity**

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

12.2 **Civil Service Code of Standards and Behaviour**

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

12.3 **Ethics in Public Office Act**

The Ethics in Public Office Acts 1995 to 2001 will apply, where appropriate, to this employment.

12.4 **Prior approval of Publications**

An officer will agree not to publish material related to his or her official duties without prior approval by the State Chemist.

12.5 **Political activity**

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

12.6 **Personnel Code**

Further details and circulars regarding these terms and conditions can be found on the following web site gov.ie/circulars

13 **Superannuation and Retirement**

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 <https://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 at 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, which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

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

Ill-Health Retirement

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

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

Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should to 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 the State Laboratory.

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.

Disclosure of Information

All appointees will be required to disclose all information and sign a declaration relating to any prior public service employment in order to correctly determine their public service pension entitlement. For further information in relation to the Single Public Service Pension Scheme for Public Servants, please see the following website: <http://www.per.gov.ie/pensions>.

14. Important Notice

Should similar positions arise in other Civil Service Departments, these vacancies may be filled from this panel.

Section 10 above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment. These will be set out in the employment contract to be agreed with the successful candidate.

Appendix I

Key Competencies for effective performance at Principal Officer

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

Judgement & 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 balances 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

Drive and Commitment

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

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

Appendix II - Information on how to apply via Sigmar Recruitment

How to Apply

All candidates should visit <https://www.statelaboratoryjobs.com> for the application form and further information on the competition. There will also be a link to the online application portal where all applications must be submitted.

To apply, candidates must complete an **Application Form**. Only fully completed Application Forms submitted online will be accepted into the competition. Applications will not be accepted after the closing date.

Closing Date

Your online application form must be submitted by **12 noon on Tuesday 19th November 2024**. Applications will not be accepted after this time.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact publicsector@sigmar.ie

Competition updates will be issued to your registered email address as entered on the online application portal. The onus is on each applicant to ensure that they are in receipt of all communication from Sigmar Recruitment Consultants Ltd. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

Sigmar Recruitment accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by Sigmar Recruitment Consultants Ltd. and should make sure that the contact details specified on their application form are correct.

Appendix III State Laboratory Privacy Notice For New Applicants

1. Identity and contact details of the data controller and data protection officer

The State Laboratory has created this data protection notice as the controller of potential employee's personal data to demonstrate our firm commitment to privacy and to inform potential employees about the information we collect and process in connection with your application. If you have any queries about this notice, please contact our Data Protection Officer Paula Shearan

This notice sets out an explanation of what information about you we process, why we process your information, with whom your information is shared and a description of your rights with respect to your information.

2. What information does the organisation collect about the individual?

As your potential employer, we need to keep and process certain information about you for normal recruitment and selection purposes, to comply with our legal obligations and, where necessary, to protect our legitimate interests.

Personal data is normally obtained directly from you. In certain circumstances, it will, however, be necessary to obtain data from internal third parties, e.g. Chief Medical Officer.

The categories of personal data we process and the legal basis for doing so are set out in more detail in the appendix to this notice.

3. How will the individual's information be used?

The information we hold and process will be used for the management and administration of the recruitment and selection process. We keep and use it to enable us to run this process effectively, lawfully and appropriately and to protect future employee's rights & interests. This includes using your information to enable us to manage the interview process, comply with legal obligations, pursue our legitimate interests and protect our legal position in the event of legal proceedings against the organisation.

The uses we make of each category of your personal data, together with the legal issues we rely on for those uses are set out in more details in appendix A to this notice.

4. What is the legal basis for processing personal data?

See Appendix A to this notice.

5. Who receives the information outside of the organisation?

Your information may be disclosed to third parties where we are legally obliged to do so or where our recruitment and selection process requires or permits us to do so e.g. Chief Medical Officer.

More detailed information on how we share your personal data is set out in Appendix A.

Sigmar Recruitment and the Public Appointments Service assist the State Laboratory with our recruitment and selection process.

6. Any transfers to third countries and the safeguards in place.

Your information will not be transferred abroad.

7. How long will information be held?

See Appendix A.

8. What happens if you do not provide us with your information?

In some cases, you may decline to provide us with your personal data. However, if we believe that we require relevant information to efficiently and properly manage the recruitment and selection process, we may not be able to continue this process with you if you decline to provide us with that personal data.

9. Will you be subject to profiling or automated decision making?

You will not be subject to automated decision making or profiling.

10. What are your rights under data protection law?

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access the personal data that we hold about you together with other information about our processing of that personal data
- The right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete
- The right, in certain circumstances, to request that we erase your personal data
- The right, in certain circumstances, to request that we no longer process your personal data the way in which we process it
- The right, in certain circumstances, to transfer your personal data to another organisation
- The right to object to automated decision making and/or profiling and
- The right to complain to the Data Protection Commissioner

Further information or Complaints

If you have any queries in relation to this data protection notice, or if you have any queries as to how your data is processed, please contact Paula Shearan, Data Protection Officer at

11. Review

This data protection notice will be reviewed from time to time to take into account changes in the law and the experience of the notice in practice.

APPENDIX A

Category of Data	Purpose of Processing	Legal Basis for Processing	Type of recipient to whom the data may be transferred	Retention Period*
Personal Data				
Application form including Name and contact details i.e. email and address. Education, Career history and any special requirements.	Administration of Recruitment and Selection Process	Civil Service Regulation Act 1956 and various follow up amendments to this Act. Public Services Management Act (Recruitment and Appointments) 2004, as amended. Part 5 of the Disability Act. National Archives Act, 1986. Data Protection Article 6(a)(c) compliance with a legal obligation. Article 6(1)(f) legitimate interests. Article 9(2)(b) and Section 46 of the Data Protection Act, 2018 Processing is necessary for the purposes of carrying out	Chief Medical Officer Interview Board including an External Board Member and members of the Human Resources staff National Archives	At end of competition retained for 30 years and then transfer to the National Archives

Category of Data	Purpose of Processing	Legal Basis for Processing	Type of recipient to whom the data may be transferred	Retention Period*
		the obligations and exercising specific rights in the field of employment		