CANDIDATES’ INFORMATION BOOKLET

Open competition for appointment to the positions of:

Early Years Inspectors
at the
Department of Education and Skills

Closing date: 18 June 2015

CID: 1576609

The Public Appointments Service is committed to a policy of equal opportunity.
The Public Appointments Service will run this campaign in compliance with the codes of practice prepared by the new Commissioners for Public Service Appointments (CPSA).
Codes of practice are published by the CPSA and are available on www.cpsa-online.ie

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ROLE AND JOB DESCRIPTION

Title of position: Early Years Inspectors
Department: Department of Education and Skills

Location
The posts as Early Years Inspectors will be located throughout the five geographical regions in which the work of the Inspectorate is organised nationally.

Further details regarding the regions, the locations of positions, and how candidates will indicate their preferences for locations are outlined below.

Education-focused inspections of Early Years Education
The early years of a child’s life represent a crucial period of development during which the foundations for lifelong learning are nurtured. A key priority of the Government is to promote the best outcomes for children and families availing of State-funded early years education. In 2013, the Department of Children and Youth Affairs (DCYA) published an eight-point pre-school quality agenda to develop quality and standards in the early years sector. This plan places a focus on enhanced support and regulation of the sector.

Within the broader context of quality improvement, the Minister for Children and Youth Affairs and the Minister for Education and Skills have asked the Inspectorate of the Department of Education and Skills to lead and organise focused inspections on the quality of educational provision in early years settings participating in the Early Childhood Care and Education (ECCE) Scheme. These inspections will complement the regulatory inspections carried out by TUSLA and Pobal.

The education-focused inspections will focus on supporting the improvement of provision for young children in early years settings though identifying and disseminating good practice and through providing practical and expert advice and recommendations. Early years inspectors will work with professionals in early years settings and will be guided by existing DES and Inspectorate principles and practice. The DES already evaluates the quality of early years education for 3-6 year olds in Early Start Units, the Rutland Street Pre-School Project and infant classes in primary schools.

A comprehensive quality framework has been developed to inform the education-focused inspections, based on Aistear, Síolta and wider national and international developments in early years education. This inspection framework covers four broad areas:

1. Quality of context to support children’s learning and development
2. Quality of processes to support children’s learning and development
3. Quality of children’s learning experiences and achievements
4. Quality of management and leadership for learning

A key aim of the inspections is to embed a culture of self-evaluation and continuous improvement in early years education settings through co-professional working with early years practitioners and setting leaders.
Your role in the Inspectorate

As an Early Years Inspector, your work will include:

1. **Evaluating** the quality of educational provision
   - Undertaking focused educational inspections in early years settings participating in the Early Childhood Care and Education (ECCE) Scheme (individually and as a member of a team)
   - Participating, as appropriate, in the Inspectorate’s programme of evaluation in Early Start and infant classes in primary schools
   - Analysing a wide range of evidence within settings (including data from self-evaluation)
   - Making judgments on the quality of educational provision in accordance with appropriate inspection frameworks
   - Undertaking follow-through inspections and other necessary actions in settings previously inspected in accordance with the Inspectorate’s annual inspection plan
   - Participating in research and thematic inspections with a focus on the quality of early years provision

2. **Advising and supporting** settings
   - Advising and supporting setting managers, leaders and practitioners to improve the quality of provision across the areas encompassed by the quality framework for education-focused inspections
   - Developing and supporting capacity within the sector to implement *Aistear*, the Early Childhood Curriculum Framework on a phased basis
   - Developing and supporting capacity within the sector to implement *Síolta*, the National Quality Framework for Early Childhood Education on a phased basis and promoting self-evaluation within settings
   - In line with agreed protocols, liaising and co-operating with DCYA, TUSLA, City and County Childcare Committees, *Better Start*, the National Quality Support Service, and other relevant stakeholders on an ongoing basis

3. **Reporting** information to parents and the public
   - Reporting information to parents and the wider public on the quality of provision in individual settings in the areas covered by the quality framework for education-focused inspections
   - Writing and publishing composite reports on the quality of educational provision and case studies outlining good practice
   - Completing and maintaining administration and information records on all inspection activity to facilitate the compilation and aggregation of data

4. **Participating in and contributing** to the work of the Inspectorate
   - Contributing to the ongoing development and evolution of the quality framework for education-focused inspections and of supports for early years education settings
   - Attending training sessions, continuing professional development events and relevant seminars on an ongoing basis
   - Undertaking other tasks as may be determined appropriate by line managers on an ongoing basis.
As a member of the Inspectorate, your work will include:

- Participating in the conduct of surveys on the quality of educational provision in early years settings participating in the Early Childhood Care and Education (ECCE) Scheme and in-depth studies of related aspects of the education system
- Advising practitioners and settings on the promotion and achievement of excellence in the areas of setting management, teaching and learning, the effective use of support services, and the effective use of self-evaluation processes
- Participating in curriculum development and review processes and advising the Minister on curriculum and assessment issues generally, including the development and implementation of strategic national priorities such as the Government’s national literacy and numeracy strategy, *Literacy and Numeracy for Learning and Life*, etc.
- Advising the Minister on the development and implementation of educational policy, particularly in areas such as early years provision, setting improvement, leadership and management, initial and continuing education of educational professionals, special education and social inclusion issues
- Contributing to the ongoing development and evolution of the evaluative and advisory work of the Inspectorate.

You will be a member of a strong team

You will work as a member of a small team within a larger national team and as a full member of the Inspectorate of the Department of Education and Skills. Your work will include a well-organised combination of team and individual responsibilities and a working environment within which you will have responsibility and certain flexibility in day-to-day time and work management.

You will have an individual business plan which will set out objectives and targets for your work in line with the overall business plan for the Inspectorate and the statutory responsibilities of the organisation. Certain work will be carried out within specific timeframes and deadlines. Your business plan will also include provision for your professional development.

You will report to a line manager, normally a more senior inspector, who will provide advice, guidance and professional support for your work and your development within the organisation. You and your manager will communicate frequently and meet regularly, often with other colleagues on your team. Your annual business plan will be developed in consultation with your manager and reviewed with him/her regularly through the Department’s Performance Management and Development System (PMDS).

Your evaluative and advisory work will normally be completed in early years settings participating in the Early Childhood Care and Education (ECCE) Scheme in the region to which you are assigned or in other regions but you may also have opportunities to contribute to a range of other tasks that support the Inspectorate’s work in developing evaluation practice, research and policy development.

Professional development

You will benefit from a comprehensive programme of continuing professional development in the Inspectorate. This will include:

- An extensive induction programme on all aspects of the work
- Regular reviews of work targets, performance and development needs through the Department’s Performance Management and Development System (PMDS)
- Participation in seminars, training meetings, the annual conference of the Inspectorate, etc. as part of the ongoing professional development programme for inspectors
- Regular dissemination of information to inspectors
- Supported opportunities to undertake post-graduate study and to gain additional qualifications relevant to the work of the Inspectorate
- Support for self-initiated study, professional development, and participation in one or more professional networks in the Inspectorate.

**Opportunities for promotion**

Following the satisfactory completion of a probationary period and a minimum of a further two years satisfactory service as an Early Years Inspector, you will be eligible to apply for promotional competitions for more senior posts as they arise within the Inspectorate Division and the broader Department, provided that you hold the necessary qualifications.

**How does the work of Early Years Inspectors complement the other work of the Inspectorate?**

Early Years Inspectors will play a vital role in the national work of the Inspectorate to improve learning for children and young people. Their work will complement the work already underway in schools and settings for older children and learners.

The Inspectorate works to improve the quality of learning for children and young people in Irish schools, centres for education and a range of other learning settings, and it supports the development of the Irish educational system. We do this through providing high quality evaluation, analysis and advice. The Inspectorate works for learners, the parents and communities served by schools and other learning settings, Ministers and officials of the Department of Education and Skills, and by agreement Ministers and officials in other Government departments, and the wider Irish society.

Our focus is to ensure that learners in all educational settings that we inspect— including schools, pre-schools, centres for education and some colleges – receive the best possible education in the light of their potential and learning needs. Our *Code of Practice* commits us to working closely with the professionals that work in all of these settings, with the children and other learners we meet and their parents, and with the wider communities served by the school or other educational setting.

We strive to affirm and disseminate good practice, to provide practical recommendations for improvement and to provide an assurance of quality provision for learners to parents, relevant government departments and the wider public. We are committed to bringing this approach to quality assurance and inspection to education-focused inspections into the early years sector.

Section 13 of the Education Act, 1998 and other pieces of legislation provide the statutory basis for the role of the Inspectorate. This legislation provides that the Inspectorate is responsible for the quality and effectiveness of the provision of education in the State, for the evaluation of primary and post-primary schools, centres for education and other educational settings, and for the provision of advice to the educational system generally, and specifically to the Minister for Education and Skills and officials of the Department. Specific agreements between the Department of Education and Skills and other Departments underpin other aspects of the evaluative and advisory work of the Inspectorate.
Our range of work includes:

- Providing an assurance of quality and public accountability in the educational system (through planning and carrying out a programme of evaluations in schools and other educational settings, and through conducting national evaluations on specific aspects of the educational system)
- Promoting best practice and continuing improvement (mainly through advising teachers, practitioners, principals and the management of schools, centres for education and early years and other settings, as appropriate; through promoting the use of school/centre self-evaluation; and through publishing and promoting good practice)
- Informing the development of national educational policy through providing professional advice to Ministers and the Department (on areas such as teacher/practitioner education policy, curriculum and assessment issues, school/setting improvement, early years policy, special education policy, and social inclusion policy)
- Supporting and promoting the Irish language
- Developing evaluation practice and carrying out research
- Working closely with policy makers within the Department and in relevant national statutory bodies and agencies in areas such as curriculum and assessment, special education and teacher/practitioner education and professional development
- Cooperating with other divisions of the Department to contribute to the work of strategically important national, North-South and international bodies.

Where will the posts be located?
There may be up to ten vacancies spread across the regions below. The Inspectorate operates five regional business units which are responsible for the planning and delivery of inspection and advisory services in designated geographical areas. On appointment, an Early Years Inspector will be assigned a headquarters or office base within the region to which s/he is allocated. Early Years Inspectors may be required to work in other regions in order to address business needs.

The geographical regions of the Inspectorate Division of the Department are as follows:

**Region 1: North and Dublin North Region**
Serving counties Dublin (Fingal), Cavan, Donegal, Leitrim, Louth, Meath, and Monaghan, and Dublin City (North)

**Region 2: South East and Dublin South Region**
Serving counties Dublin (South), Dun Laoghaire-Rathdown, Carlow, Kilkenny, Waterford, Wexford and, Wicklow, and Dublin City (South)

**Region 3: Midlands and Dublin West Region**
Serving Dublin City (West and South West) and counties Kildare, Laois, Longford, Offaly and Westmeath

**Region 4: South Region**
Serving Cork City and County, and counties Kerry, Limerick and Tipperary (South)

**Region 5: West and Mid-West Region**
Serving Limerick City and counties Clare, Galway, Mayo, Roscommon, Sligo and Tipperary (North)
Location of positions and panels for appointment

This competition will result in the creation of panels from which appointment(s) may be made as vacancies and needs arise for Early Years Inspectors. The panels will remain valid for a period of three years from the date of publication of the panels, or until such time as the panels have been cleared, whichever is the sooner.

Candidates are required to specify on the application form (tick boxes) the panel(s) on which they are willing to be placed

QUALIFICATIONS AND EXPERIENCE

Essential requirements

Candidates must hold, on or before the closing date;

- (A) An honours primary degree (Level 8, National Qualifications Framework) in Early Childhood Care and Education plus at least 5 years’ experience within early years settings (0-6 years) leading on the delivery of quality service provision

  Or

- (B) An honours primary degree and a post graduate qualification (Level 8, National Qualifications Framework) which is directly relevant to the duties of this role together with at least 5 years experience within early years settings (0-6 yrs) leading on curriculum and assessment, self-evaluation frameworks, pedagogy, education policy or early years setting management issues.

and

- Have a comprehensive knowledge and understanding of the early years sector in Ireland

- Have expertise in relevant areas such as early years learning and development, curriculum and assessment, self-evaluation frameworks, pedagogy, education policy and early years setting management issues

- Have excellent interpersonal and communication skills and an ability to communicate effectively in oral and written English

- Be approachable and sensitive in interpersonal interactions and have the ability to establish rapport with others

- Be positive, open and transparent and take a calm and rational approach in your dealings with others

- Strive to build effective working relationships with others and will be able to do so within the Inspectorate, the wider Department and externally

- Be aware of and understand the perspective of others and consult and share knowledge and ideas with others
• Be able to lead and co-ordinate a team as and when necessary
• Be able to communicate clearly and effectively in a range of settings from informal one-to-one interactions to making formal presentations and chairing meetings
• Be able to negotiate with and influence others and gain their co-operation
• Be able to analyze and evaluate complex information to identify the key issues and draw sound conclusions
• Have an ability to make sound judgements
• Be able to write clearly and concisely in a logical and factual manner using an appropriate style of writing for the audience
• Be proficient in the use of ICT, demonstrating these skills effectively in report writing, communicating and presenting information.

Desirable Requirements

• Practical expertise and experience of leading the implementation of the Aistear and Síolta frameworks
• Post-graduate qualifications and/or experience and proven expertise in one or more of the following areas: pre-primary settings; self-evaluation in early years settings; early literacy; early numeracy; assessment for and of learning; primary curriculum and assessment; educational leadership; initial and continuing professional development of educational personnel responsible for the learning of children in early years; special education, the teaching of English as an additional language.
• An ability to communicate effectively in Irish and sufficient linguistic competence to carry out inspection, reporting and other duties through the medium of Irish in Gaeltacht and Irish-medium early years settings.
• Experience of having served in a leadership, management or quality support role in an early years setting (for example, as leader/assistant leader)
• A very good knowledge of the research, theory and practice of early years education and how it integrates with the education system in general.
• Experience of designing, delivering and/or leading professional development activities for early years personnel
• Personal innovation in early years education
• Full clean driver’s licence and be insurable to drive a car.
**Eligibility to compete and certain restrictions on eligibility**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

**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.

**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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

**Declaration**

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

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

Salary
The Personal Pension Contribution (PPC) Salary Scale effective from 1 November 2013 applies to this position.

€ 51,110  € 54,426  € 56,789  € 59,246  € 61,701  € 64,128
€ 65,000  € 67,729  € 71,593  €75,517  €78,619(Max)
€81,013(LSI 1)  €83,414 (LSI 2)

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

Important Note
Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line will current Government Policy. (See Haddington Road Agreement paragraph 2.19 for recent changes.)

Tenure
The appointment is to an established position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph, this will not preclude an extension of the probationary contract in appropriate circumstances.

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

(i) have performed in a satisfactory manner,
(ii) have been satisfactory in general conduct, and
(iii) are suitable from the point of view of health with particular regard to sick leave.

Prior to 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 your employing Department and you will be given a copy of Department of Finance guidelines on probation.

In the event that you are not considered as suitable to the position of Early Years Inspector, having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of this contract and any extensions thereof.
Notwithstanding the paragraphs above, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

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

- The probationary period stands suspended where 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 a continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness. The employee may in these circumstances make application to the employer for an extension to the contract period.

**Hours of attendance**

Hours of Attendance will be fixed from time to time but will amount, on average, to not less than 43.25 hours gross or 37 hours net per week.

Please note that in order to meet with the terms of the Organisation of Working Time Act the Department may in the future introduce a working hours recording system and it would be a condition of your employment that you would comply with the operation of this system.

No additional payment will be made for extra attendance (over and above 43.25 hours gross or 37 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

**Annual Leave**

The annual leave allowance for the position of Early Years Inspector is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

**Sick Leave**

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

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 directly to the Department of Education and Skills. 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.

**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, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

a. **Pensionable Age**

   The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.
b. Retirement Age:
Scheme members must retire at the age of 70.

c. Pension Abatement
- If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, 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.

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**

- **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 that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servants
While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees.
Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a **successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme.** In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants
(“Non-Established State Employee Scheme”). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. 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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

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.

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 online through www.publicjobs.ie All sections of the form must be fully completed.

Before applying candidates should log-on to www.publicjobs.ie and if you have not already done so you must register as a ‘New User’ to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via ‘My Applications’. At this point you should consider adding publicjobs.ie to your safe senders or contact list within your email account to avoid not receiving email because a publicjobs e-mail has been blocked.

Only applications fully submitted online will be accepted into the campaign. Applications will not be accepted after the closing date.

Closing date
Your application must be submitted on the Public jobs website not later than 18 June 2015. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: Laura Breslin at 01 8587645 or by email at laura.breslin@publicjobs.ie

The interviews for these posts are likely to be held in July/August 2015

You are advised to check your messageboard on a regular basis as email notifications of updates/tests/Interviews etc issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Public Appointments Service (PAS)

The PAS accept no responsibility for communication not accessed or received by an applicant

Candidates should make themselves available on the date(s) specified by the PAS and should make sure that the contact details specified on the application form are correct.

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

Shortlisting
Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application
forms against a pre-determined criteria based on the requirements of 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. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form

**Optional Irish Language Test**
The Department is particularly interested in appointing inspectors who have sufficient competency to carry out inspection, reporting and other duties through the medium of Irish in Gaeltacht and Irish-medium early years settings. The language competence of candidates who wish to be considered for working through the medium of Irish will be assessed in additional, optional oral and written tests. Additional marks in the appointment competition will be awarded for satisfactory performance in both of these tests. You must indicate on your application whether you wish to participate in the optional oral and written tests

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

**Security Clearance**
Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they 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 they resided. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed by the Public Appointments Service. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

**Other important information**
The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Public Appointments Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position the Public Appointments Service will make all 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. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

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

**Candidates' Rights** - Review Procedures in relation to the Selection Process
The Public Appointments Service will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments [http://www.cpsa.ie](http://www.cpsa.ie)
Where a candidate is unhappy with an action or decision in relation to an application, s/he can seek a review under Section 7 of the code of practice: The candidate must address his/her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the Chief Executive, Public Appointment Service, in the first instance. A complaint or request for review must be made within 10 working days of the notification of the initial decision or within 5 working days of the outcome of the informal review stage, if availed of. However, where the decision being conveyed relates to an interim stage of a selection process, a request for review must be received within 4 working days of the date of receipt of the decision. Candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them.

In communicating the outcome to the candidate, which will be done by means of written report, the initial reviewer should indicate that he/she may seek further review by referring the matter to the Decision Arbitrator and that a request to do so must be made with 7 working days of receipt of the outcome of the initial review. Where a candidate believes that an aspect of the process breached the CPSA’s code of practice, s/he can have it investigated under Section 8 of the code by the CPSA.

**Candidates’ Obligations**
Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

**Specific candidate criteria**
Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;
  and if successful, they will not be appointed to the post unless they:

  Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed

  Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
**Deeming of candidature to be withdrawn**
Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence as the Public Appointments Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

**Quality Customer Service**
We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it. Feedback will be provided on written request.

**Data Protection Acts, 1988 and 2003**
When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: The Data Protection Co-Ordinator, Public Appointments Service, “Chapter House”, 26-30 Abbey Street Upper, Dublin 1, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the ‘Public Appointments Service’. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.