



CANDIDATE INFORMATION BOOKLET

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|--------------------------|---|
| ROLE TITLE: | Data Protection Analyst (Higher Executive Officer level) |
| TENURE: | Permanent |
| OFFICE: | Residential Tenancies Board |
| LOCATION: | Dublin City Centre (hybrid) |
| COMPETITION TYPE: | Open Competition |

Deadline for application: 3pm on Monday 31st March 2025
Applications submitted after the deadline will not be accepted.

The Residential Tenancies Board is committed to a policy of equal opportunity.

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ABOUT THE RESIDENTIAL TENANCIES BOARD

The Residential Tenancies Board (RTB) is an independent, public body, established under the Residential Tenancies Act 2004 (as amended). Its overall role is to regulate the residential rental sector in Ireland. For public accountability purposes, the RTB operates under the aegis of the Department of Housing, Local Government and Heritage.

Under the Residential Tenancies Act 2004, as amended, and the Code of Practice for the Governance of State Bodies, the Board of the RTB is responsible for the overall governance of the organisation. The Board provides appropriate oversight and support to the Director and the staff of the organisation.

The RTB is responsible for:

- Operating the national registration system for all private, Approved Housing Body (AHB), student-specific accommodation (SSA) and cost rental residential tenancies.
- Providing an efficient and cost-effective dispute resolution service to tenants, landlords and related third parties in these sectors and affording protection to all parties without them having to resort to the Courts, in the vast majority of cases.
- Investigating complaints about non-compliance with residential tenancies legislation and issuing administrative or financial sanctions, where necessary.
- Publishing the Quarterly Rent Indices for private rented accommodation, conducting research into the sector, and supporting the operation of Rent Pressure Zones (RPZs) for controlling rent increases.
- Providing policy advice to the Minister and Department of Housing, Local Government and Heritage.
- Providing information to the public on their rights and responsibilities under the Residential Tenancies Act 2004 (as amended).

Registration

All private residential landlords, Approved Housing Bodies, landlords of student-specific accommodation and cost rental tenancies must register their tenancies with the RTB every year. The registration of tenancies allows the RTB to collect important data on the sector. It is also a key part of regulating and supporting the sector and ensuring that landlords and tenants are aware of their rights and responsibilities.



From 4 April 2022, new legislation was introduced requiring landlords to register each of their tenancies with the RTB every year. Registration must be completed within one month of the anniversary of when the tenancy began. This brought significant change to the sector and has generated better quality and more information on trends and rent levels for the RTB.

Dispute Resolution Service

The RTB is the body responsible for dealing with the majority of disputes between landlords and tenants through its Dispute Resolution Service. This service offers a choice of resolution to parties – mediation or adjudication. The outcome of the Dispute Resolution Service can be appealed to the RTB’s Tenancy Tribunal.

Compliance and enforcement

The RTB has powers to investigate, and sanction, defined breaches of rental law by landlords (known as “improper conducts”). These investigations can be initiated either pro-actively by the RTB or based on information received from a member of the public. A landlord found to have committed “improper conduct” can be fined up to €15,000 and have costs up to €15,000 awarded against them. Income from fines is paid to the Exchequer.

Information and research

The RTB provides high-quality information to the public, tenants and landlords on their rights and responsibilities. The RTB also provides accurate and authoritative data on the rental sector, such as the Quarterly Rent Indices, which helps inform public policy and allows individuals to check and compare rents in particular locations.

Policy advice

The RTB seeks to develop insights into the rental market to inform the Minister and other stakeholders about the impact of policy changes and to help the RTB develop and refine its regulatory interventions.

The RTB’s mission and values

The RTB’s mission is *“To support the residential tenancy sector by registering tenancies, resolving disputes, ensuring compliance with rental law, and providing reliable information, data and insights to inform policy.”*



The RTB's values are:

- *Independent, fair and trusted voice*
- *Accountable, open and transparent*
- *Quality & Continuous Improvement*
- *Delivering value for money*
- *Pursuing and implementing Change*

RTB's strategic priorities 2023 – 2025

The RTB Statement of Strategy for 2023-2025 defines strategic priorities that are focused on developing a highly capable organisation which can consistently deliver its core important public services to a high standard.

The Statement of Strategy commits the organisation to a programme of structural change, organisational improvement, and progressive digital transformation over the period to the end of 2025.

Organisational resources

The Residential Tenancies Board (RTB) has an approved staffing level of 125 employees. It outsources call centre operations and document management and data entry services to an external specialist provider. Additionally, the RTB's legal and ICT needs are supported by external service providers.

The RTB's funding comes from tenancy registration fees, dispute fees, and state funding. For 2025, the RTB's operational budget is approximately €29 million.

For more information about the RTB, please visit our website at www.rtb.ie.



A CAREER IN THE RTB

Equal opportunities employer

The RTB is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the Traveller community. The RTB is focused on creating a diverse, inclusive and rewarding place to work for its people. We benefit from the different backgrounds, experiences and perspectives of our staff and encourage talented people from all backgrounds to join our organisation.

What you can expect

As a Data Protection Analyst (HEO) in the Information Governance unit of the RTB, you can expect to have the opportunity to grow your career through exposure to a wide variety of responsibilities and projects. You will also deal directly with the RTB leadership team, staff members and members of the public. You may also have the opportunity to broaden your skillset by participation in groups and projects outside of your formal duties.

The RTB recognises and values the contribution of our staff, and we continually invest in their development. The work environment in the RTB is supportive and provides great opportunities for personal and professional development. A career in the RTB will give you a unique opportunity to work in residential tenancy regulation with knowledgeable, experienced and expert colleagues. You can develop your potential while contributing to the RTB's vision of achieving an effectively regulated residential rental sector in Ireland that is fair, accessible and beneficial to all.

Benefits of working as a Data Protection Analyst (HEO) with the RTB

Below are just some of the benefits that the RTB has to offer:

- Good base salary – public sector pay rates with incremental progression (Higher Executive Officer level).
- Generous annual leave - 29 working days per year, rising to 30 after five years' service at the grade.
- Public sector pension scheme membership.
- Flexible working hours and the potential to accrue flexi leave (up to 1.5 days leave per month).
- Based in Dublin city centre, close to public transport.
- Hybrid/Blended working environment - employees are contracted to work in our Dublin 2 office and can avail of hybrid working options. Under the RTB's Blended Working Policy, all



employees are required to attend at RTB offices on, at least, 2* days per week to be agreed with their line manager. Additional in-person attendance may also be required depending on role and business need. The RTB's Blended Working Policy is under review and current arrangements may change in the future.

- Career progression and cross-skilling opportunities.
- Support for learning and development through employer-sponsored academic education, paid study leave, and in-house training and development programmes.
- Taxsaver travel tickets – cost of travel ticket deducted from gross salary meaning tax savings.
- Bike-to-Work Scheme and bike storage.
- Employee Assistance Service.

****During the probation period, a minimum attendance of 3 days per week in the RTB office will be required.***

JOB DESCRIPTION

Role details and context

The RTB invites applications for the position of Data Protection Analyst (HEO). Appointment to this position is on a permanent basis and is subject to satisfactory completion of probation.

The RTB will, following the competition process, form a panel for the post of Data Protection Analyst (HEO) from which current and future, permanent and specified and fixed-term purpose vacancies may be filled. This panel will comprise of all successful applicants in order of merit and may include both internal and external applicants.

The RTB may in the future offer positions to applicants from this panel should a relevant vacancy arise in the 12-month period from the date on which the panel was established. The RTB reserves the right not to use this panel to fill a Data Protection Analyst (HEO) role if it considers that the relevant post requires specific skills.



Role purpose

The RTB is currently going through substantive change. The Statement of Strategy for the period 2023-2025 commits the organisation to a programme of structural change, organisational improvement, and progressive digital transformation over the period to the end of 2025. The recruitment of this role is critical to providing the capabilities required to realise organisational objectives.

The Data Protection Analyst (HEO) role is a key member of the Information Governance unit. The unit is a specialist support function within the RTB's structure. The successful candidate will have excellent analytical, technical and drafting skills and an ability to provide practical and solutions-focused advice. A key requirement of the role is the ability to take the initiative and run matters independently while also working as part of a team with a strong growth mind-set that is open to feedback. The role requires a project management mindset to ensure, that all actions, initiatives and wider projects are properly tracked and implemented.

This is an exciting opportunity to be at the forefront of the residential rental sector in Ireland and to make a significant contribution to the delivery of data privacy and information governance services within the RTB.

Reporting structure

The Director and three Deputy Directors form the RTB's Executive Leadership Team and oversee all key management areas and responsibilities.

The Executive Leadership Team is supported by a Management Team across the ten existing business areas. Currently, these are: Registration & Customer Service; Compliance and Enforcement; Dispute Resolution Service; People and Culture (Human Resources) and Corporate Services; Information Governance; Legal Affairs, Data Services, Technology and Digital Transformation, Communications and Engagement; Finance, Vendor Management and Procurement. Each business area is managed by a team member at Assistant Principal Officer level.

The RTB is currently engaged in a process to develop a new Target Operating Model for the organisation. As part of this work, current structures are being fully reviewed against the background of the RTB strategy for 2023-2025 and in the context of the changing environment within which RTB operates. An organisational change programme will then follow which will see the organisation move from the current structure to the new model.



The Data Protection Analyst will report directly to the Head of Information Governance. They will also interact and work closely with colleagues at all levels across the ten business units on matters relating to data privacy, protection and information governance.

Duties and responsibilities

The Data Protection Analyst (HEO) will work closely with the Head of Information Governance, who is the Data Protection Officer at the RTB. They will have responsibility for a wide range of data privacy, protection and information governance activities. Other duties relevant to this post may be assigned and there may also be opportunities to work on cross-functional teams with colleagues from other business units.

The key responsibilities of the role are as outlined below:

Data Privacy, Protection and Information Governance

- Manage the development and delivery of strategic initiatives in relation to data privacy and the implementation of GDPR, including data breach incident management.
- Work with colleagues across various business units, to identify data protection issues, agree and implement early mitigation measures and work in a cross-functional team to resolve issues where they emerge.
- Oversee data sharing agreements and related third party agreements.
- Manage engagement with the National Archives on behalf of the RTB.
- Working with our ICT colleagues to support the NIS2 compliance.
- Participate in special projects and joint working arrangements, including taking a lead role in the management of projects and budgets and undertake such other duties as agreed and in consultation with the Head of Information Governance.
- Work closely with other teams within the RTB to ensure effective collaboration in driving key strategic outcomes in relation to data privacy.
- Oversight, recording and assessment of Data Privacy Impact Assessments.
- Oversight, recording and assessment of reported data breaches at the RTB.
- Along with the Data Protection Officer and other team members, act as a liaison point between the Data Protection Commissioner (DPC) and the RTB.
- Oversee the processing of Data Subject Access Requests (DSARs).
- Provision of training for staff members in GDPR and up-dating staff of changes to regulations.



- Ensure that end to end business unit processes relevant to the role are efficient, effective and aligned to organisational objectives and stakeholder requirements.
- Advise the organisation of changes in legislation and regulatory requirements as related to assigned business unit and ensure policies and procedures are updated accordingly.

Process Management

- Responsible for the design, delivery, roll out and administration of business unit programmes.
- Review existing work practices, policies and procedures relevant to the role to identify opportunities for improvement.
- Draft new and update existing policies, processes, procedures and guidelines in consultation with key stakeholders.
- Ensure that relevant databases and management systems are up to date, accurate and compliant with legislation to support reporting structures and audit of records.
- Responsible for accurate and timely reporting on service delivery and provision of reports to management as required.
- Maintain strong, up-to-date knowledge of technical and legislative developments and regulations as related to the role and disseminate this as required.
- Prepare briefing reports and policy documentation and present to a variety of audience groups on issues as related to the RTB's work.

People Management

- Analyse and prioritise the workload of direct reports.
- Ensure staff are aware of the applicable legislation/organisational policies/business processes and are appropriately trained on role requirements.
- Manage multiple stakeholder relationships at all levels both internally and externally in terms of delivering through other colleagues in this corporate role.
- Lead various projects and initiatives, providing the required leadership and management of colleagues within the RTB.
- Manage and mentor other team members. Provide leadership and guidance in order to motivate and empower team members to achieve maximum performance.
- Manage direct reports through the implementation of change processes whilst driving continuous improvement.
- Manage the Performance Management Development System (PMDS) for direct reports, identifying personal training and support needs for direct reports.



Other

- Deputise for the head of Information Governance (if required) ensuring the efficient running of the function.
- Take part in other RTB projects and initiatives as required.
- Attend and contribute to all relevant meetings as appropriate to the role.

Note: The functions and responsibilities assigned to this position may be changed from time to time based on organisational requirements. The person appointed must be flexible and be prepared to fulfil other roles and responsibilities at a similar level within the organisation. The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the business requirements of the organisation.

Eligibility requirements

Each candidate must, on the latest date for receipt of completed application:

- Have obtained a recognised qualification in an area relevant to the role of Data Protection Analyst (HEO),
AND
- Have 3 years relevant experience at an appropriate level working in data protection, data governance, ICT/ data analysis or similar field with a strong understanding of GDPR.
- Demonstrate possession of the skills/experience identified as being essential for the role (see below).
- Be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- S.169(4) of the Residential Tenancies Act disqualifies a councillor or member of a local authority from becoming a member of staff of the RTB.

Please see Appendix 3 for further information on eligibility to compete and certain restrictions on eligibility.

Essential skills and experience

It is essential that candidates have:

- A professional qualification in data protection such as CIPP, CIPM or similar certified data protection courses (e.g. IPA GDPR)



- Strong analytical and problem-solving skills - ability to identify, address and resolve data protection challenges. This requires critical thinking and the development of effective solutions with colleagues.
- Excellent written and verbal communication skills - ability to engage with internal and external stakeholders who are reporting or experiencing the impact of a data breach and to represent the RTB, alongside the Data Protection Officer, on such matters, including engagement with the Data Protection Commissioner.
- Experience of conducting or advising on Data Protection Impact Assessments.
- Strong I.T. skills and technical proficiency - due to the complexity of service delivery in relation to IT infrastructure, cybersecurity, and interaction of systems, the ability to collaborate to assess risks, manage data breaches and ensure that the technical safeguards are in place is essential.
- Strong stakeholder management skills and experience with the ability to influence to senior management level are key for collaboration and the promotion of data privacy within the RTB and embedding this approach in our activities.
- Ethical judgement to navigate the complexity of data privacy and protection.
- Ability to make sound judgements to support the RTB and its customers in protecting their data.
- Excellent project management skills with the ability to work on multiple projects concurrently, adapt to changing and conflicting priorities and provide structured reports to Project Directors as required.
- Exceptional planning and organisational skills with ability to work to tight deadlines, which are often set by regulation, and prioritise tasks effectively.
- Strong attention to detail and accuracy, and an ability to develop policies and practices in relation to new legislation. E.g. EU AI Act and GDPR

Desirable attributes

In addition to the essential requirements, it is desirable that candidates have:

- Project management training across one of the core methodologies such as PRINCE 2, or PMP, or PM squared.
- Have a good knowledge of (or the ability to quickly acquire such knowledge) public service policies and activities, particularly in respect of RTB-related services.
- Be able to work effectively within multi-disciplinary teams.
- Possess strong management, interpersonal and communication skills.



PRINCIPAL CONDITIONS OF SERVICE

The information below represents the principal conditions of service and is not intended to be a comprehensive list of terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Tenure

Following the competition process, the RTB will form a panel for the post of Higher Executive Officer from which current and future, permanent and specified or fixed-term purpose vacancies may be filled.

This panel will comprise of all successful applicants in order of merit. Appointments from the panel may be on a permanent or fixed-term basis as a public servant, subject to the satisfactory completion of the specified probationary period. This will not preclude an extension of the probationary period in appropriate circumstances.

During the probationary period, a staff member's performance will be subject to review by the line manager to determine whether the staff member:

- (i) Has performed in a satisfactory manner; and
- (ii) Has been satisfactory in general conduct.

The RTB will decide whether the staff member will be retained before the probationary period ends. This decision will be based on the staff member's performance assessed against the criteria set out in (i) and (ii) above. The detail of the probationary process will be explained to the staff member by the RTB on commencement of employment.

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

Location

The usual place of work for this role will be RTB, O'Connell Bridge House, D'Olier Street, Dublin 2.

Under the RTB's Blended Working Policy, all employees are required to attend at RTB offices on, at least, two days* per week to be agreed with their line manager. Additional in-person attendance may also be required depending on role and business need. The RTB's Blended Working Policy is under review and current arrangements may change in the future.

****During the probation period, a minimum attendance of 3 days per week in the RTB office will be required.***



Salary Scale

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

Higher Executive Officer Personal Pension Contribution (PPC) Salary Scale

| | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|----------------------|----------------------|
| €58,264 | €59,967 | €61,668 | €63,366 | €65,072 | €66,769 | €68,472 | €70,928 ¹ | €73,378 ² |
|---------|---------|---------|---------|---------|---------|---------|----------------------|----------------------|

This rate applies to new entrants and will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

Higher Executive Officer Non-Personal Pension Contribution Salary Scale

| | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|----------------------|----------------------|
| €55,492 | €57,093 | €58,692 | €60,304 | €61,918 | €63,545 | €65,159 | €67,483 ¹ | €69,815 ² |
|---------|---------|---------|---------|---------|---------|---------|----------------------|----------------------|

This rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

*The first long service increment (LSI1) is payable after 3 years satisfactory service on the “max”.

**LSI2 is payable after 3 years satisfactory service on LSI1.

Important Note re. Salary

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. Subject to satisfactory performance, increments may be payable in line with current Government policy. Different terms and conditions may apply if, immediately before appointment, you are a currently serving civil/public servant.

Annual leave

The annual leave allowance for the position of Data Protection Analyst (HEO) is 29 working days per year, rising to 30 after five years' service at the grade. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.



COMPETITION PROCESS

How to apply

To apply, candidates must submit **ONE** document in **MS Word format** containing cover letter and CV together to Recruitment@rtb.ie. Please note that omission of any or part of the requested application documentation or incorrect formatting, as set out below, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

Cover Letter

Not exceeding one A4 page.

Your letter should explain how you meet the key competency requirements of this role in the RTB.

CV

Up to date CV **not exceeding three A4 pages.**

See Appendix 2 for Guidance Note and sample CV layout.

Applicants are requested to provide details in their CV of their current salary and civil/public service grade (if applicable).

The competition details will also be hosted on the Public Appointments Service website. Only applications submitted via email to recruitment@rtb.ie will be accepted into the competition.

Acknowledgement of applications

An acknowledgement message will be issued in respect of all applications received (this will acknowledge receipt of application but will not confirm eligibility or otherwise). If you do not receive an acknowledgement of receipt of your application within 48 hours of applying, please contact HR@rtb.ie. It is necessary to only make one application.

Closing date

Your application must be submitted **in the specified format** via email to recruitment@rtb.ie by **3pm on Monday 31st March 2025**. Applications will not be accepted after this time.

Campaign updates and correspondence

Campaign updates will be issued to your registered personal email address contained in the candidate's CV. The RTB will endeavour to send all correspondence during normal business hours, but this is dependent on the volume of applications and business needs.

The onus is on each applicant to ensure that they are in receipt of all communication from the RTB. 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. The RTB accepts no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the RTB and should make sure that the contact details specified on their application are correct.

Selection process

The selection process may include:

1. Shortlisting of candidates based on the information contained in their application;
2. A competitive interview (see details below).

Please note that any offer of employment made to a successful candidate will be subject to satisfactory:

- reference verification
- pre-employment medical

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies. While candidates may meet the eligibility requirements of the competition, if the numbers applying for the position make it impractical to interview everyone, the RTB may decide that a smaller number of applicants will only be called to interview. The RTB will use a shortlisting process to select a group for interview who, based on their 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 candidates' interests to provide a precise, detailed, accurate account of their qualifications/experience in their application.**

Following the shortlisting process, the RTB will advise candidates by email if they have been selected for the final competitive interview part of the competition process.



Competitive Interview

Interviews are expected to take place XXXX (*approximate date only*). Interviews will be held in-person. Interviews will be semi-structured in format, with candidates asked to provide examples of the competencies for the role as outlined in Appendix 1. We will try to give as much notice as possible of interview dates and times.

References

You should start considering names of suitable referees (2 - 3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. We will only contact referees should you come under consideration after interview stage. Please note, should you be successful in this competition, we will require a reference from your current employer, prior to recommendation for appointment.

General Data Protection Regulation (GDPR)

When your application 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. The information held is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018.

If you have any queries related to the processing of your data, or if you wish to make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Residential Tenancies Board, O'Connell Bridge House, D'Olier Street, Dublin 2 or DataProtection@rtb.ie

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

Candidates' obligations

Candidates should note that canvassing will disqualify. The RTB will not be responsible for any expenses, including travelling expenses that applicants may incur in connection with their application for this competition.

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.

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

Should the person recommended for appointment decline, or, having accepted it, relinquish it or if any additional vacancy arises, the RTB may, at its discretion, select and recommend another person for appointment based on the results of this selection process.

Candidates' rights – review procedures in relation to the selection process

The RTB will consider requests for review in alignment 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/>.

If a candidate is unhappy with an action or decision in relation to their application (where the selection is managed by the RTB) they can seek feedback from the RTB. An initial review will be carried out internally by the RTB HR Department as to why their application was deemed unsuccessful. The outcome of this review will be sent to the candidate in written format.

- To request an initial review, a candidate must write to the RTB within 5 working days of receiving notification of the decision on their application. The RTB will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the



formal procedures within 2 working days of receiving notifications of the outcome of the initial review.

- If the candidate is not satisfied with the outcome of the initial review, it will be referred to the Director of the RTB who acts as the decision arbitrator or, if conflicted, will appoint an external arbitrator.
- The external decision arbitrator will be a person unconnected with the selection process and they will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.

General information

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the RTB is satisfied that such a person fulfils the requirements 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 candidates 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 RTB 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.



Appendix 1 – HIGHER EXECUTIVE OFFICER COMPETENCIES



| | |
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| Team Leadership | Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise |
| | Provides clear information and advice as to what is required of the team |
| | Strives to develop and implement new ways of working effectively to meet objectives |
| | Leads the team by example, coaching and supporting individuals as required |
| | Places high importance on staff development, training and maximising skills & capacity of team. |
| | Is flexible and willing to adapt, positively contributing to the implementation of change |
| Judgement, Analysis & Decision Making | Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors |
| | Takes account of any broader issues, agendas, sensitivities and related implications when making decisions |
| | Uses previous knowledge and experience in order to guide decisions |
| | Uses judgement to make sound decisions with a well reasoned rationale and stands by these |
| | Puts forward solutions to address problems |
| Management & Delivery of Results | Takes responsibility and is accountable for the delivery of agreed objectives |
| | Successfully manages a range of different projects and work activities at the same time |
| | Structures and organises their own and others work effectively |
| | Is logical and pragmatic in approach, delivering the best possible results with the resources available |
| | Delegates work effectively, providing clear information and evidence as to what is required |
| | Proactively identifies areas for improvement and develops practical suggestions for their implementation |
| | Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively |
| | Applies appropriate systems/ processes to enable quality checking of all activities and outputs |
| Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers | |
| Interpersonal & Communication Skills | Builds and maintains contact with colleagues and other stakeholders to assist in performing role |
| | Acts as an effective link between staff and senior management |
| | Encourages open and constructive discussions around work issues |
| | Projects conviction, gaining buy-in by outlining relevant information and selling the benefits |
| | Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances |
| | Presents information clearly, concisely and confidently when speaking and in writing |
| | Collaborates and supports colleagues to achieve organisational goals |
| Specialist Knowledge, Expertise and Self Development | Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others |
| | Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work |
| | Focuses on self development, striving to improve performance |
| Drive & Commitment to Public Service Values | Strives to perform at a high level, investing significant energy to achieve agreed objectives |
| | Demonstrates resilience in the face of challenging circumstances and high demands |
| | Is personally trustworthy and can be relied upon |
| | Ensures that customers are at the heart of all services provided |
| | Upholds high standards of honesty, ethics and integrity |



APPENDIX 2 - CV GUIDANCE NOTE

Your CV should be no longer than 3 A4 pages in length and should clearly state your relevant achievements and experience in your career to date. A sample CV is attached below for reference.

The selection process may include shortlisting of candidates on the basis of the information contained in their cover letter and CV. It is therefore in your own interest to ensure your CV clearly and accurately reflects **your track record of achievements in the relevant areas** as well as your track record in **delivering on key strategic projects**.

Your career history is best presented in reverse chronological order so that the most recent roles appear first. Please ensure you cover the last 10-15 years' work experience or last 3 or 4 roles in some level of detail depending on what you have done. For each position, please ensure you clearly indicate your Management Level and the Number of Staff reporting to you. Positions held more than 15 years ago require only a summary description.

You are also asked to include an indication of your current salary and Civil/Public Service grade if applicable.

Education Details: Please specify status of award if not complete. Should you come under consideration for appointment, you may be required to provide evidence of any qualifications awarded.

At the end you may want to briefly note other achievements that you feel may be relevant to the particular role, for example - other roles you may hold (e.g. Board Member); Key Presentations; Language Skills (including level of fluency); Industry/Sectoral recognitions; Publications etc.



APPENDIX 2 (continued)

Name:

Contact details: *i.e. Address, Telephone number & email address*

Career History

Current Position: Job Title Company Dates: *from-to* Salary/Grade

- **Key Accountabilities**
- **Key Achievements**
- **Budget Responsibility**
- **Number of Staff**

Previous Position 1: Job Title Company Dates: *from-to* Salary/Grade

- **Key Accountabilities**
- **Key Achievements**
- **Budget Responsibility**
- **Number of Staff**

Education Details:

- Institution Award (*e.g. BA, MBA etc*) Subject Year Awarded

Other Training:

- Subject Training Body Year Completed

Professional Memberships etc:

- Level of Membership Professional Body / Association

Additional Information:

-



APPENDIX 3 - ELIGIBILITY TO COMPETE

Citizenship

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 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants.

It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any other public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009 – 2011) for a period of 2 years from termination of the employment.

People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of the same sector. Therefore, such retirees cannot apply while the above restrictions continue in force.



Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement 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.

Superannuation and Retirement

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ('Single Scheme'). Full details of the Scheme are at

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



Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The key provisions attaching to membership of the Single Scheme are as follows:

- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated annually by reference to CPI).
- Pensionable Age - The minimum age at which pension is in line with State Pension age.
- Retirement Age - Scheme members must retire at the age of 70.
- Post retirement pension increases are linked to CPI.

Pension Abatement

This may have pension implications for any person appointment 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.

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 or comes into payment during this employment. This provision, to apply abatement across the wider public service, came into effect on 1 November 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.

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), Department of Health Circular 7/2010 VER/VRS of the Department of Environment, Community and Local Government Circular Letter LG (P) 06/2013 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 arrangement will however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation aware 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).

III-Health Retirement

For an individual who 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.

Pension Accrual

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.**

Additional Superannuation Contribution

The appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

