

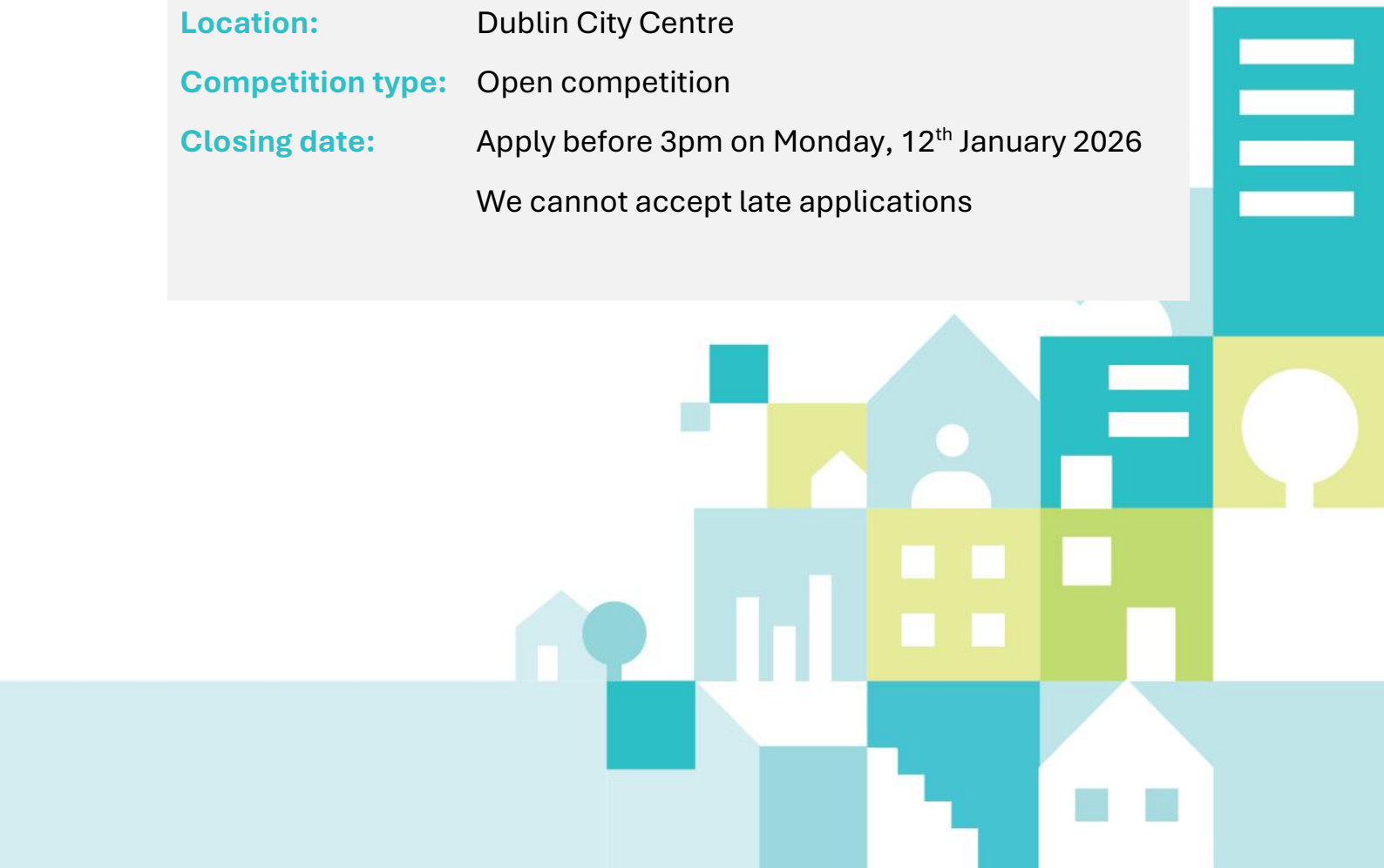


Bord um Thionóntachtaí Cónaithe  
Residential Tenancies Board

# Candidate Information

## Booklet: Content Editor

<b>Role:</b>	Content Editor (Higher Executive Officer)
<b>Term:</b>	Permanent
<b>Office:</b>	Residential Tenancies Board
<b>Location:</b>	Dublin City Centre
<b>Competition type:</b>	Open competition
<b>Closing date:</b>	Apply before 3pm on Monday, 12 <sup>th</sup> January 2026 We cannot accept late applications



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



## 1) Who we are

The Residential Tenancies Board (RTB) is an independent public body that regulates Ireland's rental sector. We work to deliver a fair rental system for everyone in Ireland.

In our role, we:

- Inform tenants and landlords about their rights and responsibilities
- Ensure landlords register tenancies and follow rental law
- Help to resolve tenancy disputes
- Provide trusted data and insights to inform rental sector policy
- We are committed to delivering quality services that make the rental sector fairer and easier to navigate.

We operate under the auspices of the Department of Housing, Local Government and Heritage.

## What we do

A healthy rental sector is a vital part of a well-functioning housing market. Our work is central to delivering this for Irish society.

Each year we:

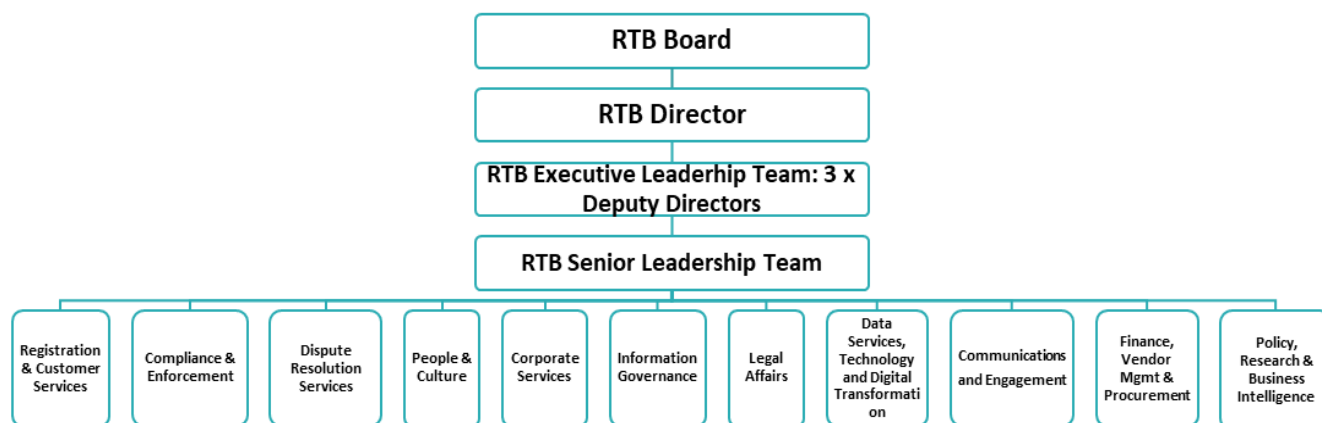
- Register over 300,000 private, Approved Housing Body, cost rental and student-specific accommodation tenancies.
- Resolve disputes between more than 9,000 landlords, tenants and neighbours.
- Run targeted compliance campaigns to ensure landlords are following rental law.
- Provide information on rental law to 500,000 visitors to our website.
- Publish four quarterly updates with the latest data on the state of Ireland's rental sector.

## How we function

- **Staffing:** We have an approved staffing level of approximately 131 employees. We also outsource some business processing, legal and information technology functions to external providers.
- **Funding:** We are funded by tenancy registration fees, dispute fees and Government funding through the Department of Housing, Local Government and Heritage.
- **Priorities:** You can read about our strategic priorities in the RTB's Statement of Strategy 2023 – 2025 on our website



## Our organisation structure



## 2) Working with us

### Equal opportunities

We are an equal opportunities employer. We are committed to employment policies, procedures and practices that do not discriminate because of a person's gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the Traveller community.

We aim to create a diverse, inclusive and rewarding place to work. We believe that we benefit from the different backgrounds, experiences and perspectives of our staff. We encourage talented people from all backgrounds to join our organisation.

### Career development

As a Content Editor at the RTB, you will have opportunities to grow your career and to experience a wide range of responsibilities. You will deal directly with RTB staff, stakeholders and members of the public helping to respond to their queries and to resolve issues. You may also have the opportunity to broaden your skillset by taking part in groups and projects outside of your formal duties.

At the RTB, we recognise and value the contribution of our staff, and we continually invest in their development. Our work environment supports staff and provides opportunities for personal and professional development.

Your work at the RTB will make an important contribution to delivering a fair rental sector that works for the people of Ireland. You will work together with a team of experienced colleagues who are experts in rental law and regulation.

## Benefits

Your benefits as a Content Editor will include:

- Hybrid working environment with flexible working hours (potential to accrue additional flexi leave of 1.5 days per month).
- 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.
- City centre location which is easily accessible by public transport.
- Career progression and cross-skilling opportunities.
- Educational supports though employer sponsored academic education, paid study leave, and in-house training and development programmes.
- Access to Tax saver travel tickets
- Access to Bike-to-Work Scheme and bike storage.
- Confidential counselling services provided as part of our Employee Assistance Service (EAS)

### 3) About the role

The RTB invites applications for the position of Content Editor. Appointment to this position is on a permanent basis and is subject to satisfactory completion of probation. The Content Editor will be a key member of the RTB Communications and Engagement Team. We are looking for an accomplished writer and storyteller to develop high quality content for use across all RTB communication and engagement channels.

The successful candidate will have a proven ability in managing multiple projects and deadlines in a fast-paced environment.



## Who will I report to?

The Content Editor will report to the Head of Communications and Engagement. The successful applicant will also advise and interact with the Executive Leadership Team and staff at all levels in respect of matters related to their areas of responsibility.

## What will my responsibilities be in this role?

The successful candidate will write clear, concise content for all RTB communication channels. Their work will make it easier for the public and key stakeholders to access the information and services they need through the RTB website and other communication channels.

The Content Editor will create content in a variety of formats including website content, fact sheets, FAQs, newsletters, press releases, presentations, emails, social media posts, video scripts and publications such as research reports and annual reports.

Key responsibilities will include:

- Creating high-quality written content that aligns with organisational objectives, brand guidelines and tone of voice
- Writing core content for the RTB website, working closely with RTB colleagues
- Writing video scripts and story boards
- Creating and delivering digital campaigns to promote RTB supports and services
- Developing weekly social media post plans
- Developing content plans and writing copy for quarterly newsletters
- Developing content plans and writing copy for the RTB's annual report
- Writing research summaries
- Writing factsheets and explainers on rental rights and responsibilities
- Speech writing for RTB events

### **Supplier Management:**

The successful candidate will also liaise with suppliers to develop marketing assets and successfully implement campaigns. Duties will include:

- Preparing briefs for creative suppliers such as photographers, videographers and graphic designers.



- Providing feedback on work to ensure the delivery of high-quality final products such as publications and videos.

### **Stakeholder Management:**

The successful candidate will liaise with colleagues across the RTB to develop marketing assets, campaigns and content. Duties will include:

- Working with business units to understand communication needs and to develop Plain English content.
- Providing training on Plain English principles to RTB colleagues.

### **People Management**

- Lead, organise and manage staff in the delivery of Communication and Engagement activities.
- Establish team goals and work with direct reports on strategies for executing, measuring progress and sharing results.
- Analyse and prioritise the workload of team members aligned to the different projects.
- Ensure staff are aware of the applicable legislation/organisational policies/business processes and are appropriately trained on role requirements.
- Manage and mentor other team members as required. Provide guidance in order to motivate and empower team members to achieve maximum performance.
- Manage the Performance Management Development System (PMDS) for direct reports, identifying personal training and support needs.

### **Other**

- Deputise, when required, for the Head of Communications and Engagement 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.
- Act as the primary knowledge resource and key contact point in assigned organisational unit.



- Maintain strong, up-to-date knowledge of technical and legislative developments and regulations as related to business unit and disseminate this as required.

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. Some out of hours and weekend work may be required in this role.

## Am I eligible to apply?

To apply, you must, on the latest date for receipt of completed application have:

- At least 5 years' experience working in journalism, communications or other similar role.
- A relevant third level qualification in journalism, public relations, marketing, communications or similar field.
- Demonstrate possession of the essential skills/competencies 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.

Please note, under the Residential Tenancies Act (S.169(4)), a member of a local authority cannot become an RTB staff member. Members of the Oireachtas and representatives to the European Parliament are also precluded from becoming members of the RTB. For more information on eligibility for this role, please read Appendix 2.



## Essential skills and experience

All candidates **must** have:

- Excellent copy writing and editing skills
- Strong attention to detail, and a commitment to maintain and enforce high standards
- Understanding of editorial requirements, including SEO fundamentals
- Basic knowledge of digital marketing strategies, concepts and best practices
- Experience of developing social media content
- Excellent IT skills
- Strong relationship building and interpersonal skills
- Ability to collaborate across teams and disciplines, work independently, manage competing priorities, thrive under pressure and meet tight deadlines.

## Desirable attributes

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

- Plain English training
- Proficiency in Irish language

## 4) Key terms and conditions for this role

Below is an overview of the key terms and conditions for this role. If you are successful in this competition, your full terms and conditions will be set out in your employment contract.

### Panel, term and probation period

At the end of this competition process, the RTB will form a panel for the post of Content Editor. We may fill current and future, permanent and specified or fixed-term Content Editor vacancies from this panel.

The panel will include all successful applicants in order of merit. The panel will remain in place for 12 months from the date it is established. If you are appointed from the panel,



this can be on a permanent or fixed-term basis as a public servant. We reserve the right not to use this panel to fill a Content Editor role where a post requires specific skills. Any appointment is subject to successfully passing your probation period (standard probation period is 10 months). In certain situations, the RTB can extend your probationary period.

During your probation period, your line manager will review your performance to determine if you have:

- Performed in a satisfactory manner; and
- Been satisfactory in general conduct.

The RTB will decide if you have passed your probation based on your performance against the criteria above. We will explain our probation process in more detail to successful candidates when they begin work with the RTB.

Notwithstanding the paragraphs in this section, your probation period can be ended at any time before the end of your contract term by you, or by the RTB, in line with the Minimum Notice and Terms of Employment Acts 1973 to 2005.

## Location

Your usual place of work will be at RTB offices in 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 (10 months), 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 1st August 2025) is:

### **Higher Executive Officer Personal Pension Contribution (PPC) Salary Scale**

€58,847	€60,567	€62,285	€64,000	€65,723	€67,437	€69,157	€71,637 <sup>1</sup>	€74,112 <sup>2</sup>
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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**

€56,047	€57,664	€59,279	€60,907	€62,537	€64,180	€65,811	€68,158 <sup>1</sup>	€70,513 <sup>2</sup>
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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 highest point of the scale.

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

Entry will be at the first point of the scale. Your rate of pay cannot be negotiated and can change in line with Government pay policy. Increments may be paid in line with current Government policy, once your performance meets the standards set for this role.

## Annual leave

29 working days per year, rising to 30 after five years' service at the grade. Your annual allowance is subject to the usual conditions regarding the granting of annual leave. It is based on a 5-day week and does not include public holidays.



**Please note:** Different terms and conditions in terms of salary and annual leave entitlements may apply to you if, immediately before appointment, you are a currently serving civil/public servant. Please contact [recruitment@rtb.ie](mailto:recruitment@rtb.ie) for further information



## 5) How our recruitment process works

### Step 1: Send us your CV and cover letter to apply before the closing date

- Send your cover letter and CV to us in **one MS Word document**.
- You must **send your CV and cover letter to [recruitment@rtb.ie](mailto:recruitment@rtb.ie) by 3pm on Monday, 12<sup>th</sup> January 2026**.
- We will not accept late applications, incomplete applications or applications that are not in the correct format.
- **Your cover letter should be just one A4 page.** It should explain how you meet the requirements for the role.
- **You CV should not be longer than three A4 pages.** Your CV should include:
  - Your name and contact details (address, email and phone number)
  - Your career history. For each role, you should describe your responsibilities, achievements and any responsibility you had for managing staff or budgets.
  - Your education and training history. For each qualification, you should describe where you studied, the award achieved and when.
  - Details of any professional memberships.
  - Details of your current salary and Civil/Public Service grade if applicable.

### Step 2: We will acknowledge your application

- We will send you an email to acknowledge your application no later than 48 hours after you apply.
- If you do not receive an email to acknowledge your application in this time, please email [recruitment@rtb.ie](mailto:recruitment@rtb.ie).

### Step 3: We may send you updates on the recruitment process

- We will send you updates on the recruitment process to the personal email address provided in your CV.
- It is your responsibility to make sure you receive and read all updates from the RTB. We recommend that you check your emails regularly and check your junk or spam folders.



- We do not accept responsibility for any communication that you fail to receive and read. It is your responsibility to ensure you provide the correct contact details.

## Step 4: We will shortlist applicants for interview

- Due to the large volume of applications, we usually receive, we do not interview all applicants who meet the eligibility requirements.
- We will review the CVs of all applicants who meet the eligibility criteria for the role.
- An expert board will then select a group for interview who, based on pre-determined criteria, appear from their CV and cover letter to be the most suitable for the position.
- It is your responsibility to ensure your CV clearly and accurately reflects your track record of achievements.
- If you are not shortlisted, this does not suggest you are unsuitable for the job. It may just mean there were candidates who, based on their application, appeared to be better qualified and / or had more relevant experience.
- We will email all applicants at the end of the shortlisting process to let you if we are inviting you to the next stage of competitive interviews.

## Step 5: We will hold competitive interviews

- We plan to hold interview for this role in January 2026.
- The interviews will be held in-person in RTB offices.
- The interview format will be semi-structured. We will ask you to provide examples of competencies for the role as detailed in Appendix 1.
- We will try to give as much notice as possible of interview dates and times.
- The recruitment process may also include second round interviews, technical tests, or psychometric testing.

## Step 6: We will check your references if we are considering you for the role

- We will only contact your referees if we are considering offering you a role after the interview stage.
- You should start thinking about 2-3 people who could provide a reference for you.
- If you are offered a role with the RTB, we will need a reference from your current employer before we can appoint you.



## Step 7: You can request a review if your application is unsuccessful

- We will consider a request for a review of your application following the codes of practice published by the Commission for Public Service on their website [www.cpsa.ie](http://www.cpsa.ie).
- If you are unhappy with an action or decision on your application you can ask us for feedback, where the selection is managed by the RTB. Our People & Culture Unit will do an initial internal review on why your application was unsuccessful. We will write to you about the outcome of this review.
- You must request this review no later than 5 working days after we notify you about the decision on your application.
- If you are not happy with the outcome of the initial review, you can request that it is referred to the RTB Director who will make a final decision. You must make this request no later than 2 working days after we let you know the outcome of the internal review. If the RTB Director is conflicted, they will appoint an external decision maker. The external decision maker will not be connected with the selection process. Their decision will be final.

## Important information on the recruitment process

- If you are admitted to the recruitment process, invited to attend interview or if we notify you of a successful result, this does not imply that the RTB is satisfied that you meet the requirements or that you are not disqualified by law from holding the position. It does not guarantee that your application will receive further consideration.
- It is your responsibility to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirements but still attend for interview, you will be putting yourself to unnecessary expense.
- Before we recommend a candidate for appointment, we will make all enquiries that are needed to determine your suitability for the role.
- If you canvass for this role, you will be disqualified from the competition.
- The RTB is not responsible for any expenses, including travel expenses that applicants incur as part of 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 impersonate 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.
- If you do not attend for interview when and where required by the RTB or if you do not provide evidence when requested by the RTB in relation to your application, the RTB will not give your application any further consideration.
- If you are recommended for appointment and decline, or, if you have accepted the role and later relinquish it, the RTB may decide to select and recommend another person for appointment based on the results of this selection process.

## General Data Protection Regulation (GDPR)

- When we receive your application, 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](mailto:DataProtection@rtb.ie).
- Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.



# Appendix 1: Higher Executive Officer Competencies



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
Interpersonal & Communication Skills	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
	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
Specialist Knowledge, Expertise and Self Development	Collaborates and supports colleagues to achieve organisational goals
	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
Drive & Commitment to Public Service Values	Focuses on self development, striving to improve performance
	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: 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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

### 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 payable in line with the 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).

## Ill-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](http://www.singlepensionscheme.gov.ie)

