



**Bord um Thionóntachtaí Cónaithe**  
**Residential Tenancies Board**

# Candidate Information

## Booklet: Higher Executive Officer

<b>Role:</b>	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 Tuesday, 21 <sup>st</sup> April 2026 We cannot accept late applications



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

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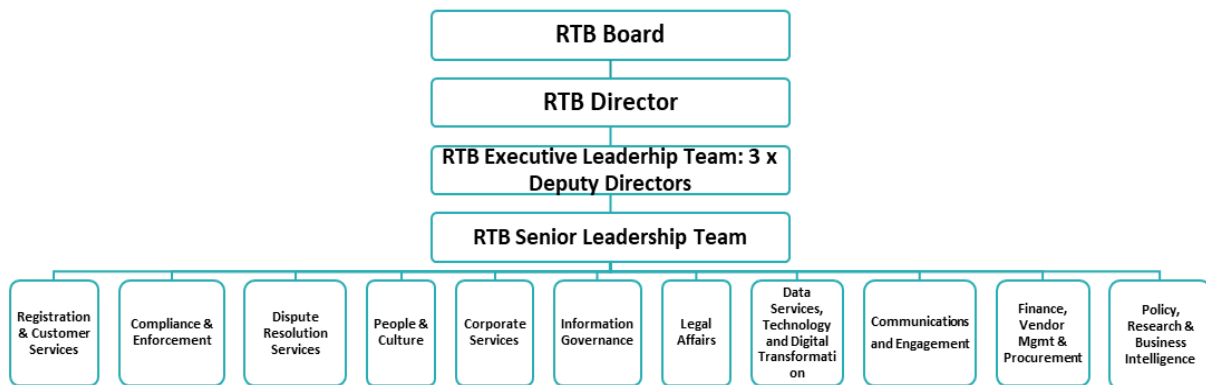
The Residential Tenancies Board has engaged the services of Lex Consultancy to run this competition.

All applications must be submitted directly to Lex Consultancy via the application link:  
<https://lexconsultancy.ie/clients/rtb>





## 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 Higher Executive Officer 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 Higher Executive Officer will include:

- Hybrid working environment with flexible working hours, including the ability to accrue flexi credits both while working remotely and in the office (up to 1.5 days' additional flexi leave 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 through 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 is seeking to establish a Higher Executive Officer (HEO) panel as part of this recruitment process from which current and any future permanent or specified or fixed-term Higher Executive Officer posts, which arise during the life of the panel, may be filled. The Higher Executive Officer position is a key member of the RTB's middle management team and is responsible for completing stated objectives under organisational and business unit plans. The Higher Executive Officer may be involved in project management and/or the management of a business unit, ensuring clear identification of roles and responsibilities and managing staff.

As a member of RTB's middle management team, each Higher Executive Officer is required to promote the organisation's mission and values through their actions, communications and leadership. Successful candidates will be responsible for driving the RTB's strategic plan, specifically the implementation of changes in stakeholder interactions and business processes.

The exact role you will do and the business unit you will be assigned to will depend on your skills and the business needs of the RTB. For operational reasons and in response to business needs, Higher Executive Officers may be moved between business units during their employment with the RTB.

#### Who will I report to?

The Higher Executive Officer reports directly to the Head of the Business Unit in which they are working. 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 Higher Executive Officer will play a key multifunctional role in supporting the effective delivery of the Residential Tenancies Board's statutory functions. Working closely with the Head of Business Unit, the Higher Executive Officer will contribute to



operational delivery, strategic initiatives, and continuous improvement across their area of responsibility. Key duties will include:

### **Operational Delivery and Service Improvement**

- Ensuring the effective and timely delivery of all assigned duties, responsibilities, and targets within your area of work.
- Driving improvements in work practices, processes, and service quality to enhance operational efficiency and organisational effectiveness.
- Ensuring end-to-end business unit processes are efficient, effective, and aligned with organisational objectives and legislative requirements.

### **Line Management and Resource Coordination**

- Providing leadership, direction, and support to assigned staff, ensuring effective performance management, delegation, coaching, and development.
- Organising people and resources to meet defined goals, targets, and operational objectives, while managing fluctuations in workload and service demands.
- Ensuring staff understand relevant legislation, organisational policies, and business processes and are appropriately trained to meet role requirements.
- Managing and overseeing assigned casework streams (where relevant to the role) to ensure cases are scheduled, progressed, and resolved within required timeframes and in accordance with organisational standards.

### **Strategic and Project Support**

- Supporting the development and delivery of business unit and organisational priorities, including contributions to strategic planning aligned to the RTB's evolving mandate.
- Leading or supporting projects as required, ensuring high standards of project management, risk and issue identification, and timely reporting to key stakeholders.
- Participating in organisational development initiatives and cross-functional working groups to drive key strategic outcomes.



### **Stakeholder and External Liaison**

- Engaging with internal and external stakeholders as appropriate to the role, including landlords, tenants, their representatives, legal professionals, Government Departments, and other relevant parties.
- Building and maintaining strong working relationships across internal teams to support integrated service delivery and organisational objectives.

### **Reporting, Analysis, Presentation and Representation**

- Preparing high-quality reports, presentations, briefing materials, and policy inputs for senior managers and other relevant audiences.
- Analysing data within your area to identify trends, risks, and opportunities, and presenting insights to support operational and strategic decision-making.
- Presenting, where required, to the Board, Director, Executive Leadership Team, or Senior Management Team, and representing the RTB at external events or conferences on matters related to your role.

### **Policy, Compliance and Knowledge Management**

- Maintaining up-to-date knowledge of relevant legislation, regulatory requirements, and technical developments affecting the business unit.
- Contributing to the drafting, review, and updating of policies, procedures, guidelines, and documentation to ensure compliance and best practice.
- Acting as a key point of expertise within the business unit and providing informed recommendations on complex or non-routine matters.

### **Leadership Support and Additional Duties**

- Supporting and deputising for the Head of Business Unit to ensure the effective and efficient running of the function.
- Participating in RTB projects, initiatives, and meetings as required, contributing constructively to organisational goals.
- Undertaking any other duties appropriate to the role as may be assigned from time to time.



**Note:**

- The above is a general summary of the Higher Executive Officer duties within the RTB. Duties may vary depending on the nature of work carried out by the business unit you are assigned to.
- 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 RTB.
- Higher Executive Officers must be flexible and be prepared to fulfil other roles and responsibilities at a similar level within the RTB.

## Immediate Vacancies at Higher Executive Officer Level

The Residential Tenancies Board is seeking to fill three immediate Higher Executive Officer vacancies across the organisation. These roles include:

1. Higher Executive Officer - Executive Assistant to the Director
2. Higher Executive Officer – Corporate Services
3. Higher Executive Officer – Compliance and Enforcement

Each position plays a key part in supporting the RTB’s statutory functions, operational effectiveness, and organisational development. Brief summaries of each role are provided below.

### **Higher Executive Officer – Executive Assistant to the Director**

The Higher Executive Officer assigned as Executive Assistant to the Director will provide high-level administrative, organisational, and confidential professional executive support within a fast-paced senior leadership environment. The successful candidate will be responsible for:

- Managing the Director’s schedule, calendar, and daily workflow.
- Providing administrative support to Director.



- Drafting and issuing correspondence on behalf of the Director, ensuring clarity, professionalism, and accuracy.
- Organising and attending meetings, preparing agendas, taking minutes, and monitoring action items.
- Preparing correspondence, reports, briefings, and presentations as required.
- Supporting internal and external stakeholder engagements and managing sensitive, confidential or personally identifiable information with the highest levels of discretion, professionalism, and integrity.

This role requires excellent organisational skills, confidentiality, strong written communication, and an ability to work proactively with senior stakeholders across the RTB.

### **Higher Executive Officer – Corporate Services**

The Higher Executive Officer in Corporate Services will support the effective management and continuous improvement of the RTB’s corporate infrastructure, with a strong focus on Facilities Management, sustainability, and health and safety. Key aspects of the role include:

- Supporting the operation, maintenance, and development of RTB premises and facilities.
- Contributing to the implementation of sustainability initiatives in building and resource management, in line with public sector environmental and energy targets.
- Ensuring compliance with health and safety legislation, policies, and best-practice standards.
- Managing relationships with contractors, service providers, and internal stakeholders.
- Supporting the development and review of policies, procedures, and operational improvements relating to the built environment.



This role requires strong organisational skills, an understanding of facilities operations, and a proactive approach to sustainability and safety.

### **Higher Executive Officer – Compliance and Enforcement**

The Higher Executive Officer in Compliance and Enforcement will play a central role in overseeing and strengthening the RTB’s compliance and enforcement activities. The successful candidate will provide leadership and direction to the compliance function, using internal and external data to identify possible breaches of the Residential Tenancies Act and ensuring an effective response. Responsibilities will include:

- Analysing internal RTB data to identify potential breaches. Managing external referrals of large datasets from stakeholders.
- Managing the continuous improvement project, including the development of a new case management system.
- Overseeing the assessment of potential breaches of rental law, ensuring consistent and high-quality analysis of referrals and data sources.
- Developing stakeholder relationships, engaging with Local Authorities, Revenue and other Government bodies across Ireland to develop data sharing and increase referrals.
- Managing and supporting casework activity, including, stakeholder engagement, and the escalation of cases to enforcement where appropriate.
- Presenting to senior management, the wider RTB team and external stakeholders on compliance activities.
- Providing guidance on rental law, including registration and rent regulation requirements, and supporting improved compliance among landlords and tenants.
- Analysing compliance trends and contributing insights to senior management reporting.
- Coordinating compliance-related reporting for the Director, ELT, and Management Team.



- Managing compliance-related projects and organisational initiatives, including process improvements and policy development.

This role requires strong analytical ability, excellent judgement, and the capacity to lead and support complex compliance activities.

## Am I eligible to apply?

To apply, you must on or before 3pm on Tuesday 21<sup>st</sup> April 2026:

- 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

To be effective in the role of an Higher Executive Officer in the RTB, candidates must have:

- Strong communication and interpersonal skills, including the ability to communicate clearly in writing and verbally, and build effective working relationships with colleagues and stakeholders.
- Demonstrated organisational skills and strong attention to detail in previous experience.
- Ability to manage multiple tasks and proven ability to deliver on tight deadlines in a fast-paced environment.
- Ability to prioritise and organise their own workload and to coordinate and organise the work of other staff



- A self-starter with a proven ability to work on their own initiative while contributing effectively as part of a team.
- Ability to respond flexibly to change and integrate new skills quickly
- Ability to analyse information, exercise sound judgement and make evidence-based recommendations

## Desirable attributes

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

- 3–5 years previous public sector or statutory body experience is an advantage
- Excellent project management and organisational skills and the ability to deliver to tight deadlines
- Data analytic skills, experience managing and analysing large datasets and experience using case management system, Microsoft power apps or Microsoft Dynamics.
- Proven management experience including experience of managing staff in a relevant role, or experience leading on projects or workstreams.
- Experience in establishing and building stakeholder relationships
- Experience of public speaking and presenting to stakeholders or large groups.
- Ability to contribute to the development or improvement of processes, policies or services
- Ability to work collaboratively with colleagues across teams to deliver organisational objectives.



## 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

All candidates will participate in one Higher Executive Officer competition. A single selection process will be used to assess suitability for the grade, with the three vacant positions offered to the top placing candidates. One panel will then be established following completion of the process for the post of Higher Executive Officer. We may fill current and future, permanent and specified or fixed-term Higher Executive Officer 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 Higher Executive Officer 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 the RTB office at least **two days** per week. Currently all staff members (who are not on annual leave or any other type of approved leave) must attend the office on Wednesdays, which is the RTB’s core on-site working day.

The second required day in the office will be agreed with your line manager, based on role requirements and business need. Additional in-person attendance may also be required depending on role and business need.

***\* During the probation period (usually 10 months in duration), employees are required to attend the RTB office a minimum of three days per week, including Wednesdays, with the remaining days agreed with your line manager.***

The RTB’s Blended Working Policy is currently under review. Core days etc. may be subject to change in the future.

## Salary Scale

The salary scale for the position (rates effective from 1st February 2026) is:

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

€59,435	€61,173	€62,908	€64,640	€66,380	€68,111	€69,849	€72,353 <sup>1</sup>	€75,788 <sup>2</sup>
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## 5) How our recruitment process works

The RTB has engaged the services of Lex Consultancy to run this competition.

### Step 1: How to Apply

- Applicants should submit an up-to-date CV and a short cover letter in **ONE MS Word document**
- Applications should be made via <https://lexconsultancy.ie/clients/rtb> by **3pm on Tuesday 21<sup>st</sup> April 2026**.
- **Your cover letter should be just one A4 page.** It should explain how you meet the requirements for the grade/role(s).
- **Your CV should not be longer than three A4 pages.** Your CV should include:
  - Your name and contact details (address, personal email address 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.
- Late applications, incomplete applications or applications that are not in the correct format (**Cover Letter & CV in ONE MS Word Document**) will not be considered for shortlisting.

All applications will be acknowledged. If you do not receive an email to acknowledge your application within 48 hours, please email [rtb@lexconsultancy.ie](mailto:rtb@lexconsultancy.ie)

Lex Consultancy 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 Lex Consultancy. We recommend that you check your emails regularly and also 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 2: Shortlisting

- Lex Consultancy will review the applications of all applicants who apply in the correct manner and meet the eligibility criteria for the role.
- An expert board will 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.
- Lex Consultancy will email all applicants at the end of the shortlisting process to advise if you have been invited to the next stage of competitive interviews or not.

## Step 3: Interviews

- Interviews are expected to take place late April/Early May 2026.
- The interviews will be held in-person.
- The interview format will be semi-structured. The interviewee will be asked to provide examples of competencies for the role as detailed in Appendix 1.
- Lex Consultancy will try to give as much notice as possible of interview dates and times.
- The recruitment process may also include a second-round interview, technical tests, or psychometric testing.

## Step 4: References

- Referees will be contacted by Lex Consultancy following a successful interview.
- If you are offered a role with the RTB, Lex Consultancy will need a reference from your current employer before RTB can appoint you.

## Important information on the recruitment process

- If you are admitted to the recruitment process, invited to attend interview or if you are notified of a successful result, this does not imply that Lex Consultancy 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 submitting an application / attending for interview. If you falsify your achievements or do not meet the essential entry requirements but still



attend for interview, you will be putting yourself to unnecessary expense and timewasting. See Appendix 2 for Eligibility to Compete criteria.

- Before Lex Consultancy recommend a candidate for interview/ appointment, they will make all enquiries that are needed to determine their suitability for the role.
- If you canvass for this role, you will be disqualified from the competition.
- The RTB/Lex Consultancy 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 or if you do not provide evidence when requested in relation to your application, Lex Consultancy 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, Lex Consultancy may decide to select and recommend another person for appointment based on the results of this selection process.

## Review Procedures in relation to the Selection Process

- Lex Consultancy 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 Lex Consultancy for feedback. They will do an initial internal review on why your application was unsuccessful. They will write to you about the outcome of this review.
- You must request this review no later than 5 working days after they 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.

## General Data Protection Regulation (GDPR)

- When Lex Consultancy receive your application, a record is created 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
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





## 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.





## 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)

