



Bord um Thionóntachtaí Cónaithe
Residential Tenancies Board

Candidate Information Booklet:

Head of ICT - Operations

(Assistant Principal Officer)

Role:	Head of ICT - Operations (Assistant Principal Officer)
Term:	Permanent
Office:	Residential Tenancies Board
Location:	Dublin City Centre
Competition type:	Open competition
Closing date:	Apply before 5pm on Friday 26 th June 2026 We cannot accept late applications



Contents

1) Who we are	2
2) Working with us	3
3) About the role	4
4) Key terms and conditions for this role	12
5) How our recruitment process works	16
Appendix 1: Competencies	20
Appendix 2: Eligibility to compete	22



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:

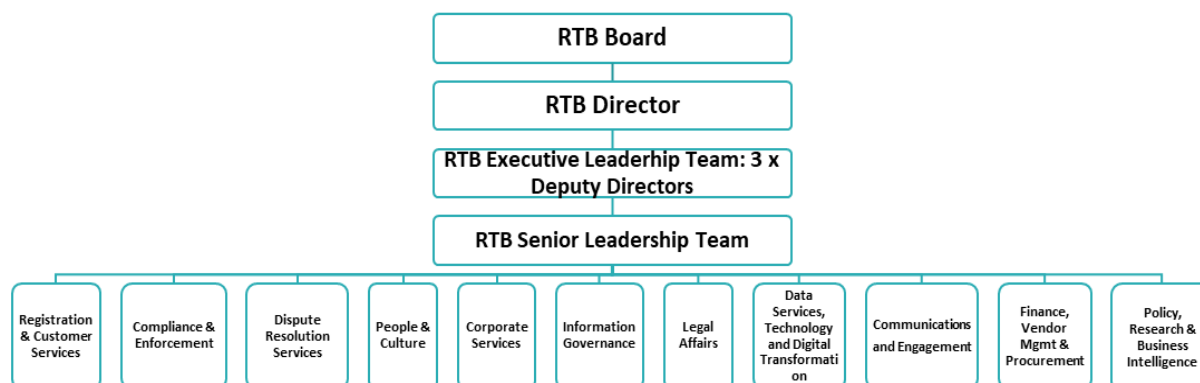
- Register over 300,000 private, Approved Housing Body, cost rental and student-specific accommodation tenancies.
- Resolve disputes between more than 9,000 landlords, tenants and neighbours.
- Run targeted compliance campaigns to ensure landlords are following rental law.
- Provide information on rental law to 700,000 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 141 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 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 Head of ICT - Operations 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 Head of ICT - Operations (Assistant Principal Officer) will include:

- Hybrid working environment with flexible working hours.
- Public sector pay rates with incremental progression (Assistant Principal Officer level).
- Generous annual leave - 30 working days per year
- 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 is seeking to appoint a Head of ICT - Operations. This position offers an exciting opportunity for an enthusiastic and committed ICT professional to take a lead role in the delivery of significant Information Technology systems within the RTB and to its extensive stakeholder base. It will offer opportunity to shape the scale, skills and remit of the ICT Department to enable the RTB to meet its current and future obligations and ambitions.

The Head of ICT - Operations is responsible for leading the delivery of complex and highly critical ICT services across the RTB. This includes managing customer service



relationships with internal and external stakeholders, leading a team of service delivery managers and specialists, the operation of management processes, the embedding of good ICT service management practices, and associated team and budget management. Working with and managing our ICT Managed Service Provider and Technology Partners.

The role is both technical and business facing and is seen as a source of strategic service delivery expertise whilst inputting into operational and strategic organisational decisions. The role will lead out the design and adoption of modern infrastructure and applications while prioritising user experience and delivery of modern digital services.

Who will I report to?

The Head of ICT - Operations (Assistant Principal Officer) will report to the relevant Deputy Director. The successful applicant will also advise and interact with staff at all levels in respect of matters related to their areas of responsibility.

They will also be responsible for leading the ICT team of the RTB. Currently this is made up of 3 x Higher Executive Officers, 2 x Executive Officers and a Service desk and Managed Service provided by single Third-Party Vendors. This team is expected to grow and sanction to increase this team has already been acquired and recruitment of same is expected to commence in Q2 or Q3 of 2026.

What will my responsibilities be in this role?

The Head of ICT - Operations will be responsible for the delivery of modern, secure and efficient Digital Systems to the RTB and its stakeholders and for a wide range of management activities as outlined below. Lead, manage and develop a best-in-class team focused on Digital First/ Cloud focused technologies - infrastructure, applications, data (operational reporting and analytics) and business process improvement.



Key Responsibilities

ICT Services, Applications and Infrastructure Leadership

- Provide leadership and management of RTB's Applications and Infrastructure environment, including Cloud services, in line with best practice in IT Service Management (ITIL).
- Lead the management and maintenance of RTB Cybersecurity and Business Continuity Management activities in accordance with requirements under the NIS2 Directive.
- Support organisational transformation and change initiatives, particularly those aligned to a Digital First strategy.
- Accelerate the digital delivery of services through effective strategic partnerships with internal and external stakeholders and vendors, supporting business transformation and reform objectives.
- Embed modern digital platforms and lead the implementation of a reformed ICT operating model.
- Provide credible, agile leadership by supporting and constructively challenging peers and staff to enhance both employee and end-user experience.
- Make recommendations to improve and extend best-practice approaches within the business unit.

ICT Service Delivery and Operations

- Lead a team responsible for the day-to-day operation of a comprehensive range of ICT services underpinning RTB's business and operational requirements.
- Oversee specialist ICT functions including Applications and Infrastructure & Networks, Cyber Security, Application Delivery, Reporting and Analytics, and associated digital services.
- Ensure all ICT services are delivered in line with agreed service expectations (SLAs) in terms of availability, performance, and quality.
- Develop and implement structured project and change plans to ensure ICT service changes are well planned, communicated, and managed.



- Lead the delivery of high-quality end-user support services through the effective management of a centralised service desk, supported by on-site and remote outsourced teams.

Risk Management, Compliance and Resilience

- Ensure a robust ICT risk management framework is in place, with particular focus on Digital First and Cloud-based services, to identify, manage, and mitigate risks across the organisation.
- Ensure ICT services operate in compliance with applicable cybersecurity, data protection, and business continuity requirements.

Team Leadership and People Management

- Manage the day-to-day operations of ICT service delivery teams, maximising collective team contribution and fostering a positive, engaged, and high-performing work environment.
- Build and sustain capability across teams by promoting learning, development, and professional growth opportunities.
- Lead by example, demonstrating a strong commitment to public service values, integrity, and professionalism.

Communications

- Provide clear, constructive, and timely communication to the Executive Leadership Team, ICT teams, and relevant vendors and stakeholders.
- Ensure ICT and business requirements are clearly understood, aligned, and effectively translated into service delivery outcomes.

Stakeholder Engagement

- Proactively engage with a broad range of stakeholders, including ICT infrastructure and applications teams and wider operational staff, to develop and maintain high-quality, reliable, and fit-for-purpose end-user services.



- Establish, participate in, and contribute to internal and external working groups to advance ICT service delivery and support the ongoing evolution of RTB's digital services.

Procurement and Vendor Management

- Participate in ICT-related procurement initiatives to source products and services required to support service delivery.
- Provide technical and specialist input into procurement initiatives led by other business areas where ICT expertise is required.
- Manage relationships with third-party service providers to ensure optimal contract fulfilment and effective service delivery.
- Act as the primary point of contact between RTB and external providers, establishing strong, collaborative working relationships to achieve operational goals.
- Monitor vendor performance, ensuring adherence to SLAs, value for money, and organisational policies, and implement corrective actions where required.

Financial Management

- Manage the ICT function budget, including preparing expenditure forecasts, monitoring spend, and ensuring financial activity complies with organisational procedures and delivers value for money.

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



Am I eligible to apply?

To apply, you must hold:

- Hold a minimum of either a NFQ degree level in Computer Science, Information Technology or a relevant business related discipline.
- Have at least 3 - 5 years' relevant experience in a similar role.
- 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:

- Hold a minimum of either a NFQ degree level in Computer Science, Information Technology or a relevant business-related discipline, and have 5 years' management experience.
- Have relevant operational experience, demonstrating experience of modernising digital services in a complex organisational environment.
- Have excellent people management skills in leading, managing and coaching an ICT team to drive a high-performance organisational culture that accommodates growth and highly dynamic expectations.
- Have substantial relevant experience in managing complex/large ICT contracts and supplier relationships.
- Have the ability to support a range of ICT projects types and complex business initiatives and change programmes.



- Have excellent proven and demonstrable decision-making, problem-solving, organisational, and time-management skills.
- Have excellent communication, interpersonal & influencing skills and be able to have effective, open and constructive discussions with all around work issues.

Desirable attributes

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

- A relevant post-graduate qualification in ICT Management or a related discipline (e.g. ICT, Digital Transformation, Project Management or equivalent).
- A minimum of five years' experience working with enterprise-scale ICT technologies comparable to those used within the RTB, including:
 - Microsoft Dynamics and ServiceNow
 - Azure SaaS, PaaS and IaaS services, including cloud hosting and management
 - Microsoft 365 cloud technologies, including SQL, SharePoint, Office 365, Windows operating systems and virtual desktop environments
 - Mobile technologies (iOS and Android)
 - Networking technologies (e.g. Cisco, LAN/WAN management)
 - Storage, firewalls (including WAF and application security), virtualisation, and cloud security
- Experience in public sector procurement and of tendering and managing contracts.
- Have a good knowledge of (or the ability to quickly acquire such knowledge of) public service policies and activities, particularly in respect of RTB ICT -related services;
- Possess knowledge of appropriate current and developing technologies and an appetite for the leveraging of technology to increase business and service opportunities;
- Have IT architecture experience - particularly in designing and developing PaaS in the cloud;



- Possess excellent knowledge of Data Protection and GDPR Legislation;
- Possess knowledge of Cyber Security and NIS2 Legislation.

Technical knowledge requirements

The RTB operates a complicated enterprise application architecture which is completely public cloud based within Microsoft Azure and ServiceNow. It is **desirable** that candidates have:

- Good knowledge and experience of SaaS application delivery
 - Specifically, Microsoft Dynamics 365, PowerApps and the DataVerse
 - ServiceNow
 - Genesys Contact Centre technologies
- Operational experience of dealing with cloud applications.
- Tightly managing the consumption and licensing costs.
- Good knowledge of PaaS and IaaS systems and their operation
 - Providing support for legacy systems based on virtual machines.
 - Implanting PaaS solutions where there is no logical SaaS equivalent e.g. Azure SQL for reporting.
- Experience in delivering custom portals and low code / no code portal solutions to scale which talk to backend SaaS systems.
- Familiarity with data modelling in an enterprise public sector environment
- Familiarity with cloud resilience and Disaster Recovery capabilities
- Experience in rolling out Microsoft Power Platform capability to internal users.
- Proven ability to manage teams delivering business process reengineering in a hybrid agile environment.
- Knowledge of Government Networks and how they interconnect people and systems.
- Proven capability of managing cyber security measures in a very secure environment
- Expertise in managing VoIP telephony and standards-based video conferencing systems.
- Proficient knowledge of GDPR and relevant EU Data Protection legislation



- Ability to understand and manage directory services implementations based on Active Directory integrated with Azure Active Directory
- Proven experience in implementing tightly locked down physical and virtual desktops based on Microsoft Windows and the management and maintenance of these in a very secure and controlled environment.
- Good working knowledge of networks, firewalls, web application firewalls, load balancers and other devices and services required to deliver secure access for users and the general public to the ICT services they require.
- Proven ability to implement highly secure systems in a modern cloud first enterprise architecture.

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 Head of ICT - Operations (Assistant Principal Officer). We may fill current and future, permanent and specified or fixed-term Assistant Principal Officer vacancies within the ICT team 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 Head of ICT - Operations (Assistant Principal Officer) role or other Assistant Principal Officer vacancies within the ICT team 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 June 2026) is:

Assistant Principal Officer Personal Pension Contribution (PPC) Salary Scale

€83,113	€86,173	€89,277	€92,390	€95,499	€97,292	€100,427 ¹	€103,576 ²
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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.

Assistant Principal Officer Non-Personal Pension Contribution Salary Scale

€80,282	€83,205	€84,815	€87,770	€90,725	€92,432	€95,408 ¹	€98,396 ²
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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.

Please note: 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. Different terms and conditions may apply to you if, immediately before appointment, you are a currently serving civil/public servant.



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 by 5pm on Friday 26th June 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.

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 late July/ early August 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.
- 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.
- Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.



Appendix 1: Assistant Principal Officer Competencies



Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well-grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
	Maintains poise and control when working to influence others
	Instils a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/ area
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Drive & Commitment to Public Service Values	Is self-motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of 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

