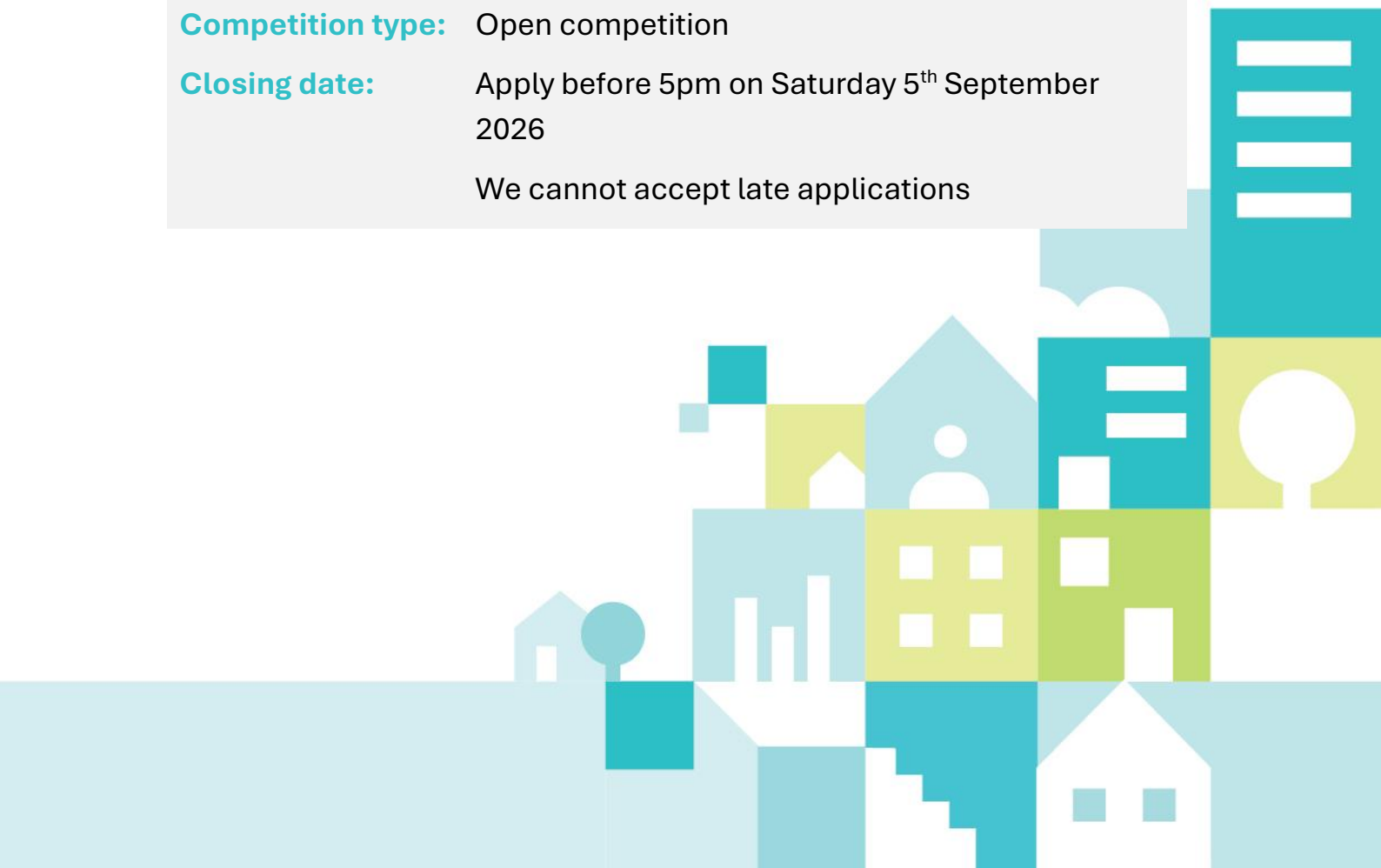


Candidate Information

Booklet:

Executive Officer

Role:	Executive Officer
Term:	Permanent
Office:	Residential Tenancies Board
Location:	Dublin City Centre
Competition type:	Open competition
Closing date:	Apply before 5pm on Saturday 5 th September 2026
	We cannot accept late applications



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

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>



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:

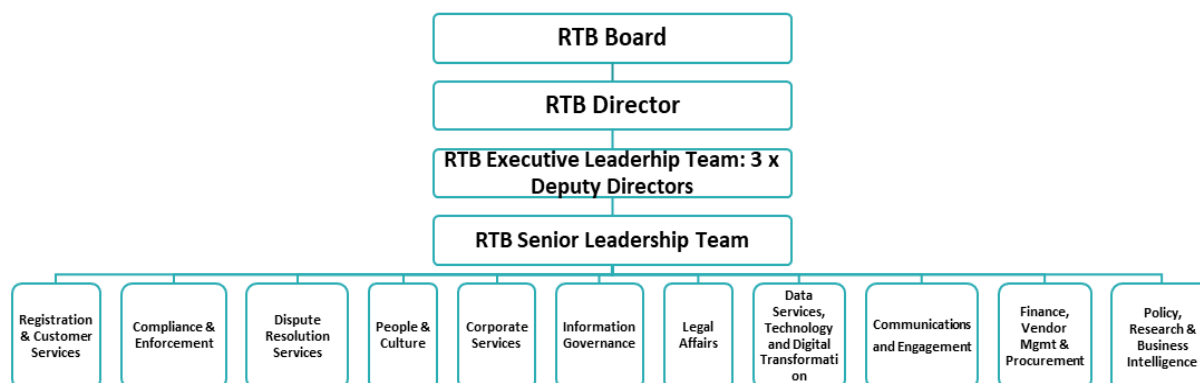
- Register over 300,000 private, Approved Housing Body, cost rental and student-specific accommodation tenancies.
- Resolve disputes between more than 9,000 landlords, tenants and neighbours.
- Run targeted compliance campaigns to ensure landlords are following rental law.
- Provide information on rental 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 [here](#) 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 an 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. Through our performance and development framework (PMDS), training programmes, and learning opportunities, we support our staff in building their

skills, advancing their careers, and reaching their professional goals. 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 an Executive Officer 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 (Executive Officer level).
- Generous annual leave - 23 working days per annum, rising to 24 after 5 years' service, 25 after 10 years' service, 26 after 12 years' service and 27 after 14 years' service.
- 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), alongside access to online Cognitive Behavioural Therapy (CBT) pathways and a digital wellbeing platform featuring expert resources, eLearning, and wellbeing tools.

3) About the role

The Executive Officer grade is an entry level position to junior management in the RTB. Your duties as an Executive Officer will be varied. You will need to be flexible and able to adapt to the changing needs of the RTB.

You will be involved in a wide range of roles and activities, including responsibility for the day-to-day operations of our various business units and dealing directly with the public in support of services provided to them by the RTB. 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.



Who will I report to?

As an Executive Officer, you will report directly to the Higher Executive Officer (or other nominated person) in the business unit where you work.

What will my responsibilities be in this role?

Working closely with colleagues and your line manager, your duties may include:

- Providing high quality customer service to both internal and external stakeholders, in person, electronically and by phone.
- Conducting the day-to-day core business activities of their relevant business unit.
- Assisting the Higher Executive Officer to organise, plan, execute and monitor the work of the business unit.
- Taking ownership of assigned tasks and prioritising competing tasks to ensure that they are completed on time and to a high standard.
- Providing high quality administrative support to all areas of the business unit.
- Responding in an effective and timely manner to a variety of correspondence received.
- Sharing information, knowledge and experience with colleagues with the purpose of assisting the team/organisation to meet its objectives.
- Planning and organising people and resources to meet goals, targets and objectives.
- Ensuring records and files are managed in an organised and logical manner.
- Providing junior and new team members with on-the-job training and support to deliver on their objectives.
- Carrying out detailed research on matters relevant to the work of the RTB and analysing results.
- Making submissions and recommendations to the relevant unit Higher Executive Officer (or another nominated person).
- Analysing and preparing responses to non-routine issues, queries, correspondence etc. and escalating same as appropriate.
- Scheduling seminars, meetings, arranging meeting venues and preparing and circulating documentation as required.
- Diary and travel management for business unit management and ensuring that they are prepared for meetings.
- Preparing and editing presentations, speeches, reports for relevant business unit management.
- Presenting to stakeholders and representing the RTB at external events, including the National Ploughing Championships, to promote the organisation and its work.



- Contributing to new and more effective ways of working and implementing changes to improve efficiency and effectiveness as directed.
- Developing, writing and maintaining relevant process and information documents and participating in the review of any existing policies and procedures.
- Attending and actively contributing to team meetings, including minute-taking, production and monitoring of action logs, and dissemination of materials.
- Presenting material (written and oral) in a clear, concise, comprehensive and convincing manner.
- Creating and maintaining accurate management information.
- Contributing to the development and implementation of management information systems.
- Participating in cross-divisional work and projects when requested.
- Keeping up to date with the practices and procedures of the RTB and developing and maintaining the technical skills and knowledge required to perform effectively in the role.
- Participating in training and development programmes/courses to maintain and improve performance and to assist in identifying personal training and support needs.

The above is a general summary of the Executive Officer duties within the RTB. Duties may vary depending on the nature of work carried out by the employing business unit.

Many candidates from this competition will be placed in our Disputes Resolution Service, Compliance and Enforcement, and Customer Services and Registrations business units. In addition to the general duties listed above, specific responsibilities for EOs working in those units are described below:

Disputes Resolution Service

As an Executive Officer in Disputes, you will support all parties engaged in the Dispute Resolution Service. You will be primarily tasked with fulfilling the role of a case officer. As a case officer, you are responsible for the management of dispute cases brought by landlords, tenants, and third parties to the RTB.

This role involves:

- Scrutinising assessment notes/ early intervention of cases
- Scheduling hearings
- Compiling evidence and circulation of correspondence
- Liaising with parties on their rights and obligations
- Review of case outcomes
- Working to a target structure and set goals.



Compliance and Enforcement

As an Executive Officer in Compliance and Enforcement you will primarily be tasked with fulfilling the role of a compliance case officer. As a compliance case officer, you are responsible for the assessment of potential breaches of rental law, engaging with non-compliant landlords to support them to become compliant and escalating non-compliance to enforcement.

This role involves:

- Scrutinising public referrals and external and internal data to identify potential breaches of rental law
- Compiling evidence on potential breaches
- Liaising with members of the public to gather evidence
- Understanding rental law such as rent pressure zone regulations and engaging with our stakeholders to support understanding of this.
- Engaging with landlords to encourage and support compliance
- Processing documents such as investigation decisions and Court documents to support the enforcement process.
- Working to a target structure and set goals.

Customer Services and Registrations

As an Executive Officer in Customer Services and Registrations, you will contribute to the smooth operation of tenancy registrations and customer support, ensuring compliance with legislation and enhancing customer experience.

This role involves:

- Managing daily operations including tenancy registrations and escalated customer queries. (**The RTB works with a Business Process Outsourcing (BPO) partner who manages most incoming customer calls. Escalated or complex queries are referred directly to the RTB for resolution by the Customer Service and Registrations team*).
- Handling customer interactions across phone, email, and web channels
- Investigating cases using tools such as ServiceNow, RTB365, and the RTB portal
- Conducting quality checks to maintain data integrity and service standards.
- Liaising with internal teams (Legal, Dispute Resolution, Communications, BPO) to resolve complex cases.
- Contributing to the creation of communications and guidance materials for customers and BPO.

As an Executive Officer, you may be moved between business units from time to time for RTB operational reasons and in response to changing business needs.



Am I eligible to apply?

To apply, you must:

- Have obtained a level of education at, or equivalent, to Level 6 on the National Framework of Qualifications, or above.

OR

- Have at least two years' relevant experience in a similar role, and
- Demonstrate possession of the essential skills/competencies identified as being essential for the role (see below); and
- 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 councillor or member of a local authority cannot become an RTB staff member. For more information on eligibility for this role, please read Appendix 2.

Essential skills and experience

To be effective in the role of an Executive Officer in the RTB, candidates need to have:

- Excellent digital skills, with strong proficiency in Microsoft Office applications, including Excel, Word, and Outlook, to support business operations.
- Excellent written and verbal communication skills - capable of presenting material in a clear, concise, comprehensive and convincing manner in addition to the ability to demonstrate understanding and sensitivity when dealing with others.
- Experienced in managing internal and external stakeholders – including members of the public.
- Excellent task management, planning and organisational skills with the ability to work on multiple projects concurrently and adapt to changing and conflicting priorities.
- Ability to prioritise tasks effectively and work on your own initiative.
- Ability to work under tight deadlines, high pressure and complete tasks in a timely manner.
- Strong attention to detail & accuracy, with a focus on high quality outputs.
- Capable of using initiative as and when appropriate.
- Ability to write and access reports of a technical nature and have a proven capacity in preparing management reports as required.
- Commitment to the concept of public service.
- Strong analytical skills - ability to analyse and interpret complex information and data and transfer this into practical and effective recommendations; and



- Demonstrate possession of the key skills/competencies identified as being important for the role (see Appendix 1).

Desirable attributes

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

- Have a good knowledge of (or the ability to quickly acquire such knowledge) public service policies and activities, particularly in respect of RTB-related services.
- Proven ability to work effectively within multi-disciplinary teams.
- Project management and research skills are also desirable.

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 Executive Officer. We may fill current and future, permanent and specified or fixed-term 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 an Executive Officer role where a post requires specific skills or expertise. Appointments are subject to successfully passing your probation period. 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. The RTB reserves the right to change your place of work to another RTB office location, including as part of any future office relocation undertaken by the organisation.

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 two 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:

Executive Officer Personal Pension Contribution (PPC) Salary Scale

€38,803	€40,764	€41,871	€44,030	€45,965	€47,838	€49,703	€51,534	€53,419
€55,296	€57,289	€58,624	€60,527 ¹	€63,227 ²				

This rate will apply if you are a new entrant. It will also apply if you are an existing civil or public servant appointed on or after 6th April 1995 and are required to make a personal pension contribution.



Executive Officer Non-Personal Pension Contribution Salary Scale

€37,211	€39,424	€40,299	€42,187	€44,022	€45,804	€47,573	€49,307	€51,062
€52,786	€54,607	€55,852	€57,640 ¹	€60,188 ²				

This rate will apply if you are 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.

Annual leave

As an Executive Officer, you will get 23 days of annual leave per year (pro rata), rising to 24 after 5 years' service, 25 after 10 years' service, 26 after 12 years' service and 27 after 14 years' service. 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.



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 **5pm on Saturday 5th September 2026**.
- **Your cover letter should be just one A4 page.** It should explain how you meet the requirements for the role.
- **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

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 deemed 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 during the fortnight commencing 21st September 2026.
- The interviews will be held in-person at the RTB's offices at O'Connell Bridge House, D'Olier Street, Dublin 2.
- 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 the candidate's suitability for the role.
- The RTB/Lex Consultancy is not responsible for any expenses, including travel expenses that applicants incur as part of this competition.
- To ensure a fair and transparent recruitment process, candidates are expected to:
 - Provide accurate and truthful information at all stages of the recruitment process.
 - Refrain from canvassing or seeking to influence the recruitment process.
 - Not interfere with, obstruct, or compromise the integrity of the selection process.
 - Complete all stages of the process personally and not permit any other person to impersonate them or participate on their behalf.
- Any attempt to influence the recruitment process, the provision of false or misleading information, or any action or any omission of information, that compromises the integrity of the competition or would be deemed to bring the organisation into disrepute, may result in a candidate being disqualified from the process.
- Where such matters come to light following appointment, the RTB reserves the right to withdraw an offer of appointment or take appropriate action in accordance with its policies and procedures.
- 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 withdraw or fail to engage with the appointment process, 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.
- 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.

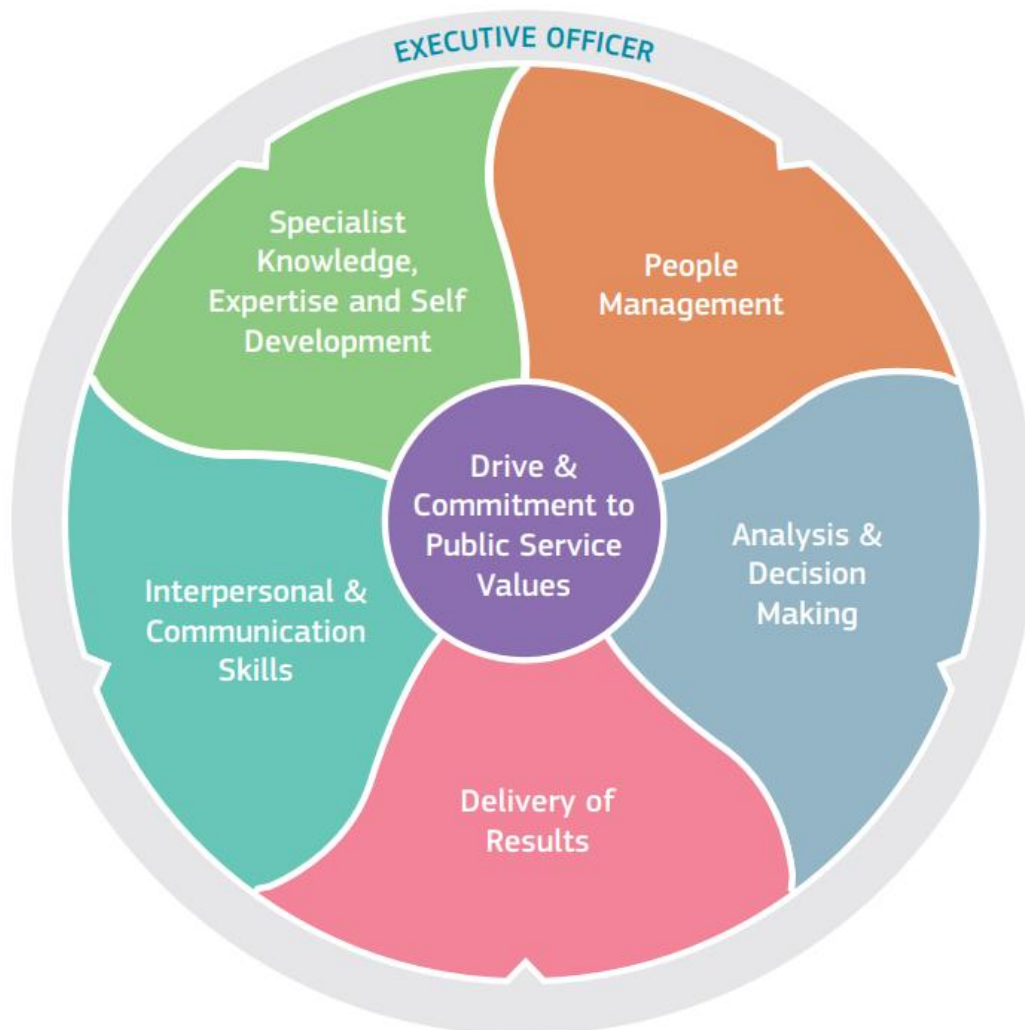
- You must request this review no later than 5 working days after they notify you about the decision on your application.
- If you are not happy with the outcome of the initial review, you can request that it is referred to the RTB Director who will make a final decision. You must make this request no 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
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strictest confidence.



Appendix 1: Executive Officer competencies



People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant issues
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results	Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results
	Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal & Communication Skills	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others
	Liaises with other groups to gain co-operation.
	Negotiates, where necessary, in order to reach a satisfactory outcome
	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Displays high levels of skills/ expertise in own area and provides guidance to colleagues
	Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
	Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
Drive & Commitment to Public Service Values	Is committed to the role, consistently striving to perform at a high level
	Demonstrates flexibility and openness to change
	Is resilient and perseveres to obtain objectives despite obstacles or setbacks
	Ensures that customer service is at the heart of own/team work
	Is personally honest and trustworthy
	Acts with integrity and encourages this in others



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

