RTB Bord um Thionóntachtaí Cónaithe
Residential Tenancies Board

Candidate Information Booklet:

Head of Legal Affairs

(Assistant Principal Officer)

Role:	Head of Legal Affairs (Assistant Principal Officer)
Term:	Permanent
Office:	Residential Tenancies Board
Location:	Dublin City Centre
Competition type:	Open competition
Closing date:	Apply before 5pm on Monday 7th December 2026 We cannot accept late applications



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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.

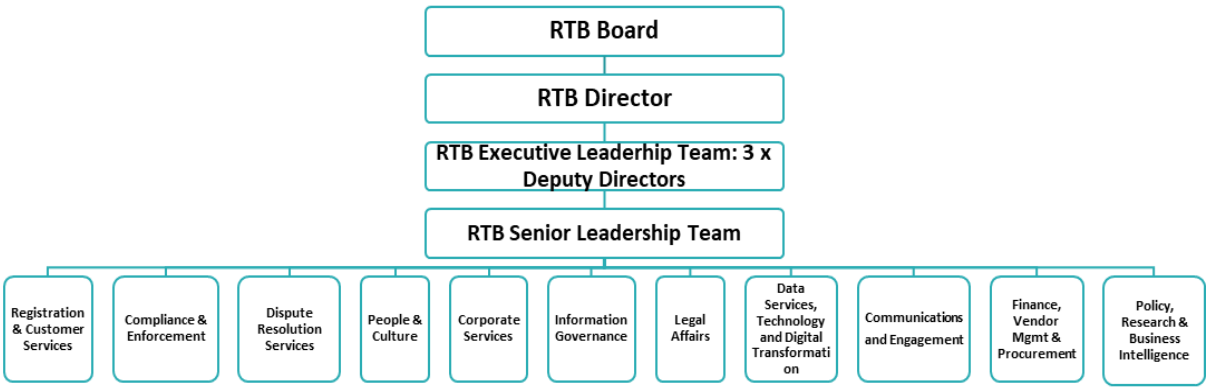
How we function

- **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 Legal Affairs 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 Legal Affairs (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 Taxsaver 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

About The Role

The Head of Legal Affairs is a senior management role responsible for leading the RTB's legal function. The successful candidate will support the Board, the Executive Leadership Team and the organisation in complying with their statutory functions. This position encompasses legal services management, legal risk management, litigation oversight, regulatory and legislative matters and legal governance.

Reporting to the Deputy Director, the Head of Legal Affairs manages the Legal Affairs team which comprises two Higher Executive Officers, one Executive Officer in addition to external support such as secondments and external legal representatives. The successful candidate will liaise with the Director, Board subcommittee, Department of Housing, Local Government and Heritage, stakeholders and other public bodies on legal matters including legislative change programmes.

What will my responsibilities be in this role?

As Head of Legal Affairs, you will provide strategic leadership for the RTB's legal function, ensuring the organisation receives timely, practical and high-quality legal advice to support informed decision-making and effective governance. Your responsibilities may include:

Leadership and Management

- Lead and manage the Legal Affairs Unit, setting strategic direction, priorities and performance standards to ensure the effective delivery of legal services across the RTB.
- Drive the ongoing development and improvement of the function, including legal processes, procedures and service delivery arrangements, to meet to meet evolving organisational and regulatory requirements.
- Manage, support and develop staff within the unit, while overseeing the performance and engagement of external legal service providers.
- Plan and allocate resources within the unit to meet business needs, ensuring the efficient delivery of the unit's programme of work and achievement of key objectives

Advisory and Regulatory Support

- Provide strategic and legal oversight and regulatory guidance on complex matters supporting informed decisions.

- Oversee and coordinate the provision of legal and regulatory advice to support the RTB in its statutory functions
- Identify, assess and oversee the management of significant regulatory and legal risks, ensuring appropriate mitigation measures and timely communication and escalation to the Director, Executive Leadership Team, and Board where required
- Monitor and assess legislative and regulatory developments, identifying their legal, strategic and operational implications for the RTB.
- Support the development and implementation of the legislative reform, regulatory policies and organisational change ensuring risks are considered.

Litigation Management

- Provide strategic oversight of all litigation involving the RTB.
- Manage relationships with external solicitors, counsel including performance, quality and contractual arrangements.
- Oversee the planning and monitoring of litigation expenditure and legal services budgets.
- Assess litigation risk, costs and implications and advise the Executive Leadership Team accordingly.
- Ensure effective case management and reporting arrangements to support informed oversight and accountability.

Governance and Stakeholder Engagement

- Support the Director, the Executive Leadership Team and the Board through clear communication of legal advice and risks.
- Build effective relationships with internal and external stakeholders, including external legal firms, solicitors, counsel and other government and public bodies.
- Exercise sound professional judgement ensuring due regard to governance accountability and legal risk.
- Representing RTB in external forums, consultations and cross agency work.

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 RTB.

Am I eligible to apply?

To apply, you must hold:

- Hold a professional qualification as a solicitor or barrister in Ireland (a current practising certificate is not required).
- A minimum of 5 years' substantial post qualification legal experience in one or more of the following areas: regulatory law, litigation, public law or legal governance.
- 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**:**

- Strong legal analytical skills, with proven ability to undertake complex legal analysis, extract sound independent judgement and provide clear reasoned recommendations.

- Proven organisational skills with the ability to manage competing priorities and ensure timely delivery of high-quality outcomes.
- Demonstrated track record of operating at a senior level, with proven leadership and people management skills.
- Significant experience in litigation, litigation management or the oversight of legal proceedings and implications for organisational or regulatory functions.
- Experience communicating complex legal matters effectively, influence senior stakeholders, and provide clear independent advice to support organisational decision making.

Desirable attributes

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

- Experience advising or has working knowledge of Residential Tenancies Act or housing legislation.
- Substantial experience working within a statutory or regulatory environment with an understanding of regulatory functions, governance, compliance and statutory decision making.
- Previous experience working within a Quasi-Judicial Body.
- Significant experience overseeing or managing complex, sensitive or high-profile litigation that included associated legal or organisational risks.
- Demonstrable experience advising and supporting organisations or clients through major legal, organisational or regulatory challenges, demonstrating sound judgement, resilience and effective decision making under pressure.

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 Legal Affairs (Assistant Principal Officer). We may fill current and future, permanent and specified or fixed-term Head of Legal Affairs (Assistant Principal Officer) vacancies from this panel.

The panel will include all successful applicants in order of merit. The panel will be 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 Legal Affairs (Assistant Principal 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. 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:

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]

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]

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.

Annual leave

30 working days per year. 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

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 Monday 7th December 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 applicated, appeared to be better qualified and / or had more relevant experience.
- We will email all applicants at the end of the shortlisting process to let you if we are inviting you to the next stage of competitive interviews.

Step 5: We will hold competitive interviews

- We plan to hold interview for this role in January 2027.
- 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 they have not been appointed to a post, they will be disqualified as a candidate; and
  - Where they have been appointed subsequently to the recruitment process in question, they 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