



CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for Appointment to the Positions of

**ICT Technologist
Higher Executive Officer
in the
Data Protection Commission**

Closing Date: 12pm (noon) on Friday 9 May 2025.

CID

Office Notice 03/2025

The Data Protection Commission is committed to a policy of equal opportunity.

The Data Protection Commission will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on www.cpsa.ie

Contact: dpcjobs@rsmireland.ie

PEOPLE AND LEARNING

TRINITY POINT

DUBLIN 2

ALL ENQUIRIES VIA EMAIL ONLY TO dpcjobs@rsmireland.ie

**ICT Technologist
Higher Executive Officer
in the
Data Protection Commission**

Background

The Data Protection Act 2018, which became law on 25 May 2018 established a new Data Protection Commission (DPC). The new Commission is the national independent supervisory authority in Ireland with responsibility for upholding the fundamental right of the individual to have their personal data protected. The DPC's statutory powers, functions and duties derive from the Data Protection Act 2018, General Data Protection Regulation, Law Enforcement Directive, as well as from the Data Protection Acts 1988 to 2003 which, *inter alia*, gives effect to Council of Europe Convention 108. Using its statutory powers, the Data Protection Commission:

- examines complaints from individuals in relation to potential infringements of data protection law;
- conducts inquiries regarding infringements of data protection legislation and takes enforcement action where necessary;
- promotes awareness amongst members of the public of their rights to have their personal information protected under data protection law;
- drives improved awareness and compliance with data protection legislation by data controllers and processors legislation through the publication of high-quality guidance, proactive engagement with public and private sector organisations;
- through consultations with organisations, assists in identifying risks to personal data protection and offers guidance of best practice methods to mitigate against those risks; and
- cooperates with (which includes sharing information with) other data protection authorities, and acts as Lead Supervisory Authority at EU level for organisations that have their main EU establishment in Ireland.

Our Mission

Upholding the consistent application of data protection law through engagement, supervision and enforcement, and driving compliance with data protection legislation.

The Data Protection Commission safeguards the data protection rights of individuals and provides clarity for the organisations it regulates by:

- educating stakeholders on their rights and responsibilities;
- taking a fair and balanced approach to complaint handling;
- communicating extensively and transparently with stakeholders;
- participating actively at European Data Protection Board level to achieve consistency;

- cultivating technological foresight, in anticipation of future regulatory developments;
- sanctioning proportionately and judiciously; and
- retaining and amalgamating the expert capacities of its staff to ensure operational effectiveness.

Our Vision

The Data Protection Commission is committed to being an independent, internationally influential and publicly dependable regulator of EU data protection law; regulating with clear purpose, trusted by the public, respected by our peers and effective in our regulation. The DPC will play a leadership role in bringing legal clarity to the early years of the General Data Protection Regulation. The DPC will apply a risk-based regulatory approach to its work, so that its resources are always prioritised on the basis of delivering the greatest benefit to the maximum number of people. The DPC will also be a rewarding and challenging place to work, with a focus on retaining, attracting and allocating the most appropriate people to deliver on its mandate, recognising the value and capacities of its staff as its most critical asset.

Our Values

The Data Protection Commission is an autonomous regulator, with responsibility for regulating both private and public sector organisations, as well as safeguarding the data protection rights of individuals. In the conduct of these duties, the DPC is committed to act always in a way that is:

- Fair
- Transparent
- Engaged
- Expert
- Accountable
- Independent
- Consistent
- Forward looking
- Results-driven

Mandate

The Data Protection Commission is afforded a broad-ranging mandate for the purpose of monitoring and enforcing the General Data Protection Regulation, which provides individuals with enhanced rights to data protection and increased obligations for organisations who process personal data. The GDPR also greatly strengthens the powers of Data Protection Authorities, and the DPC's given powers and assigned tasks allow it to handle complaints from individuals, in addition to conducting its own investigations into more systemic areas of risk. The DPC regulates in accordance with the General Data Protection Regulation, the Data Protection Act 2018, the E-Privacy Directive and the Law Enforcement Directive.

Government continues to invest in Information and Communications Technologies in order to better deliver services to citizens and implement policy. The forms of implementation and quantities of data collection, however, can have significant impacts for the data privacy of citizens and require careful regulatory consideration and oversight.

In the context of the dynamic and rapidly evolving technological environment, as well as the DPC's significantly enhanced functions and increasingly prominent international role under GDPR, this is an opportunity for progression within the DPC, to a fast-paced, collaborative, innovative and rewarding role.

The Position

The ICT Technologist is a specialist grade with demonstrable expertise and knowledge in technology matters, particularly emerging technologies.

As the lead data protection regulator in the EU of many of the world's largest technology companies, the DPC's capacity to understand and interpret the data protection implications and risks associated with emerging technologies is fundamental to the effective performance of its functions.

To position the DPC to keep pace with emerging technologies and the application of data protection law to these technologies, the DPC has a requirement for technology experts in areas such as: artificial intelligence, data analytics, blockchain, communications and internet protocols, algorithmic design - e.g. anonymisation, security & encryption, digital identity management, age assurance technologies, website and mobile app auditing, technology management and online behavioural advertising.

The ICT Technologist will actively anticipate and strategically respond to developments and trends in technology. They will work with other areas of the DPC to develop and confirm positions and policy on technology related issues, in particular in relation to high-risk posed by personal data processing by the technology multinationals based in Ireland as well as by public sector agencies. They will also be responsible for providing technology related insights and advice to the consultation, investigation and audit functions of the DPC, as well as contributing nationally and internationally to expert discussions and debate on the application of data protection law to emerging technologies.

In addition, arising from this recruitment campaign, the DPC may seek to fill other future vacancies from this panel.

Principal Duties of the Role

In support of the DPC Head of Technology, the duties of the ICT Technologist will include the following:

- Lead the expertise of the DPC through research and analysis projects related to topical and state of the art technology, security, communications or engineering matters;

- Provide expert and conclusive technical input and assistance to investigations and supervision activities being conducted by the DPC;
- At national and international level, including in the European Data Protection Board, contribute to or lead communication and outreach, guidance and policy activities related to specialised technology usage;
- Identify and demonstrate key areas, trends and insights in technology that may contribute to improved or enhanced data protection practices or best available techniques, or that alternatively diminish data subject protections and rights;
- Contribute expertise as required to DPC activities related to technical standards, certification and codes of conduct;
- Contribute to the projects of the unit in other areas of technology including the development of strategy, objectives, resourcing, skills and capacities;
- Contribute to or lead ICT initiatives within the Data Protection Commission.

In addition, the ICT Technologist will be expected to:

- Work in a constructive and collaborative fashion with colleagues across the organisation to deliver on the DPC's strategic development and organisational goals in the protection of data subject rights;
- Demonstrate a strong commitment to promoting quality improvement and a learning culture in the DPC through the review, development and implementation of high quality business processes, as well as the development of expertise and skills of team members and across the organisation as a whole;
- Represent the DPC at meetings, undertake speaking events, provide internal DPC educational events, and meet with stakeholders as may be required from time to time;
- Work collaboratively on teams with other members of staff of the DPC, staff of other data protection authorities and at EU level;
- Where necessary, conduct inspections as an Authorised Officer of the DPC, in line with the powers laid out in Section 130 of the Data Protection Act 2018;
- Deliver such other priorities, responsibilities and tasks as may be assigned to these roles from time to time.

Please Note: Successful candidates may be based in the DPC's offices in Dublin City Centre or in Portarlinton Co. Laois, depending on business needs

Eligibility

Essential Requirements

- A minimum of Level 7 on the National Framework of Qualifications (Honours Bachelor Degree level) in science, technology, security, telecommunications, engineering or mathematics

OR

- Minimum 3 years' relevant ICT experience in commercial, academic or public organisations in science, technology, security, telecommunications, engineering or mathematics,

AND

- Recent satisfactory experience in at least two of the following areas:
 - Cyber security
 - Artificial intelligence
 - Blockchain technologies
 - Identity management and encryption
 - Telecommunications and networking protocols
 - Cloud or “devops” engineering and orchestration
 - Software engineering
 - Software/system testing
 - Big data analysis
 - Signal and image processing
 - eCommerce and “Fintech” technologies
- A proven methodical or scientific approach to small and large tasks, with structured and critical analysis, and a capacity to deliver results to short deadlines;
- Excellent verbal and written communications skills, particularly with non-technology experts;
- A track record in technical writing and report writing, collaborative working, and active and effective participation in multi-functional teams.

Desirable Requirements

- Knowledge and experience of one or more scripting or programming languages and structured black and white box testing;
- Professional qualifications or certification in technology or data protection such as ISO 27001, CISSP, CISA, CIPT;
- Knowledge of a project management and / or a case management tool/software;
- Interest, knowledge or understanding of the European and national policy issues in the area of cyber security and data protection;
- Previous work in a regulatory or compliance environment including working with legal experts;
- Presentation and public speaking experience;
- Knowledge of Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS);
- Understanding of practical implementation of e-mail, account maintenance and networking within workplaces;
- Understanding of data backup strategies, proxy servers, firewalls;

- A proven track record of risk assessment and mitigation.

Additional Eligibility Requirements

Core Competencies:

The candidate must be able to demonstrate the core competencies of a Higher Executive Officer:

- Team Leadership
- Judgement, Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist knowledge, Expertise and Self Development

How to Apply

Please take care when completing your application, ensuring you include all relevant details.

Your application will form part of the assessment process where shortlisting is applied and also where candidates are called for interview. The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

Applicants should submit a completed application form by emailing
dpcjobs@rsmireland.ie

There is no requirement to provide any additional material such as a CV, etc.

Closing date

The closing date for receipt of applications is **strictly 12pm (noon) on Friday 9 May 2025.**

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying, please email: dpcjobs@rsmireland.ie

Late applications will not be considered.

APPENDIX 1



Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	team Places high importance on staff development, training and maximising skills & capacity of team
	Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
Management & Delivery of Results	Puts forward solutions to address problems
	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these
Applies appropriate systems/ processes to enable quality checking of all activities and outputs	
Interpersonal & Communication Skills	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
Collaborates and supports colleagues to achieve organisational goals	
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity

APPENDIX 2

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

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

To qualify, candidates must meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st 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 Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 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 Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

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

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. 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.

General

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service

Salary

The Salary Scale for the position is as follows - rates effective from 1 March 2025:

Higher Executive Officer (PPC)

€ 58,264.00, € 59,967.00, €61,668.00, €63,366.00, €65,072.00,
€66,769.00, €68,472.00 (NMAX), €70,928.00 (LSI1), €73,378.00 (LSI2)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after three (LSI1) and six (LSI2) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956 – 2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Data

Protection Commission and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Headquarters

The headquarters for these positions will be in Dublin, Portarlington or other such locations as may be designated from time to time by the Commissioners for Data Protection. Candidates may occasionally be required to travel domestically or to international events or meetings. When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The annual leave for this position is 30 days per year. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department/Organisation. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Unfair Dismissals Act 1977 – 2015

The Unfair Dismissals Acts 1977-2015 will not apply to the termination of employment by reason only of the expiry of this probationary contract without it being renewed.

Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will, where appropriate, apply to this appointment.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil 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 www.singlepensionscheme.gov.ie 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. Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 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.

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award 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

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should to be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill- health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor

reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#).

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution in accordance with the Public Service Pay and Pensions Act 2017. Note; ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme. For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

The officer will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Prior Approval of Publications

You will agree not to publish material related to your official duties without prior approval of the Commissioners for Data Protection.

Outside Employment:

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Political Activity

During the term of employment, the officer will be subject to the rules governing civil servants and politics.

Please note; As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Selection Methods

The selection will include:

- shortlisting of candidates on the basis of the information contained in their application
- presentation or written exercise
- a competitive interview

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the DPC may decide that a smaller number will be called to the next stage of the selection process. In this respect, the employment of a short listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position will take place. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by RSM.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is mandatory for you to furnish a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Eligibility Requirements

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

The onus is on the candidate to ensure they fulfil the eligibility requirements set out. RSM Ireland reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications. Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Other important information

RSM Ireland will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the DPC are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position RSM Ireland will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates with Disabilities

If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process, please contact dpcjobs@rsmireland.ie

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a Review of a decision made during the process
- OR**
2. Make a Complaint that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) at its sole discretion. There is no obligation on the Data Protection Commission and/or RSM Ireland to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, the Data Protection Commission and/or RSM Ireland will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by RSM Ireland. RSM Ireland will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by RSM Ireland that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under Section 8 to RSM Ireland in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. The CPSA cannot instruct RSM Ireland to reverse a decision taken in the course of an appointment process. Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

For further information on the above Review and Complaint procedures please see the *Code of Practice for Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the RSM Ireland to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the CPSA at its sole discretion.

Requests for Feedback

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

A third party must not impersonate a candidate at any stage of the process.

Contravention Code of Practice

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, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post

Specific candidate criteria

Candidates must:

Have the knowledge and ability to discharge the duties of the post concerned Be suitable on the grounds of character

Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed an
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when required by RSM Ireland or who do not, when requested, furnish such evidence as the RSM Ireland require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to RSM Ireland, including all forms issued by RSM Ireland for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

General Data Protect Regulation (GDPR)

DPC conducts a competency-based recruitment process to fill vacancies within the organisation. When applying for these competitions, applicants are asked to submit a range of documents, e.g., application form, CV and / or cover letter.

The DPC have engaged the services of RSM Ireland. RSM Ireland will act as a data processor with the DPC as the Data Controller.

Legal Basis for Processing Personal Information

Necessary for performance of a contract or to enter into such a contract

The following shall receive your personal information for reasons outlined below:

<u>Recipient / Shared With:</u>	<u>Reason:</u>
Recruitment Agency RSM Ireland/ DPC HR	Receiving applications, acknowledging applications and corresponding with applicants. Certain information is also required for inclusion in the contract for successful applicants.
Selection Board	Information required for shortlisting and the interview process.
Current Employer	Sick leave checks and in the case of non-public servants reference checks.

Applicants Entitlements

DPC recognises that applicants have entitlements, and these are outlined below.

<u>Right:</u>	<u>Explanation:</u>
Access	Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic / transferable format.
Erasure	Applicants can request the data held be erased.
Rectification	Applicants can have any incorrect information corrected.
Objection	Applications can object to this information being processed.

Complaint

Applicants can make a complaint to our internal Data Protection Officer “DPO” at DPO@dataprotection.ie