



CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for Appointment to the Positions of

Legal Analyst

Higher Executive Officer

in the

Data Protection Commission

Closing Date: 12pm (noon) on 10th June 2025.

CID LA2025

Office Notice 07/2025

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

6 Pembroke Row, Dublin 2,

D02 X963, Ireland

ALL ENQUIRIES VIA EMAIL ONLY TO dpcjobs@rsmireland.ie

**Legal Analyst
Higher Executive Officer
in the
Data Protection Commission**

In Brief

This is a unique and exciting opportunity to join the Data Protection Commission's (the "**DPC**") team. The Legal Analyst will have a key role in what is one of Europe's most prominent and active data protection regulators, with opportunities to contribute to the DPC's extensive work at national level, as well as the high-profile and unique role it holds in the supervision of large international organisations based in Ireland. The role, equivalent to that of a legal researcher, involves legal research and analysis and the provision of legal support across a broad range of the DPC's activities. As a result, the Legal Analyst will be involved in a diverse array of substantive data protection issues as well as novel legal and regulatory matters. The DPC welcomes applications from candidates of all stages of their career and with all ranges of experience who meet the minimum requirements.

Working at the DPC

The DPC puts its employees first. As a body that has been recognised by the Irish government and the European Commission as one of key strategic importance, our aim is to attract and retain staff of the highest calibre in today's competitive labour market. The DPC maintains a forward-looking and innovative workplace that respects the principles of equality and diversity, and is committed both to its own internal values and significant legal obligations to preserve and constantly improve this environment.

As well as a rewarding and challenging career, some of the benefits¹ the DPC offers its Legal Analysts are:

- Competitive salary, starting at €58,264 (PPC), with yearly increments for satisfactory performance
- 29 days of annual leave per year
- Public Sector pension

¹ The benefits outlined below are subject always to satisfaction of any qualifying criteria and compliance with any applicable terms and conditions

- Flexible working hours, with a commitment to work-life balance and a family-friendly workplace
- A blended/hybrid working model
- Learning and development opportunities, including access to a refund of course fees scheme, paid study leave and paid examination leave
- Cycle to work scheme
- Tax saver public transport pass
- Regular opportunities for promotion through internal, inter-departmental and open competitions
- Pending completion of required service, opportunities for career breaks

The DPC currently has **several vacancies** for the role of Legal Analyst. Successful candidates will be based in the DPC's office in Dublin City Centre or in Portarlington Co. Laois, depending on business needs.

Background to the DPC

The Data Protection Act 2018, which became law on 25 May 2018, established the DPC. The DPC is the national independent supervisory authority, responsible for monitoring the application of the EU General Data Protection Regulation (GDPR).

The core functions of the DPC include:

- Conducting large-scale inquiries and investigations into entities of varying size, in both the public and private sectors, both nationally and in an international context.
- Cooperating with data protection authorities in other EU/EEA member states on a regular basis.
- Handling complaints from individuals from Ireland and throughout the EU in relation to their data protection rights.
- Driving compliance through conducting audits, promoting awareness, and consulting with organisations.
- In the event of infringements of the GDPR being found to have occurred, the exercise of corrective powers, including orders to bring processing into compliance and the imposition of administrative fines.

The DPC also acts as a supervisory authority under a number of other legal frameworks, such as in the context of the Law Enforcement Directive, ePrivacy, some sectoral legislation, and data protection issues which occurred prior to 25 May 2018, where the applicable legal regime is the Data Protection Acts 1988 and 2003.

The DPC's Work

Following the GDPR's coming into application on 25 May 2018, the DPC's role, work and powers have expanded significantly and rapidly, to include:

- Expanded powers
The DPC has the power to impose administrative fines of up to €20 million or 4% of the worldwide turnover of the regulated entity (whichever is higher), to ban the processing of personal data, to order its deletion, and to order entities to bring processing into compliance. Examples of the DPC's use of such powers to date are readily available in national and international media.
- Increasing prominence
The DPC has an increasingly prominent role as the lead supervisory authority for the regulation of numerous global technology and social media companies, which have their European headquarters in Ireland.
- Novel legal issues
Much of the DPC's work involves the consideration of abstract and principles-based regulation which has often not yet been considered in detail by courts or other regulators. This gives the DPC a ground-breaking and agenda-setting role, where Legal Analysts in particular will have the opportunity to contribute to the interpretation of legal norms that will likely be applied into the future.
- Key issues of today's world
By its nature, the DPC's work involves consideration of some of the key issues facing today's world. This can span from the extent of the presence of CCTV, to matters of personal privacy, to the use of personal data by social media and other technology companies, to the transfer of personal data outside of the EU to jurisdictions with differing legal regimes from our own, to name but a few.

The Role

The DPC currently has **several vacancies** for the role of Legal Analyst, and while prior experience of data protection law is desirable, it is not essential. The DPC welcomes applications from high-calibre candidates who have demonstrable experience in conducting legal research/analysis or in authoring/supporting the preparation of high quality legal reports.

The post of Legal Analyst is a role at Higher Executive Officer level within the civil service, reporting to an Assistant Commissioner (Assistant Principal Officer). Legal Analysts work with, and support, an Assistant Commissioner/Head of Unit, ensuring that the DPC effectively carries out its statutory functions under national and EU law. As set out above, the Legal Analyst will therefore play a key role in helping to drive forward the delivery of the DPC's functions, and will collaborate with members of other teams within the DPC and other EU/EEA data protection authorities, as might be required, in this context.

The role of Legal Analyst requires extensive knowledge of Irish law and the legal system, ideally including Irish constitutional law and/or administrative law. The role also requires good familiarity with EU law and the EU legal system. Legal Analysts will be in a position to interpret EU and national law, case law and legislation, and to apply it accurately to cases and issues under the DPC's consideration. This applies whether the Legal Analyst is carrying out a role in complaint-handling, inquiries, consultation activities, enforcement or policy development.

Key Duties and Responsibilities

The responsibilities of a Legal Analyst include, but are not limited to, the following:

- Conduct efficient, accurate and high quality legal research and analysis, including responding to requests for legal research and information in order to contribute to legally robust decision-making by relevant units;
- Produce case notes, research papers, policy updates, summaries, reports, and research memoranda in the areas of data protection law, human rights law, EU law and Irish constitutional and administrative law,
- Contribute to the authoring of investigatory and other reports, ensuring that they are of the highest standards both substantively and as regards fair procedures, founded on sound and comprehensive legal analysis,
- Apply the conclusions of legal research to practical matters in a logical, accessible and pragmatic manner, including but not limited to complaint-handling, inquiries, consultation, enforcement, and policy development,
- Contribute to the drafting of legal and policy documents, guidance, position papers, and templates.
- Manage legal online and hard copy legal resources, including ongoing reviews of available relevant resources, and the compilation of databases as appropriate.
- Contribute, where necessary, to internal legal training on data protection, privacy, fair procedures, and other relevant legal matters,
- Keep up to date with, and disseminate updates on, pertinent legal developments relevant to the DPC's functions,
- Support and assist the Assistant Commissioner/Head of Unit in a constructive and collaborative fashion to further the DPC's strategic development and operational functioning.
- Undertake such other duties as may be assigned, including the day-to-day management and progression of cases and the policy, operational and substantive functions of the DPC.

In addition, the Legal Analyst, as a Higher Executive Officer within the Civil Service, will be expected to be in a position to:

- 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 at the DPC, staff of other data protection authorities and at EU level;
- Manage staff, where appropriate, to ensure that the team works in a constructive and collaborative fashion with colleagues across the organisation to deliver on the DPC's strategic development and organisational goals;
- Deliver such other priorities, responsibilities and tasks as may be assigned to these roles from time to time.

Entry Requirements

Essential Qualifications & Requirements

Candidates **must**, on or before **31 August 2025**,

- Have a qualification at minimum Level 8 (Honours Degree) on the National Framework of Qualifications in law or a qualification, acceptable to the Data Protection Commission as equivalent, in which law was taken as a major subject in the final year;

OR

- Have a recognised legal professional qualification

[NOTE: candidates will have satisfied this condition where, as at 31 August 2025, they have met the requirements to be conferred with the relevant qualification/legal professional qualification and the conferral by the relevant institution has been confirmed as pending]

AND

- Have a minimum of 2 years' experience in conducting in-depth legal research and analysis gained either through relevant undergraduate or post-graduate studies **OR** through conducting legal research and analysis in a practical professional context.

Desirable

It would be a decided advantage for candidates to possess:

- An extensive and broad ranging knowledge of Irish law and the Irish Legal System, ideally including Irish constitutional and/or administrative law,
- Good familiarity with EU law and the EU legal system,

- Demonstrated experience of using a wide range of relevant information sources and online legal research tools, databases, and information technology tools regularly used in an office environment.
- Demonstrate a knowledge and understanding of the European and national issues in the area of data protection;
- Demonstrate that they have an understanding of technology and its impact on data protection and privacy;
- Have experience working in a regulatory environment or with legislation;

Candidates will also be expected to be able to demonstrate the competencies for a role at Higher Executive Officer level which have been outlined at Appendix 1.

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

Note

The title “Legal Analyst” is used to describe the position advertised in this competition. However, the DPC may, at its discretion, assign another title to a candidate appointed under this competition for the purposes of more accurately denoting the functional/operational area of the DPC to which the candidate has been assigned.

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.

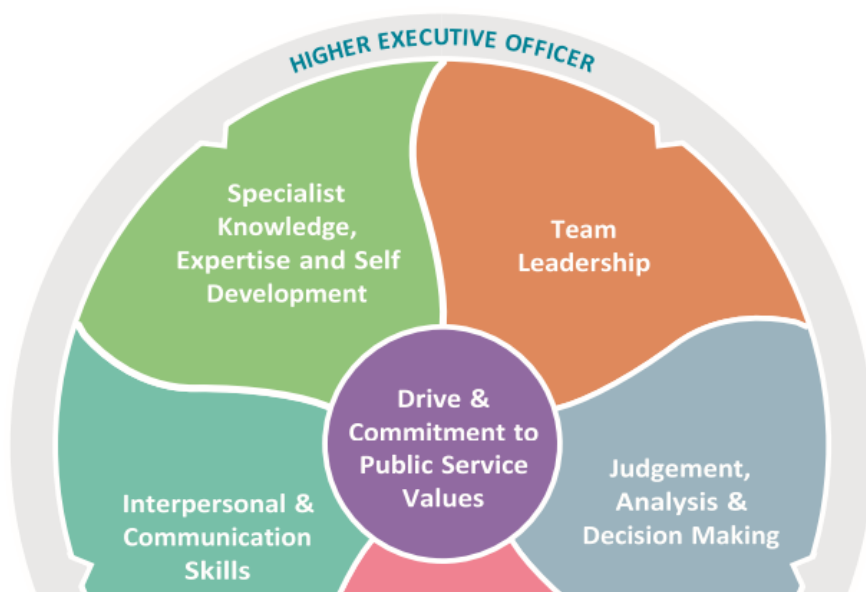
Closing date

The closing date for receipt of applications is **strictly 12pm (noon) on 10/06/2025**

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
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively

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 29 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).

III-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 III-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 III-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

- impersonate 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 and
- 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 Protection 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