

CANDIDTE INFORMATION BOOKLET

PLEASE READ CAREFULLY

**Open competition for appointment to the position of Senior
Litigation Lawyer**

Assistant Principal Higher

in the

Data Protection Commission

Closing Date: 12pm (noon) on 24 June 2026.

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

This 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

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PEOPLE AND LEARNING

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Senior Litigation Lawyer (Assistant Principal Higher) in the Data Protection
Commission

**Senior Litigation Lawyer
Assistant Principal Higher
in the
Data Protection Commission**

In Brief

This is a unique and compelling opportunity to join the Data Protection Commission (the “**DPC**”) in a senior specialist litigation role. The Senior Litigation Lawyer will play a key role within one of Europe’s most prominent and active data protection regulators, operating at the centre of high-profile and often complex litigation arising from the DPC’s statutory functions. The role offers the opportunity to contribute to significant litigation at national and EU level connected with the supervision and enforcement of data protection law in Ireland.

The Senior Litigation Lawyer will initially report directly to the Director of Legal Affairs and will assist in progressing litigation matters in accordance with the DPC’s governance and decision-making framework, ensuring that legal strategy and key issues are aligned with the overall direction of the organisation. The role also involves providing senior legal input to enforcement activity and regulatory decision-making, including where litigation is ongoing or reasonably anticipated. As a result, the Senior Litigation Lawyer will engage with a wide range of substantive data protection issues, complex public law questions and novel legal matters arising in a fast-evolving regulatory environment.

The DPC welcomes applications from suitably qualified candidates with substantial litigation experience who meet the minimum requirements for the role and who are interested in contributing their expertise at a senior level within a high-impact public sector organisation.

Working at the DPC

The DPC puts its employees first. As a body recognised by the Irish government and the European Commission as being of key strategic importance, the DPC seeks to attract and retain professionals of the highest calibre in an increasingly competitive labour market. The DPC maintains a forward-looking and innovative workplace that values equality and diversity and is committed to the ongoing development of its staff, the upholding of strong internal values, and the fulfilment of its significant statutory and legal obligations.

As well as a stimulating and demanding role, some of the benefits the DPC offers include:

- Competitive salary, starting at **€91,229**, in line with the Assistant Principal Higher salary scale, with annual increments subject to satisfactory performance
- Public Sector pension
- 30 days of annual leave per year
- Access to a range of work-life balance and family-friendly workplace initiatives and policies
- A blended working model
- Learning and development opportunities, including access to a refund of course fees scheme, paid study leave and paid examination leave for relevant courses of study

- High quality modern business premises, purpose-designed and fitted out to support the business needs of the DPC and its staff
- Cycle to Work scheme
- Tax saver public transport pass
- Regular opportunities for progression through open, interdepartmental and confined Civil Service competitions
- Subject to completion of required service, opportunities for career breaks

The DPC currently has a vacancy for the role of Senior Litigation Lawyer, a role which is litigation-led and distinct from senior regulatory advisory positions within the organisation. While prior experience of data protection law is desirable, it is not essential. The DPC welcomes applications from high-calibre candidates with substantial litigation experience relevant to the role.

It is intended to create a panel from this competition from which appointments may be made to the immediate vacancy within the Legal Unit as well as to other senior litigation roles across the organisation should further vacancies arise. The initial vacancy in the Legal Unit is based in Dublin. Any future appointments from the panel will be made to Dublin, Portarlington, or other such locations as may be designated, depending on the business needs of the specific role.

This panel will be valid for a period of 18 months from the date of formation, unless exhausted sooner.

Inclusion on a panel does not confer a right to appointment. Candidates not appointed before the panel expires or is exhausted will have no entitlement to appointment thereafter.

Background

The Data Protection Act 2018, which became law on 25 May 2018, established the DPC as Ireland's independent supervisory authority for the purpose of the EU General Data Protection Regulation (GDPR). The DPC is responsible for monitoring and enforcing the application of data protection law in Ireland and for upholding the EU fundamental right of individuals to the protection of their personal data.

Since the coming into application of the GDPR, the DPC has played a central and pioneering role in data protection enforcement across Europe. In particular, it acts as Lead Supervisory Authority for a significant number of large multinational technology and internet platform companies with European headquarters in Ireland. As a result, the DPC is frequently at the centre of complex, high-profile regulatory and enforcement activity with national, European and international implications.

The core statutory functions of the DPC, under GDPR and the **Data Protection Act 2018**, which gives further effect to the GDPR in Ireland, include:

- driving improved compliance with data protection legislation by data controllers and processors,
- handling complaints from individuals regarding potential infringement of their data protection rights,
- conducting inquiries and investigations into suspected infringements of data protection legislation,
- promoting awareness amongst organisations and the public of data protection

- rights, obligations and safeguards; and
- co-operating with other supervisory authorities across the EU under the GDPR's cooperation and consistency mechanisms, particularly in cross-border cases.

In addition to its role under the GDPR, the DPC acts as a supervisory authority under a number of other legal frameworks, including the Law Enforcement Directive (LED), ePrivacy legislation, relevant sectoral legislation, and legacy data protection regimes applicable to processing carried out prior to 25 May 2018 under the Data Protection Acts 1988 and 2003. The DPC regulates both the public and private sectors.

The regulatory landscape in which the DPC operates continues to evolve rapidly. The DPC has been identified as one of a number of fundamental rights agencies under the EU Artificial Intelligence Act, and has been designated as a market surveillance authority for certain high-risk AI systems and prohibited practices.

The DPC also engages and cooperates with other national and EU-level digital regulators, including in the context of the Digital Markets Act and the Digital Services Act, further increasing the complexity and legal significance of its work.

Context for the DPC's work

The GDPR represents a significant expansion of regulatory obligations on organisations and a strengthening of individual rights, supported by enhanced enforcement powers for supervisory authorities. These powers include the ability to impose administrative fines of up to €20 million or 4% of global annual turnover (whichever is higher), to order the cessation or restriction of processing activities, and to mandate corrective measures to bring processing into compliance.

The exercise of these powers has resulted in an increasing volume of litigation and court proceedings involving the DPC, including judicial review proceedings, statutory appeals and novel applications to the High Court under the Data Protection Act 2018. Many of these cases are legally complex, high-value and high-profile, often involving novel questions of EU law, public law and regulatory procedure. As Lead Supervisory Authority for many major multinational organisations, the DPC's enforcement decisions frequently have implications well beyond Ireland and are subject to intense legal scrutiny.

Much of the DPC's work involves the application of principles-based regulation in areas where jurisprudence continues to develop. This places the organisation in a ground-breaking and agenda-setting position, with litigation playing a critical role in shaping the interpretation and application of data protection law at both national and European levels.

Against this backdrop, the DPC operates in a complex regulatory environment alongside other national and international regulators, including the European Commission, and must ensure that its enforcement activity is legally robust, procedurally sound and capable of withstanding challenge before the courts.

This is an exciting opportunity to join the DPC at a senior level in a litigation-led role, contributing directly to the management and conduct of significant court proceedings arising from the Commission's statutory functions. The Senior Litigation Lawyer will work in a fast-paced, high-profile environment, dealing with complex and often novel legal issues at the intersection of data protection, public laws and digital regulation.

Prior experience of data protection law is desirable but not essential. The DPC welcomes applications from high-calibre candidates with substantial relevant litigation experience who are interested in applying their expertise within a dynamic public sector organisation with a significant national and European remit.

The Role

The volume and complexity of litigation involving the DPC has increased significantly in recent years, reflecting the expanding scope of data protection law, the evolving regulatory environment, and the high-profile nature of the Commission's enforcement activities.

The appointment of a Senior Litigation Lawyer is necessary to ensure that the DPC has the in-house expertise and experience required to manage litigation effectively and to safeguard the organisation's regulatory and enforcement functions.

The Senior Litigation Lawyer is a senior specialist role within the Legal Unit of the DPC, with responsibility for the management and progression of complex litigation before the Superior Courts arising from the exercise of the DPC's statutory functions, working under the overall direction of the Director of Legal Affairs.

The postholder will manage high-risk and high-profile litigation matters on behalf of the DPC, including judicial review proceedings, statutory appeals and other enforcement-related litigation. In doing so, the Senior Litigation Lawyer will contribute to the development and implementation of litigation strategy, in accordance with the DPC's governance framework and under the guidance of the Director of Legal Affairs and in a manner consistent with the DPC's regulatory objectives and public law obligations.

In addition to this litigation-led remit, the Senior Litigation Lawyer will contribute to high-level legal advisory work across the organisation, reflecting the seniority of the role and the integrated nature of the DPC's legal functions. This will include advising on enforcement strategy, regulatory decision-making and legal risk in complex or novel matters, particularly where litigation considerations arise or are likely to arise.

Positioning of the Role

This role is positioned at Assistant Principal Higher in recognition of the complexity, risk and accountability associated with the litigation on behalf of the DPC.

The Senior Litigation Lawyer will act as a senior litigation specialist and escalation point within the Legal Unit, inputting on litigation strategy and engaging on behalf of the DPC with external legal advisors. The role involves significant professional judgment, autonomy and responsibility, including decision-making in time-critical and high-stakes contexts.

While the role is litigation-focused, the postholder will operate within the broader legal and regulatory environment of the DPC and will be expected to engage constructively with colleagues across the organisation, including regulatory, investigative and policy teams. The ability to translate litigation considerations into practical regulatory advice is an important aspect of the role and ensures that legal risk is appropriately managed across the lifecycle of enforcement activity.

Context within the DPC

The Senior Litigation Lawyer is a senior specialist role within the DPC, established primarily to build on the organisation's capacity to manage complex litigation arising from the exercise of its statutory functions. While the immediate vacancy associated with this competition arises within the Legal Unit, the competition is intended to establish a panel from which appointments may be made to senior litigation roles, and where appropriate to senior advisory legal roles, across the organisation as business needs arise.

The postholder will operate at an organisational level, providing leadership and expertise in relation to litigation and enforcement-related legal risk. This includes working closely with senior colleagues across regulatory, investigative, enforcement and policy teams to ensure that litigation considerations are appropriately integrated into decision-making and enforcement strategy. The advisory aspects of the role arise primarily in support of this litigation-led function, particularly in complex or novel matters where litigation is ongoing or reasonably anticipated, and overall management of legal risk across the DPC.

The establishment of this panel reflects the DPC's need to maintain access to senior legal expertise with substantial and demonstrable litigation experience before the Superior Courts, capable of being deployed flexibly to address high-risk court proceedings and related enforcement activity. Any appointments made from the panel will reflect the seniority, expertise and breadth of experience required at Assistant Principal Higher level and will be aligned with organisational priorities at the time of appointment.

Principal Duties

The duties of the Senior Litigation Lawyer will include, but are not limited to, the following:

Litigation

- Lead and manage in consultation with the Director of Legal Affairs, other internal stakeholders, external legal advisors and Counsel as appropriate, complex litigation on behalf of the DPC, including judicial review proceedings, statutory appeals and other enforcement-related litigation arising from the exercise of the DPC's statutory functions.
- Act as a senior litigation specialist for the organisation, contributing to and advising on litigation strategy, managing litigation risk, and ensuring that proceedings are progressed effectively, efficiently and in accordance with the DPC's governance framework and public law obligations.
- Take primary responsibility for the day-to-day management of litigation files, including assisting in the preparation and oversight of pleadings, affidavits, submissions and other court documentation, and for ensuring compliance with court directions and procedural requirements.
- Instruct and liaise with external legal advisors and Counsel as required, including contributing to the strategic direction of proceedings and managing the relationship with external legal service providers in line with agreed litigation strategy and governance arrangements.
- Advise senior management on litigation-related matters, including the assessment of legal risk, prospects of success and the potential implications of litigation outcomes for the DPC's regulatory and enforcement functions.
- Represent the DPC, as required and appropriate, in dealings with external stakeholders in relation to litigation matters, including court appearances and engagement with other public bodies or regulators.

Enforcement and Regulatory Legal Support (Supporting Function)

- Provide senior legal input to enforcement activity where litigation is ongoing or reasonably anticipated, ensuring that regulatory decision-making is informed by litigation considerations and that legal risk is appropriately managed throughout the enforcement lifecycle.
- Advise on the legal aspects of enforcement strategy, including the interaction between investigative processes, decision-making and subsequent court proceedings.
- Support the development and refinement of enforcement processes and procedures, drawing on litigation experience to strengthen the robustness and defensibility of the DPC's regulatory actions.

Advisory and Organisational Support

- Contribute to high-level legal advisory work across the organisation, particularly in complex, novel or high-risk matters where litigation considerations arise or are likely to arise.
- Provide senior legal advice to regulatory, investigative, policy and operational teams on matters of law and procedure, with a particular focus on mitigating litigation risk and supporting effective enforcement outcomes.
- Assist in the development of internal guidance, policies and training materials, as appropriate, to enhance organisational understanding of litigation risk and legal obligations.

Leadership, Governance and Professional Contribution

- Act as a senior legal resource within the organisation, providing leadership, mentoring and support to legal colleagues in relation to litigation matters and complex legal issues.
- Providing coaching, mentoring, guidance and development to more junior members of the team
- Contribute to the effective governance of the Legal function, including supporting knowledge management, continuous improvement in litigation management, legal risk oversight and engagement with external legal service providers.
- Maintain up-to-date knowledge of developments in data protection law, public law, litigation practice and relevant jurisprudence, and apply this knowledge proactively in the performance of the role.
- Carry out any other duties appropriate to the grade and role, as assigned by senior management.

Please note:

The above is a general guide to the key duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may also be assigned from time to time.

ENTRY REQUIREMENTS

Essential Criteria

Candidates must, on or before the closing date for receipt of applications, demonstrate all of the following:

- **Professional Qualification**
Be a qualified solicitor or barrister who is eligible to practise in the State and hold a valid practising certificate.
- **Significant Litigation Experience**
Have a minimum of four years' post-qualification experience practicing before the Superior Courts, including experience of conducting or managing proceedings in the High Court and/or appellate courts, including at least two of the following:
 - judicial review proceedings,
 - statutory appeals,
 - regulatory or enforcement-related litigation, and
 - high-risk or high-profile court proceedings.
- **Litigation Strategy**
Demonstrate experience of taking primary responsibility for litigation matters, including contributing to the development of litigation strategy, managing litigation risk, instructing counsel and/or external legal advisors, and advising senior decision-makers on prospects, risk and outcomes.
- **Public Law / Regulatory Context**
Have strong knowledge and experience of public law and/or regulatory law, including experience of advising within a statutory or regulatory framework and an understanding of the legal obligations and constraints applicable to public bodies.
- **Senior Advisory Capability**
Demonstrate the ability to provide authoritative legal advice at a senior level on complex and novel issues, particularly where litigation considerations arise or are reasonably anticipated. This will include the proven ability to provide guidance, coaching and support to more junior members of the team.
- **Professional Judgement, Accountability and Decision-Making**
Demonstrate sound professional judgement and the ability to operate effectively at a senior level within an organisational governance and decision-making framework, including experience of making and advising on decisions in time-critical, complex and high-stakes contexts, with an appropriate level of accountability.
- **Communication and Engagement**
Demonstrate excellent written and oral communication skills, including the ability to present complex legal issues clearly and concisely to non-legal audiences and to engage effectively with senior stakeholders.

In addition to the above, candidates will be assessed against the Civil Service Capability Framework, as outlined overleaf. In demonstrating these capabilities, candidates will be expected to provide examples drawn from senior-level legal practice, with particular emphasis on the conduct and management of complex litigation, the exercise of professional judgement in high-risk contexts, and the ability to operate with a high degree of professional autonomy and accountability. Examples should clearly reflect the senior specialist nature of the role and its litigation-led responsibilities.

Desirable Criteria

In addition, the following criteria are considered desirable and may be used to further shortlist candidates. While it is not expected that a candidate would possess experience in all of these areas, demonstrable experience in one or more may be considered an advantage:

- Experience of litigation arising in a regulatory, data protection, privacy, technology, digital regulation or EU law context, including experience of EU law litigation or proceedings before the Court of Justice of the European Union (CJEU).
- Experience of working within, closely with, or in connection with the work of a public body, regulator or enforcement authority.
- Experience of managing multiple concurrent litigation matters and competing priorities in a complex organisational environment.
- Experience of contributing to organisational policy, guidance or training from a litigation or enforcement perspective.

Key Capabilities at Assistant Principal Officer Level

Building Future Readiness.

Overview: Delivering excellent public policy and services requires us to embrace change and innovation. We strive to create an inclusive customer centric strategy and vision that keeps pace with environmental, social, and technological changes. Adopting an agile and digital-first approach, we will continually upskill, change, and improve how we do things to meet current and future demands.

Building future readiness breaks down into two capability sub-dimensions. The first sub-dimension is **digital focus, innovation, and upskilling** for the future. The second sub-dimension is **strategy, change, and reform**. Each sub-dimension breaks down further into key elements and performance indicators. These are detailed below.

Digital Focus, Innovation and Upskilling for the Future.

Digital Focus.

- Drives the digital-first agenda by ensuring that digital tools and IT solutions are explored and utilised.

Innovation and Continuous Improvement.

- Delivers and promotes innovative, creative, and practical solutions, with a commitment to continuous improvement.
- Tries new or different approaches and are willing to take appropriate risks, learn from mistakes and adapt.

Upskilling for the Future.

- Committed to building own knowledge and skills for the future.
- Proactively seeks development opportunities and regularly reflects on learning experiences, with awareness of own strengths and weaknesses.
- Understands what the team needs to do, to build future readiness and skills.

Examples of key skills

- Innovation
- IT and digital skills
- continuous learning
- systems thinking
- process improvement
- future forecasting.

Strategy, Change, and Reform.

Strategic Capability and Future Focus.

- Actively contributes to the development and evaluation of strategic plans, focusing on the short, medium and long term goals.
- Supports the development of broader Organisational or Departmental policy, strategy, and objectives.

Contextual Awareness and Adaptability.

- Strong understanding of wider Civil Service Policies and relevant developments in the Public and Private Sector.
- Demonstrates awareness of changing circumstances, environment, and context, with the ability to respond and adapt as necessary.

Supporting Change and Reform.

- Leads and supports others through change, highlighting the benefits and addressing resistance, concerns, or feedback.
- Supports the change and reform agenda by putting forward recommendations, implementing agreed change and focusing on improvement.

Examples of key skills

- managing and supporting change
- policy and strategy development
- goal setting
- strategy implementation
- strategic thinking.

Evidence Informed Delivery

Overview: Delivering excellent public policy and services requires us to make evidence based and well-informed judgements and decisions, prioritise objectives and effectively manage resources, using relevant information to evaluate the delivered outcome to ensure maximum benefit for the people we serve.

Evidence informed delivery breaks down into two capability sub-dimensions. The first sub-dimension is delivering excellence. The second sub-dimension is analysis, judgement and decision making. Each sub-dimension breaks down further, into key elements and performance indicators. These are detailed below.

Delivering Excellence.

Managing Work and Resources.

- Manages a programme of work, taking ownership over own independent projects and also overseeing team-based work.
- Effectively plans and prioritises in the face of competing demands and resource constraints, ensuring results are delivered.
- Estimates, manages, and allocates resources effectively.

Commitment to Quality Outcomes.

- Sets high standards and goals for self and others with commitment to meeting these.
- Advocates for delivering excellence in customer service or customer experience and instils this on others.
- Monitors efficiencies, value for money and adheres to corporate governance requirements.

Learning, Responding, Evaluating, and Improving.

- Quickly gets up to speed with new tasks or roles, gaining an understanding of requirements, relevant information, and sensitivities.
- Is flexible, agile, and resilient in the face of difficulty or emerging demands.
- Seeks feedback and evaluates delivery against required outcomes, taking action to learn, respond and improve.

Examples of key skills are

- project management
- customer service
- risk management,
- resource allocation,
- project evaluation
- cost-benefit analysis.

Analysis, Judgement and Decision Making.

Analysing and Evaluating Information.

- Can quickly gather, analyse, and critically evaluate data from a range of sources, to identify key information.
- Ensures data is collected, analysed, and utilised on a regular basis to support work and to facilitate effective decision making.
- Analyses and evaluates complex verbal and numerical information in an accurate and timely manner.

Problem Solving.

- Manages issues and solves problems in an informed, logical, and composed manner, seeking additional information and inputs where necessary.
- Effectively deals with difficult, ambiguous situations and 'on-the-spot' issues, quickly determining the best course of action.

Informed Judgement and Decision Making.

- Makes balanced judgements and decisions, drawing from evidence, experience and relevant policies or procedures, while also considering contextual issues or sensitivities.
- Makes important, urgent, or difficult decisions in an appropriate, timely and ethical manner, considering the broader implications or impact and sharing the rationale for decisions made.

Examples of key skills are

- evaluating information
- data management and visualisation
- data analytics
- critical thinking.

Leading and Empowering.

Overview: Delivering excellent public policy and services requires us to lead in our areas of expertise, inspire others and create a clear vision. We are committed to developing, supporting, and empowering our colleagues to meet their potential and to creating a positive and inclusive work environment where everyone's contribution is valued.

Leading and empowering breaks down into two capability sub-dimensions. The first sub-dimension is leading, motivating, and developing. The second sub-dimension is leading with specialist insight. Each sub-dimension breaks down further, into key elements and performance indicators. These are detailed below.

Leading, Motivating, and Developing.

Developing, Motivating and Supporting Performance.

- Ensures their team have exposure to development opportunities, strategically delegating tasks or projects and considering existing strengths and development needs.
- Supports and motivates high performance by providing recognition, guidance, coaching and regular feedback.
- Utilises and promotes both formal and informal performance management techniques.
-

Vision, Purpose, and Authenticity.

- Creates and communicates a clear vision and goals.
- Shows authenticity, passion and commitment to their work and reminds the team of the wider purpose and impact.
- Leads with integrity, honesty, transparency, and accountability.

Empowerment, Psychological Safety, and Inclusion.

- Creates an inclusive, psychologically safe and open team environment.
- Empowers their team by fostering autonomy, trust, and honest communication.
- As a leader, champions equality, diversity, and inclusion, taking meaningful action through the work of their Organisation or Department and in supporting a diverse workforce.

Social and Emotional Intelligence.

- Openly prioritises the wellbeing of self and others, instilling a culture of support, empathy, and consideration.
- Demonstrates self-awareness and the ability to manage own emotions and behaviour, particularly in challenging situations.

Examples of key skills are

- performance management
- coaching and feedback
- managing remote or blended teams.

Leading with Specialist Insight.

Adding Value with Specialist Expertise.

- Demonstrates a high degree of specialist expertise and knowledge in their area.
- Adds value to the Organisation or Department by utilising their specialist expertise to meet the business needs and shape broader policy or strategy.

Leading and Advocating.

- Leads and provides direction, through openly sharing insights, knowledge, evidence, and rationale in a non-technical manner
- Advocates and explains the value of their area or expertise and why it is necessary to prioritise
- Becomes a Thought Leader or Subject Matter Expert in their area of expertise, providing guidance, knowledge, and leadership

Building Networks, Knowledge, and Insights.

- Gains insight and expertise through engaging with internal, external, and international experts and colleagues.
- Represents the Organisation or Department at formal and informal events, with professionalism and awareness.
- Committed to Continuous Professional Development, actively engaging in relevant courses, conferences, and activities to keep knowledge up to date.

Examples of key skills are

- specialist skills in own area of expertise
- research
- networking.

Communicating and collaborating.

Overview: Delivering excellent public policy and services requires us to work together, build relationships and collaborate enabling a joined up, whole-of-Government approach. Effective engagement and communication with our customers, clients and colleagues will enhance and build trust in our services.

Communicating and collaborating breaks down into two sub-dimensions. The first sub-dimension is communicating and influencing. The second sub-dimension is engaging and collaborating. Each sub-dimension breaks down further into key elements and performance indicators. These are detailed below.

Communicating and Influencing.

Communicating Effectively and Listening to Understand.

- Communicates and presents in a clear, professional, engaging, and efficient manner, across verbal, digital, and written communications.
- Demonstrates understanding of own communication approach, adjusting style as appropriate for the audience.
- Appreciates diversity and makes an active effort to involve different people, to bring challenge and alternative viewpoints.

Influencing and Negotiation Skills.

- Tactfully influences and persuades others and considers compromise when necessary.
- Develops an understanding of context, sensitivities, and differing perspectives, when engaging in discussions or negotiations.
- Approaches difficult discussions, conflict or negotiations with respect, thoughtfulness, composure, and self-assurance.

Examples of key skills are

- other languages, for example, Gaeilge
- written skills
- presenting
- active listening
- facilitating and chairing skills
- influencing and negotiation skills.

Engaging and Collaborating.

Relationship Building and Stakeholder Engagement.

- Utilises interpersonal skills to build and maintain working relationships within and outside of own area, team and Department or Organisation.
- Engages and consults regularly with relevant stakeholders, managing expectations and providing insightful, open, and transparent updates.

Collaboration, Consultation and Cross-Functional Working.

- Maximises opportunities to collaborate by asking the right questions, offering support, being proactive and showing understanding of others' objectives.
- Proactively involves and consults with others, across all workplace arrangements such as remote, hybrid or blended or office based.

Examples of key skills are

- Collaboration
- cross-functional working
- networking
- relationship building and interpersonal skills
- social intelligence.

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 has a stamp 4 or a stamp 5 permission

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.

Principal Conditions of Service

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. The appointment will be made on the basis of a full-time position subject to the conditions outlined below and to the terms and conditions applicable to the grade, as amended from time to time.

Salary

The Salary Scale for the position is as follows - rates effective from 1st June 2026:

Assistant Principal Higher PPC

€91,229, €94,669, €98,178, €101,658, €105,132, €107,164 (NMAX), €110,611 (LSI 1), €114,069 (LSI2)

¹ After 3 years satisfactory service at the maximum. ² After 6 years satisfactory service at the maximum.

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 DPC 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.

¹In the following circumstances your contract may be extended and your probation period suspended.

- 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 and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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, Portlinton 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 41 hours 15 minutes gross or 35 hours net 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).

- **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 unauthorised 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.

Garda Vetting / Security Clearance

Appointment is subject to satisfactory Garda vetting and/or security clearance, as required.

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.

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. Only applications fully submitted via email will be accepted into the campaign. **Applications will not be accepted after the closing date.**

Closing date

Your application must be submitted via email to dpcjobs@rsmireland.ie not later than strictly **12pm (noon) on 24 June 2026.**

If you do not receive an acknowledgement of receipt of your application within 3 days of applying, please email: dpcjobs@rsmireland.ie

Interviews for these posts are likely to be held in July 2026

The onus is on each applicant to ensure that she/he is in receipt of all communication from dpcjobs@rsmireland.ie

RSM Ireland accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by RSM Ireland and the DPC and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection will include:

- An initial eligibility screening on a pass/fail basis against the essential requirements of the competition; and
- shortlisting of eligible candidates on the basis of the information contained in their application, having regard to the requirements of the role
- 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. Accordingly, a shortlisting process will be applied where it is not practicable to interview all eligible candidates.

Applications will first be assessed on a pass/fail basis to determine whether candidates meet the eligibility and essential requirements of the competition. Candidates who meet these requirements will then be considered for shortlisting to the next stage of the selection process which may include assessment of desirable criteria and/or assessment of answers to competency/capability questions.

Shortlisting is not intended to suggest that candidates who are not shortlisted are unsuitable or incapable of undertaking the role. Rather, it reflects the fact that, based on the information

provided in the application forms, some candidates may more closely match the requirements of the position.

An expert selection board will examine application forms against agreed shortlisting criteria derived from the requirements of the role. These criteria will focus on the depth, relevance and seniority of the candidates' litigation experience, including experience of practicing before the Superior Courts and involvement in complex, high-risk or high-profile proceedings.

It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

Formation of Panel

Following completion of the assessment process, a panel of successful candidates will be established, ranked in order of merit. The panel will be valid for a specified period, subject to extension at the discretion of the DPC and in line with relevant guidelines.

Appointments may be made from the panel to the immediate vacancy within the Legal Unit, which is a senior litigation role, and to other senior litigation roles across the organisation where significant litigation or prosecution demands arise.

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 Ireland.

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 DPC Recruitment Manager, Colette Farrell, at CXOfarrell@dataprotection.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 RSM Ireland to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, 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/Test Rechecks

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 they:

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

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