

Candidate Information Booklet



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

Closing Date: 3pm on Thursday, 16th July 2026





Open competition for appointment as:

Legal Analyst (Higher Executive Officer) in the Data Protection Commission

Vacancy ID: 6471

Contact:

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Recruitment & Selection

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publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the employment equality act.

publicjobs will run this competition 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) and available on www.cpsa.ie.

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.

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Act 2004-2013



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Legal Analyst (Higher Executive Officer) in the Data Protection Commission

The Data Protection Commission (DPC), one of Europe's most prominent and active data protection regulators, currently has several vacancies for Legal Analysts. It welcomes applications from suitably qualified candidates who have demonstrable experience in applying legal knowledge and analytical skills, whether in an academic or professional context. Please note, while prior experience of data protection law is desirable, it is not essential. These roles offer a unique and exciting opportunity to embrace new challenges, do purposeful work and make a real difference to the Irish State.

While candidates with professional legal qualifications are welcome to apply, it should be noted that the Legal Analyst role is not structured as a traditional practising legal post, rather, it involves the application of legal expertise in a regulatory, investigative and policy context.

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

- Competitive salary, starting from **€60,029**, with yearly increments for satisfactory performance;
- **29** days of annual leave per year rising to 30 days after 5 years' service;
- Access to well-being programmes to support a healthy work-life balance;
- Public Sector pension;
- Subject to business needs and a satisfactory probationary period:
 - Flexible working hours, with a commitment to work-life balance and a family-friendly workplace;
 - Learning and development opportunities, including access to a refund of course fees scheme, paid study leave and paid examination leave;
 - Facility to apply for [career breaks](#) (subject to relevant service requirements);
- Opportunity to avail of the ['Cycle to Work' scheme](#) and the tax saver public transport pass;
- Opportunity to join the [Public Service Credit Union](#);
- Regular opportunities for promotion through internal, inter-departmental and open competitions.

The Legal Analyst will play a key role in supporting the DPC's regulatory and investigative functions, contributing to work of significant national and international importance, including the supervision of large multinational organisations based in Ireland, and emerging responsibilities under EU regulatory frameworks such as the Artificial Intelligence Act.

The Legal Analyst will engage with a diverse array of substantive data protection issues as well as novel legal and regulatory matters. The role requires the application of legal knowledge and strong analytical capability in a complex and evolving regulatory environment. Legal Analysts support decision-making across a broad range of activities, including complaint-handling, inquiries, enforcement and development of regulatory approaches and policy, engaging with substantive data protection issues and emerging legal challenges.

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.

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 (the “**GDPR**”). The DPC has its headquarters in Dublin 2 and a smaller regional office in Portllington, Co Laois.

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 Regulations, 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 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.

Further information on the work of the DPC is available [here](#).

The Role

The post of Legal Analyst is a role at Higher Executive Officer level within the civil service. Reporting to an Assistant Commissioner/Head of Unit (Assistant Principal Officer), Legal Analysts work with, and support, the DPC to effectively carry 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, other EU/EEA data protection authorities and other regulators, 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 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. This work differs from generalist Higher Executive Officer roles in that it requires a strong legal analytical capability to support the DPC’s regulatory and statutory functions.

Key Duties and Responsibilities

The functions of a Legal Analyst require a high level of legal analysis and the ability to apply legal principles in a complex regulatory context. These responsibilities include, but are not limited to, the following:

- Conducting efficient, accurate and high-quality legal analysis and assessment, including responding to requests for legal analysis in order to support robust decision-making by relevant units;
- Producing case notes, analytical reports, policy updates, summaries, and briefing material in the areas of data protection law, human rights law, EU law and Irish constitutional and administrative law;
- Contributing 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;
- Applying the conclusions of legal analysis and evaluation to practical matters in a logical, accessible and pragmatic manner, including but not limited to complaint-handling, inquiries, consultation, enforcement, and policy development;
- Contributing to the drafting of legal and policy documents, guidance, position papers, and templates;
- Managing online and hard copy legal resources, including ongoing reviews of available relevant resources, and the compilation of databases as appropriate;
- Contributing, where necessary, to internal training and knowledge sharing on data protection, privacy, fair procedures, and other relevant legal matters;
- Keeping up to date with, and disseminating updates on, legal and regulatory areas that are relevant to the DPC's functions;
- Supporting and assisting the Assistant Commissioner/Head of Unit in a constructive and collaborative fashion to further the DPC's strategic development and operational functioning;
- Undertaking day-to-day management and progression of cases and the policy, operational and substantive functions of the DPC.
- Demonstrating 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;
- Representing the DPC at meetings, undertake speaking events, provide internal DPC educational events, and meet with stakeholders, as may be required from time to time;
- Managing 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.

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 be assigned from time to time.

Working Environment

Blended working arrangements are in place within the DPC and are subject to business needs.

The successful candidates may be required to travel occasionally to attend national and/or international events and meetings etc. Travel and subsistence will be paid in accordance with Civil Service regulations.

Training and Development

On-the-job training is provided/encouraged. Facilities may also be provided for attendance at courses, conferences, etc., relating to the role.

The DPC has in place a performance management development system (PMDS) in conformity with the general policy of the Civil Service. Continuous Professional Development (CPD) among its professional staff is encouraged and supported, including participation in training and development programmes/courses to support and develop themselves. Attendance at relevant external lectures/conferences / seminars relating to the role may also be facilitated subject to business needs.

Vacancies and Panel

The DPC currently has a number of vacancies which are to be filled from this competition, and a panel will be formed to fill any future vacancies that may arise. It is not expected that appointments will be made from this panel after **February 2028**.

Key Information: Legal Analysts in the Data Protection Commission

Salary Range: From €60,029 to €76, 546 (LSI2)

Starting Annual Leave: 29 Days

Hours of attendance: 41 hours and 15 minutes' gross per week

The **Principal Conditions of Service** applicable to the role, including details of the pay scale and incremental points, and **Eligibility to Compete and Certain Restrictions on Eligibility** applicable to the role, including citizenship requirements, are accessible on the job listing.

Competition Closing Date: Your application must be submitted on the publicjobs website not later than **3pm on Thursday, 16th July 2026**.

Interviews are expected to commence from August 2026.

For full details on the recruitment process, please see the **Competition Process** section.

If you do not receive an acknowledgement of receipt of your application within 24 hours of submitting your application, please email: James.Morley@publicjobs.ie.

You are advised to check your **publicjobs.ie Application Centre** on a regular basis as email notifications of updates/ tests/ Interviews etc. issued to the "Review Communications" area may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

ENTRY REQUIREMENTS

Essential

Candidates **must** have on or before **16th July 2026**:

1. (a) A qualification at minimum Level 8 (Honours Degree) on the National Framework of Qualifications (NFQ) (or NARIC Ireland Foreign Qualifications equivalent) in law;
OR
- (b) A qualification at minimum Level 8 on the NFQ or NARIC, acceptable to the Data Protection Commission as equivalent, in which law was taken as a major subject in the final year, sufficient to demonstrate a strong academic grounding in legal analysis and reasoning;
OR
- (c) A recognised relevant professional legal qualification such as a Barrister-at-Law degree and/or a completed Solicitor Professional Practice Course.

(Please Note: Candidates will be deemed to have satisfied the condition of a, b or c above, if by not later than the 31 August 2026, they have met the requirements to be conferred with the relevant legal/professional qualification, and the conferral has been confirmed as pending by the relevant institution.)

AND

2. Demonstrable experience in conducting legal analysis and applying legal knowledge either through relevant undergraduate or post-graduate studies or through conducting legal analysis and research in a practical professional context.

Candidates must also possess and be able to demonstrate:

3. An extensive and broad ranging knowledge of Irish law and the Irish Legal System, ideally including Irish constitutional and/or administrative law;
4. Good familiarity with EU law and the EU legal system;
5. Excellent organisational skills and strong attention to detail with the ability to work under pressure, effectively handle multiple assignments and/or changing priorities and deliver high quality work to tight deadlines;
6. Excellent oral and written communication skills, with a high standard of proficiency and excellent technical working knowledge of the English language including the ability to write and present complex information and analysis in a concise, accessible and clear manner.
7. Good interpersonal skills with the ability to build and maintain effective working relationships and collaborate with internal and external stakeholders at all levels;
8. Strong information technology skills and demonstrated experience of using a wide range of relevant legal and information sources including online legal research tools, databases, and digital tools regularly used in an office environment.

In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at this level (see pg. 10).

Desirable

- Experience and knowledge of data protection law;
- Experience working in a regulatory 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;
- Presentation and public speaking experience.

Please note:

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on or by the dates as specified, 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 as set out. publicjobs 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 are unable to demonstrate that they hold/will hold the required qualification(s) by the deadline specified 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.

Candidates who are placed on a panel and come under consideration for a position will be required to provide documentary evidence of their eligibility, including qualifications. **Please be aware a transcript of results may be required; therefore, the onus is on candidates to have this information available if requested by publicjobs.**

Key Competencies for Effective Performance at this level

<p>Leadership</p> <ul style="list-style-type: none"> Actively contributes to the development of the strategies and policies of the Department/ Organisation Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise Leads and maximises the contribution of the team as a whole Considers the effectiveness of outcomes in terms wider than own immediate area Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks Develops capability of others through feedback, coaching & creating opportunities for skills development Identifies and takes opportunities to exploit new and innovative service delivery channels
<p>Judgement, Analysis & Decision Making</p> <ul style="list-style-type: none"> Researches issues thoroughly, consulting appropriately to gather all information needed on an issue Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) Integrates diverse strands of information, identifying inter-relationships and linkages Uses judgement to make clear, timely and well-grounded decisions on important issues Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders Takes a firm position on issues they consider important
<p>Management & Delivery of Results</p> <ul style="list-style-type: none"> Takes responsibility for challenging tasks and delivers on time and to a high standard Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances Ensures quality and efficient customer service is central to the work of the division Looks critically at issues to see how things can be done better Is open to new ideas initiatives and creative solutions to problems Ensures controls and performance measures are in place to deliver efficient and high value services Effectively manages multiple projects
<p>Interpersonal & Communication Skills</p> <ul style="list-style-type: none"> Presents information in a confident, logical and convincing manner, verbally and in writing Encourages open and constructive discussions around work issues Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors Maintains poise and control when working to influence others Instils a strong focus on Customer Service in their area Develops and maintains a network of contacts to facilitate problem solving or information sharing Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
<p>Specialist Knowledge, Expertise and Self Development</p> <ul style="list-style-type: none"> Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities Is considered an expert by stakeholders in own field/ area Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
<p>Drive & Commitment to Public Service Values</p> <ul style="list-style-type: none"> Is self-motivated and shows a desire to continuously perform at a high level Is personally honest and trustworthy and can be relied upon Ensures the citizen is at the heart of all services provided Through leading by example, fosters the highest standards of ethics and integrity

COMPETITION PROCESS

How to Apply

Applications should be made online through www.publicjobs.ie.

At publicjobs, we have recently transitioned to a new recruitment platform with the aim of enhancing our services and the candidate experience. This new service will give you more visibility and control of your application.

When accessing our new recruitment platform for the first time, candidates must register as a New User to create a profile ("Register"). To do so, please access the vacancy you wish to apply for on our Jobs Board by clicking on the title of the position. You will be brought to the vacancy where you can click on "Apply" in the right-hand section of our website, or at the bottom of the advertisement. Candidates who have not previously registered on our new recruitment platform will be required to enter some personal details to continue with their application. Account verification will be required, and you must check your email inbox and follow the instructions to verify your account. Please do not confuse registering (creating a profile) with submitting an application. Candidates who have already registered will have an account and should select 'Login' from the top right-hand section of the registration page or through the link at the bottom of the page.

Once registered and after your email address has been verified, you must then access the application form, ensure all sections of the application form are fully completed and submit it.

To do this, you will be required to return to the vacancy you wish to apply for, in this instance, **Legal Analyst**, on the jobs board on www.publicjobs.ie and click on "Apply". This time, you should select the "Login" option in the top right-hand section of the Login Page. Your username is the e-mail address associated with your account. Please note that your username and password are case sensitive.

Please carefully note the following instructions. As you progress through the application, at the bottom of every page, there will be an option to "Save and Continue". The information that you enter is only saved once you click on the 'Save and Continue' button. If you close the browser before clicking 'Save and Continue' or are inactive on the system for 30 minutes or more, you may be logged out of the application form, and your information could be lost.

It is imperative that all sections of this application form are completed in full. The mandatory fields are marked with an asterisk*. These fields must be completed before you can submit the application form. You may save the form and come back to it later, however, please note that, you must submit the form in order to be considered for this competition as unsubmitted applications will not progress to the next stage.

All sections on the application form Progress Tracker must show a green checkmark before you can apply. Return to any section on the Progress Tracker missing a green checkmark where guidance on the missing information will be displayed. Please ensure all information is correct before submitting your application as no changes can be made after submission. Once you have submitted your application form, you will be brought to a page confirming the status of your application as "Application received". You can view the status of your application at any time by logging in, selecting your name in the top right-hand section of the page and selecting "View all applications". At this point you should consider adding @publicjobs.tal.net to your safe senders or contact list within your email account to avoid not receiving emails because a publicjobs email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that publicjobs or any other body is satisfied that such a person fulfils the requirements.

Visit the [Help Centre](#) if you have questions or encounter technical difficulties navigating the site

Only one application per person is permitted.

Closing date

Your application must be submitted on the Public Jobs website not later than **3pm on Thursday, 16th July 2026**. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email James.Morley@publicjobs.ie.

Interviews for these posts are likely to commence from August 2026.

You are advised to check your message board on a regular basis as email notifications of updates/ tests/ Interviews etc. issued to your Message board may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by publicjobs and should make sure that the contact details specified on the application form are correct.

Selection Process

The selection process for this competition may include one or more of the following:

- shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position
- a competitive preliminary interview
- pre-recorded video interview
- completion of online questionnaire(s)
- report-writing exercise or other exercises
- presentation or other exercises
- a final competitive interview
- remote interview
- work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, publicjobs may decide that a smaller number will be invited to the next stage of the selection process.

publicjobs provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. 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. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process.

Where a competition attracts a large number of eligible candidates, the shortlisting process will apply a scored assessment of the information provided on the application form. A rank order of candidates will then be created and based on that ranking candidates will be invited to the next stage of the process in groups/batches, with those candidates ranked highest invited initially. Subsequent groups/batches may be invited to the next stage of the selection process over the lifetime of the competition on a demand led basis, if required.

The shortlisting criteria may include both essential and desirable criteria specified for the position, and it is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application. The onus is on candidates to complete the application form fully and accurately.

For certain competitions, candidates may be required to undertake online assessment tests and will be shortlisted in accordance with their ranking in these tests. Applicants must successfully compete and be placed highest on the order of merit to be considered for advancement to the next stage of a multistage selection process, which may include a shortlisting exercise as described above. The number to be invited forward at each stage will be determined from time to time by publicjobs.

Pre-Employment Checks

Should your place on the panel be reached and you come under consideration for a position, several pre-employment checks must be completed before a candidate is deemed suitable for appointment. These checks are carried out to satisfy publicjobs that the candidate satisfies all necessary requirements.

Prior to assigning/recommending a candidate for appointment to a position, publicjobs will make all such enquiries necessary to determine the suitability and eligibility of that candidate. These checks include an evaluation of Citizenship, Health & Character, Garda Vetting & Security Clearance and Reference Checks. Where Citizenship, Health & Character, Garda Vetting and Reference Checks are unsatisfactory or cannot be obtained, publicjobs reserves the right to disqualify a candidate from any further consideration of appointment or termination of your employment where an appointment has already been made.

Candidates with Disabilities

Attracting candidates from all sectors of society to ensure accessible routes to career opportunities is a key priority of publicjobs. We are committed to equality of opportunity for all candidates. If you have a **disability or need reasonable accommodations made during the selection process, (e.g. for interview, assessments or exercises), we strongly encourage you to share this with us** so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equitable opportunity for this competition. **We can provide accommodations for any stage of the process, including online assessments, interviews or exercises.** Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations. Please be assured that having a disability or requiring adjustments will **not** impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely **confidential**.

Should you be successful, the disclosure of a disability for this stage of the process **will not be passed onto the employing department** unless you request that we do so.

If you indicate on your application form that you require reasonable accommodations, you will have the following option:

A. If you have been provided with reasonable accommodations from publicjobs **in the last three years**, you should input the details of the most recent **competition** for which you were assigned accommodations along with your **Candidate ID**;

OR

B. You will need to **upload a psychologist/medical report** as part of your application, which details your disability/requirements.

We require a report to better understand your disability and requirements. The report, in addition to your request, helps us determine what accommodations may be suitable for you, in the selection process.

The reports will only be shared with our Assessment Services Unit. In the reports, it is useful for us to see the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may **redact (block out)** parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

Please do not email your medical/psychologist's report to us – it should be uploaded directly to your online application.

Should you have any difficulty with uploading your report, please contact midvolrecruitment@publicjobs.ie.

publicjobs will ensure that your reasonable accommodations are implemented as necessary, for each stage of the recruitment process. If you have any **queries** about the **reasonable accommodations process or the accommodations you have received**, please contact ASU@publicjobs.ie.

If you wish to discuss any matter relating to the **accessibility** of our services or building, or if you require support from our **Disability Champion** Amanda Kavanagh, please contact edi@publicjobs.ie.

For further information about Diversity and Inclusion please see the [Info Hub](#) on our website. Information on the accessibility of our service may be found on the [Accessibility page](#) on our website.

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 publicjobs to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, publicjobs 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 publicjobs. publicjobs 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.

When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within **5 working days** of notification of the decision and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administrative of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A request for Formal Review must be made within **5 working days** of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they

believe show an action taken or decision reached was wrong.

- The Formal Review will be conducted by a person who is completely independent of the selection process

The outcome of the Formal Review must generally be notified to the candidate within **25 working days** of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by publicjobs 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 publicjobs 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, either publicjobs or 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, publicjobs and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct publicjobs 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.

The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how publicjobs has fallen short of the principles of this Code.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within **5 working days** of notification of the decision and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A Formal Complaint must be made within **5 working days** of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process.

The outcome of the Formal Complaint must generally be notified to the candidate within **25 working days** of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

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.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written 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.

General Competition Information

General Competition information is accessible via the job listing on publicjobs and is available for candidates to download as a pdf document.



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