



Rialtas na hÉireann  
Government of Ireland



Conscia Recruitment will conduct the selection process for this competition.  
The GRAI is committed to a policy of equal opportunity.

## Candidate Information Booklet

Open competition for the appointment to the position of :

### **Executive Officer**

### **Gambling Regulatory Authority of Ireland (GRAI) (Executive Officer Standard Grade)**

**Closing Date: 3pm on Tuesday 14 November 2023**

Conscia Recruitment 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) available at [www.cpsa.ie](http://www.cpsa.ie)

# Executive Officer

## Gambling Regulatory Authority of Ireland (GRAI)

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### Background

The Gambling Regulatory Authority of Ireland (GRAI) is a new statutory body that will be responsible for the licensing and regulation of gambling in Ireland. The GRAI will be independent in the performance of its functions.

The Gambling Regulation Bill <https://www.oireachtas.ie/en/bills/bill/2022/114/> was approved by Cabinet on 15th of November 2022, and completed 2nd stage in the Dáil on Tuesday, 6th December 2022. The Bill sets out the framework and legislative basis for the establishment of a new, independent, self-financing, statutory body – the Gambling Regulatory Authority of Ireland (the Authority) – and for a robust regulatory and licensing regime for the gambling sector.

The Authority will operate, as an independent regulator under the policy aegis of the Department of Justice, the Directors and staff shall be Public Servants.

Once established, the new regulator will focus on public safety and wellbeing, will cover gambling online and in person, and will have powers to regulate advertising, gambling, websites, and apps. The role of the GRAI will, subject to the provisions of the legislation when passed, include the following functions, which will be rolled out on a phased basis:

- Licensing, supervising and enforcing the provision of gambling, gaming and lottery services in the State;
- Protecting and promoting the public interest and society, in particular minors and vulnerable persons, from the ill-effects of gambling;
- Establishing a Social Impact Fund, collected from a levy on the industry to support the provision of services to treat gambling addiction, and fund public education and awareness raising programmes;
- Conducting and commissioning research into gambling, to assist the Minister for Justice in co-ordinating and developing policy in that regard;
- Issuing Codes of Practice and Conduct, protecting and promoting the interests of consumers relating to the provision of gambling, gaming and lottery services;
- Inspecting for compliance; investigating breaches of licences and regulations;
- Implementing administrative sanctions and fines, instituting legal proceedings in respect of criminal offences arising under the new Act;
- Investigating and addressing complaints in relation to the provision and licensing of the relevant services under its remit;
- Addressing money laundering activities in the context of gambling, gaming and lottery activities;
- Preventing gambling-related match fixing and the manipulation of sporting events.

## **Vacancy**

The GRAI is seeking to appoint an Executive Officer.

## **The Role**

Reporting directly to an Assistant Principal, and Senior Management, the Executive Officer will be a key member of the Gambling Regulatory Authority of Ireland. The successful candidate will provide administrative support in a range of areas, as set out below, to assist in the successful establishment and effective operation of the Gambling Regulatory Authority.

They will be responsible for contributing to the development and fulfilment of the Gambling Regulatory Authorities strategic objectives and supporting the functions of the Authority where required.

## **Job Description - Executive Officer**

The role of EO is a junior management position with varied responsibilities, for example:

- Assisting with research for the development of evidence-based analysis and in the development of policy papers and/or reports.
- Preparation of draft material for reply to, Freedom of Information Requests, Data Protection queries, Mailbox Queries and general correspondence etc.
- Attending meeting, conferences etc (where required) on behalf of the GRAI .
- Assisting with general administration work as assigned.
- Assisting with the organisation of meetings, conferences, and other events with a variety of stakeholders.
- Drafting of minutes of meetings and events.
- Assisting in the preparation of draft reports, presentations, and other paperwork for the seven person Authority
- Management of records and files to a very high standard, taking a digital first approach
- Acting as first point of contact for enquiries and representations from stakeholders and the general public.
- Processing and filing of large volumes of invoices, to a very high standard of accuracy and to deadlines, whilst observing public sector rules and regulations
- Assisting with internal and external Auditors and C&AG queries in relation to same
- Assisting with financial record keeping / reporting across the GRAI portfolio
- Providing administrative support in a range of confidential and sensitive work areas such as recruitment, procurement, investigations or enforcement,
- Other duties of responsibility appropriate to the grade that may be allocated on an ad-hoc basis.

## **Requirements**

### **Essential**

Minimum educational requirements leaving certificate education and a level 7 degree in relevant discipline or relevant professional experience.

- Evidence of three years (or a total of 36 months) relevant work experience in the areas outlined above
- Excellent organisational and time management skills
- Excellent communication skills. (verbal and written)
- Excellent IT skills, including MS Excel, MS Word, MS Outlook and MS PowerPoint.
- Ability to work in an effective manner on own initiative and with other members of a team.
- Proven ability to complete tasks to an excellent standard of accuracy.

The successful candidate must also demonstrate all of the competencies required to perform effectively at Executive Officer level in the Civil & Public Service:

**Effective Performance Indicators – Executive Officer**

People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant issues
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results	Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results
	Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal & Communication Skills	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others
	Liaises with other groups to gain co-operation
	Negotiates, where necessary, in order to reach a satisfactory outcome
	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing

## 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 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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

### **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 Environment, Community & Local Government (Circular Letter LG (P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dates 28 June 2012 as detailed below, it is a specific condition of the 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).

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure, NDP Delivery and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between DPER and the Public Services Committee of 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 may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **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).

### **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**

This appointment is to the position of Executive Officer (EO) in the Gambling Regulatory Authority of Ireland. The initial appointment will be to a fixed term position in the civil service and will be 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. Following the formal establishment of the Gambling Services Regulatory Authority (GRAI) by legislation, employees will be Public Servants and are subject to all of the terms and conditions, which apply to public servants generally.

On successful completion of probation and on the establishment of the Gambling Regulatory Authority of Ireland the appointed EO will transfer, as a public servant, to a permanent position in the GRAI.

### **Salary**

The successful applicant will be paid at the EO (Standard Scale) salary, rates effective from 1<sup>st</sup> October 2023.

#### **EXECUTIVE OFFICER (PPC)**

€34,562 €36,464 €37,538 €39,634 €41,513 €43,330 €45,141 €46,914 €48,705, €50,446 €52,264  
€53,482 €55,219<sup>1</sup> €56,969<sup>2</sup>

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) Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

A different rate ('non-PPC') will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI1) and 6(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.

Subject to satisfactory performance increments may be payable in line with current Government Policy.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

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

This competition is for appointment initially on a fixed term contract to a civil service post in the Department of Justice and on the passing of the legislation establishing the Gambling Regulatory Authority of Ireland to a permanent Public Service post in the Gambling Regulatory Authority of Ireland, subject to successful completion of a probationary period.

The probationary contract will be for a period of one year from the date specified on the contract.

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

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

In 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.
- Probation may be suspended in cases such as absence due to a non-recurring illness, 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.

### Duties

Appointees will be required to perform the duties outlined above, and any other duties which may be assigned to them from time to time as appropriate.

## Outside Employment

The successful candidate may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of Executive Officer (EO)

## Headquarters / Working Environment

The GRAI is currently based in the Department of Justice offices in Bishop's Square, Dublin 2, but this may be changed by Government decision. Hybrid working arrangements will also be available in the GRAI. When absent from home and headquarters on official duty the EO will be paid appropriate travelling expenses and subsistence allowances, subject to normal Department of Public Expenditure, NDP Delivery and Reform regulations.

## Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 35 hours net per week. The Executive Officer (EO) may be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

## Annual Leave

The annual leave for this position is 23 days rising to 24 days after five years' service, 25 days after ten years' service, 26 after 12 years' service and 27 after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service, is based on 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 for the civil and public service. 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 direct to the Authority. Payment 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.

## Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie).

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.



For further information in relation to the Single Public Service Pension Scheme please see the following website - [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie).

Where the appointee has worked in a pensionable public service job prior to 1 January 2013 as a member of a pre-existing public service pension scheme, and any subsequent breaks in public service employment have been less than 26 weeks, they may be entitled to membership of a pre-existing public service pension scheme. The pension entitlement of such appointees will be established in the context of their public service employment history, in accordance with the relevant legislation and pension scheme rules applicable to the body.

Please note that pre-existing pension scheme terms may vary between public service bodies. On appointment to a new role with a new employer, the appointee will be subject to the pension terms applicable in the new body with which they are employed. In the event that the appointee is an existing civil/public servant, they should make themselves aware of any potential pension implications arising from moving employment. In this regard, it is also important to note that appointment to a position on a fixed term basis may have implications for pension terms.

### 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 their 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 60<sup>th</sup> birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

## Ill-Health-Retirement

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

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

### **Appointment post ill-health retirement from Civil Service**

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

### **Appointment post ill-health retirement from Public Service**

1. Where an individual has retired from a public service body their 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.

## Pension Accrual

Section 52(6) of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012 limits the amount of pensionable service an individual may accrue across all pre-existing public service schemes (non-Single Scheme terms) to a maximum of forty years or equivalent; where pensionable service exceeds forty years on 28 July 2012, section 52(7) provides that they may retain the benefit of that service. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

## Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) 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.

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

The successful candidate will be subject to the Provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during, or subsequent to the period of employment.

### **Ethics in Public Office**

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

**Prior approval of publications**

The successful candidate will agree not to publish material relation to his or her official duties without prior approval by the Chairperson of the Authority or the CEO.

**Political Activity**

During the term of employment the EO will be subject to the rules governing public servants and politics.

**Candidates with Disabilities or Long Term Conditions**

The GRAI is an equal opportunities employer. Any candidate who is living with a disability or long term condition, is kindly asked to disclose details of this in their covering letter, setting out details of the condition, and what (if any) adjustments may need to be considered as part of our recruitment process.

This information will be handled in the strictest confidence, and may require a further conversation before any formal recruitment stage is initiated. The purpose of this conversation is to identify (any) reasonable adjustments, which will remove any unnecessary barriers to full participation in our recruitment process.

**Please Note:**

As an **Employer of Choice** the GRAI has many flexible and family friendly policies e.g. Work-sharing, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

**The information in this booklet 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**

## COMPETITION PROCESS

### How to Apply

Conscia will be managing all aspects of the recruitment process on behalf of the Gambling Regulatory Authority of Ireland, and all relevant information can be found at <https://consciatalent.com/grai>.

Applications should be made **online** through <https://consciatalent.com/grai>.

Applications must be made by attaching the following elements:

- **A comprehensive CV.**
- **A short cover letter / personal statement** (i.e. no more than two pages) outlining why you wish to be considered for the post of Executive Officer, and where you believe your skills, experience and values meet the requirements for the position.

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

**Closing Date: 3pm, Tuesday 14 November 2023**

### Closing date

Your application must be submitted on the <https://consciatalent.com/grai> website not later than **3pm, Tuesday 14 November 2023.**

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email: [grai@consciatalent.com](mailto:grai@consciatalent.com)

### Interviews for these posts are likely to commence w/c 20 November 2023

You are advised to check your email on a regular basis as email notifications of updates/ tests/ Interviews etc issued to your address 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 Conscia Limited.

Conscia Limited accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by Conscia Limited and should make sure that the contact details specified on the application form are correct.

### Selection Procedures

The GRAI will use both essential and desirable requirements as referred to earlier in this candidate information booklet to shortlist candidates and assessment will be based on the information contained in the CV and Cover Letter submitted for the role.

The GRAI, with the assistance of the Agency will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice. Normally the number of applications received for a position exceeds that required to fill the vacancy. While candidates may

meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to process all candidates to the next stage of the selection process, the GRAI may decide that a certain number only will be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage. 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.

In the event of many applications the GRAI may shortlist based on information provided in the CV/cover letter. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications, and experience meet the requirements of the post. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

### Selection Methods

The selection may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Competitive initial/preliminary interview
- Written assessments with work sample test or other exercises
- Presentation to selection panel
- Final competitive interview
- Remote interview
- Work sample/role play/media exercise psychometric assessment and/or any other tests or exercises that may be deemed appropriate

Candidates will be required to attend for interview or any other tests at their own expense. It is not possible to alter the allocated interview/test date or time.

At the final stage, candidates who meet the required standard for the job are placed in order of merit and considered for appointment in that order.

We aim to accommodate candidates with no unnecessary obstacles placed in their way. We will assist candidates with disabilities, so they are provided with appropriate and reasonable accommodations to ensure that they have the best opportunity to perform to their optimum.

Prior to recommending any candidate for appointment to the position, the Agency 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.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the GRAI, with the assistance of the Agency, may at its discretion select and recommend another candidate for appointment based on the results of this selection process.

### Communication with Candidates

The GRAI conducts its recruitment in line with the Commission of Public Service Appointments (CPSA) Code of Practice. There is a commitment to open, timely and effective communication to candidates. Accurate, sufficient and appropriate documentation is issued to candidates. Enquiries are dealt with in an efficient and timely manner.

Clear, specific and meaningful feedback is provided when requested by candidates. Effective systems are in place to manage the feedback function.

The GRAI's recruitment process is governed by the Freedom of Information Acts and candidates may request information in line with the requirements of that Act. It is Authority policy however to provide such information without the necessity for an FOI request.

### Candidate Obligations

1. Candidates who do not attend for interview or any other test when and where required, or who do not furnish any material or evidence that the GRAI may require in relation to their application, will have no claim for further consideration. Failure to furnish any documentation or other material within the required timelines will result in the candidate being deemed to have withdrawn their application from the competition.
2. Candidates must produce satisfactory documentary evidence of all qualifications claimed by them if required. Any credit given to a candidate at interview in respect of such claims is provisional and liable to revision if the necessary supporting documents are not furnished as requested. The GRAI may request copies of academic transcripts and/or verify the authenticity of an applicant's qualifications with the relevant institutions.
3. Any candidate who supplies false or misleading information in their application may be disqualified. Candidates must not personate another candidate at any stage or interfere with or compromise the process in any way. Sharing information on the selection process through any means may result in you being disqualified.
4. Candidates must not canvass either directly or indirectly any person involved in the recruitment process.
5. The use of recording equipment of any type is not permitted at any stage of the recruitment process. Any candidate found to be in breach of this provision will be disqualified from a competition.

Candidates who fail to comply with these obligations may be disqualified from the process or, if already appointed they may have to forfeit the appointment.

#### 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.

### Candidates Right to Review

The review process enables candidates to seek review when they believe that an action or decision taken in relation to the selection process was unfair or unreasonable.

Candidates must address their concerns in relation to the process, in writing, to the Agency in the first instance. A request for review must be received within 7 working days of the notification of the decision. Where the decision relates to an interim stage of the selection process (e.g., shortlisting for interview) a request for review must be received within 3 working days.

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 the complainant cannot support their allegations by setting out how the Agency 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.

The case will be dealt with in an efficient and timely manner and in line with this policy and procedures and will be reviewed by a person other than the individual who made the decision in question. If the candidate is unhappy with the outcome of the review, he/she may request a further review which will be carried out by the Agency.

### Confidentiality

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

### References

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (2 - 3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

### 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. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

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.

## 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 Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: [graham@consicatalent.com](mailto:graham@consicatalent.com) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).