



**Competition to fill the post of
Tax Policy Advisor in the Department of Finance (Assistant Principal
Higher)**

Closing Date: 18th January 2023

The Department of Finance invites applications from eligible candidates for a competition to fill the post of Tax Policy Advisor, Department of Finance. This role is at the grade of Assistant Principal Higher.

The Department of Finance is committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work. Further information on the Department and its work may be found at; <https://www.gov.ie/en/organisation/departments-of-finance/>

1. Job Description

The Tax Policy Adviser (Assistant Principal, Higher Scale) in the Tax Policy Division of the Department of Finance develops policy advice for the Minister and the Government.

The successful candidates will:

- Advise the Minister for Finance and senior officials on tax policy matters and contribute to the development of broader tax policy within the Tax Policy Division;
- Research and develop tax policy options in line with Government policy and fiscal objectives;
- Implement and monitor the impact of policy decisions of the Minister and Government;
- Manage the preparation of Finance Bill legislative provisions and supporting materials within tight Budget and Finance Bill timeframes and support the Minister during the Finance Bill legislative process;
- Represent Ireland's views on tax policy effectively to EU, OECD and other international organisations;
- Interact effectively with cross-Departmental and inter-Departmental stakeholders including the Revenue Commissioners and other Government departments in relation to the tax system;

- Engage professionally with senior business and civil society stakeholders and with taxpayers generally;
- Draft replies to Parliamentary Questions and provide briefing and speaking material for the Minister, as necessary
- Manage, develop and motivate staff in the section to ensure delivery of all targets. Comply with all PMDS obligations and other related duties that may be assigned by the Principal Officer / Senior Management from time to time.
- Manage the preparation of responses to Correspondence, Parliamentary Questions, Topical Issue Debates and Private Members Bills;
- Act as decision maker in Freedom of Information requests

Essential Requirements for Role

- Proven experience in the area of tax policy, tax strategy or tax administration, with an understanding of the broader economic context to same;
- The ability to analyse complex legislation and policy proposals, and to develop, and communicate clearly, evidence-based assessments and policy recommendations.
- The ability to lead, develop, manage and motivate teams in a complex cross cutting environment and to also work as a member of such a team;
- The ability to collaborate and develop constructive working relationships with both external colleagues and stakeholders, to deliver to challenging deadlines.
- A proven record of willingness to take the initiative and adopt a proactive approach;
- A strong commitment to the implementation of strategic change;
- Experience of interacting with stakeholders at the most senior levels;
- Strong oral and written communication skills, coupled with excellent negotiation, presentational and interpersonal skills;
- Experience of working and delivering to tight deadlines which demonstrates excellent planning and organisational skills;
- Aptitude to critically analyse information to solve problems and to arrive at informed decisions;
- A focus on the delivery of quality customer service;
- Well-developed IT skills.
- Commitment to continuous self-learning and to new thinking.

Desirable Requirements

- A professional qualification in taxation or as an accountant and be a member of a recognised professional body of tax advisers/accountants, or be entitled to such membership;
- A relevant qualification of at least level 8 in the national framework of Qualifications, for example in the areas of taxation, accounting, business or economics;
- A knowledge, or the ability to quickly acquire knowledge of, tax policy.

Location

The Department of Finance and its offices are located in Dublin 2.

Pay

The Salary Scale for the position of Assistant Principal Officer (Higher) PPC is as follows: (rates effective from 1st October 2022):

€80,389 - €83,447 - €86,513 - € 89,576 - € 92,640 - €94,429 (NMAX)
- € 97,429 (LSI1) - €100,516 (LSI2)

The Personal Pension Contribution (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 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.

Different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

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/Formers Staff Members/Pensioners.

2. Eligibility

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

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

It is the responsibility of applicants to ensure that they meet the eligibility criteria. Eligibility may not be confirmed until an applicant comes under consideration for promotion. An invitation to participate in any phase of the competition or being placed on the panel does not, therefore, constitute acceptance of eligibility. Any query about eligibility should be addressed to Department of Finance HR at recruitment@finance.gov.ie.

3. Selection

Selection, depending on the number of candidates, **may** involve:

1. Short-listing of candidates for interview on the basis of the information contained in their application and Relevant experience. The short-listing exercise will, insofar as is possible be conducted by the Interview Board. This will take place as soon as possible after the closing date for applications. Suitable applicants will be short-listed based on the essential requirements for the post outlined in this Notice and a candidate's personal statement. Those shortlisted will then be invited for interview.
2. A competitive interview which will focus on establishing the level of candidates' experience and qualifications in respect of the requirements for the position, as set above and the generic competencies for the Assistant Principal Officer grade as set out in *Appendix 2*. It is envisaged that interviews will be held as soon as possible.

4. Feedback

At all stages of the process applicants will be notified of the outcome. Where shortlisting is applied, feedback will be provided by way of the scores awarded. Following competitive interviews, scores awarded and summary comments of the selection board will be provided to the candidates who reached the final stage. On conclusion of the competition, feedback with a board member(s) via video can be arranged by HR on request.

5. Codes of Practice

The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice published by the Commission for Public Service Appointments (CPSA).

The Code of Practice reflects the following key recruitment principles:

- Probity
- Merit
- Best practice
- Consistency
- Transparency
- Appointments promoting equality, diversity and inclusion

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting www.cpsa.ie

6. Complaints and Requests for Review

Complaints/requests for review will be considered by the Department of Finance in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints/reviews should be addressed to the David Gray, Department of Finance, Government Buildings, Merrion Street, Dublin 2 D02 R583. Where possible, the Department will attempt to initially deal with such matters informally as provided for in Sections 7 and 8.

7. Sick leave

Candidates must be suitable from the point of view of health, with particular regard to sick leave; in relation to health and sick leave Circular 05/2018. Candidates should note that sick leave records for existing civil or public servants are not checked until an appointment is being made. Admission to the competition does not therefore imply that a candidate meets the health and sick leave criteria.

8. Conditions of appointment

It should be noted that 30 days is the maximum annual leave entitlement for an officer appointed as an Assistant Principal as a result of this competition. In circumstances where an officer previously had an annual leave entitlement in excess of 30 days the maximum annual leave entitlement will apply on promotion (with no compensatory element applicable).

9. Applications

Candidates can apply for this role using the Department of Public Expenditure and Reform (DPER) recruitment portal: <https://dper.tal.net/vx/lang-en-GB/mobile-o/appcentre-1/brand-4/xf-e60e75dca75f/candidate>

This online portal is hosted by Oleeo, an external recruitment service provider, and will allow eligible candidates to apply for this competition.

Please see below *Appendix 3: How to Register for an account on eRecruitment* and *Appendix 4: How to Apply for a Vacancy on eRecruitment*.

Please be advised that applications, once submitted on the eRecruitment System, cannot be amended and re-submitted. Candidates can add to, amend and save changes on their application up to the closing date and time once they have not submitted their application form.

Candidates are advised that their application form, will comprise part of the assessment process where, subject to numbers applying, shortlisting will be applied. Candidates will be asked to provide the following information:

- Personal information such as name, contact details, special requirements etc.;
- Career History;
- Academic, Professional or Technical Qualifications;
- Details of any ongoing Continuous Professional Development;
- Additional Information /relevant experience: please outline why you are suitable for the role of Tax Policy Advisor (Assistant Principal Higher) in the Department of Finance and what you specifically would bring to the role in relation to your experience, skills, qualifications and competencies. (maximum 500 words);
- Please provide examples of your ability to analyse complex or technical issues, identify key considerations and clearly communicate relevant information in a non-technical manner
- Please provide an example of your experience in engaging effectively with diverse/challenging stakeholders
- Diversity – Data Collection (this is optional and voluntary).

Please take care when completing your application and ensure that 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.

Applicants are required to submit their applications by **18th January 2023**. Please note that late applications will not be accepted.

10. Data Protection

As part of this competition process, applicants will be required to submit personal data in their application form and their CV. Applicants should note the **Candidate Privacy Statement**.

The processing of personal data necessary for the purpose of this competition is lawful as provided for under Article 6(1) (e) of the General Data Protection Regulation and Section 71 (2) (a) of the Data Protection Act 2018.

11. 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.

12. References

Candidates should begin to consider names of people who will be suitable referees and that Dept. of Finance HR might consult (three names and contact details). The referees do not have to include a current employer but should be in a position to provide a reference. The referees should be able to provide relatively recent information on the candidate's performance and behaviour in a work context.

Candidates may wish to select referees that can provide such information from different perspectives or in different contexts. Candidates can be assured that Department of Finance HR will only contact referees should the candidate 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. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and other relevant checks required for the particular role.

13. Circulars to Note

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) and the Minister's consent will have to be secured prior to employment by any Public Service body.

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).

**Human Resources
Department of Finance**

19 December 2022

Appendix 1 - 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.

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 and you will be given a copy of the Department of Finance's guidelines on probation.

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

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

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employee 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

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

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

Duties

The employee 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 or conflict with his/her role.

Headquarters

The Head Office of the Department of Finance is in Government Buildings on Merrion Street Upper, Dublin 2. Your headquarters will be such as may be designated from time to time by the Head of the Department, but you may reasonably expect to be located within the Merrion Street Campus.

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 allowance for this position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil 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.

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. 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 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

- a) 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.
- b) 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 Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation,

and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e., the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health-Retirement

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

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

Appointment post Ill-health retirement from Civil Service:

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

- (i) If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
- (ii) 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.
- (iii) 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:

- 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.
- 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.
- 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](#) or upon request.

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

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

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 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.

Civil Service Code of Standards and Behaviour:

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

Ethics in Public Office Acts:

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

Prior approval of publications:

An officer will agree not to publish material related to his or her official duties without prior approval by the Head of the Department /Organisation or by another appropriate authorised officer.

Political Activity:

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

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.

Appendix 2 - Assistant Principal Officer Level Competencies

Leadership	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
Analysis & Decision Making	Researches issues thoroughly, consulting appropriately together 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
	Makes clear, timely and well-grounded decisions on important issues
	Considers the wider implications of decisions on arrange of stakeholders
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	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 a tissues 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
Interpersonal & Communication Skills	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 his/her 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
Specialist Knowledge, Expertise and Self Development	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
Drive & Commitment to Public Service Values	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

Appendix 3: How to register for an account on eRecruitment

1. The link for the role will bring you to the home page.
<https://dper.tal.net/vx/lang-en-GB/mobile-o/appcentre-1/brand-4/xf-9e2bfd95f04a/candidate>
2. This portal can be accessed outside of the government network.



3. Click the 'Create Account' button in the top right corner.
4. Fill in the details as requested below – you may use either your work or personal email address for the creating your account.

Create Account

- If you already have an account – please select 'Login' from the menu above or the link at the bottom of the page.
- To create a new online application account, enter your personal details below. Please use a non university email address that you will have permanent access to as our main method of contact with you will be via email.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Choose Password (min 10 characters)	<input type="password"/>
Confirm Password	<input type="password"/>

The information you provide will be handled securely and only used for the purposes described in the Applicant Privacy Notice.

A link to the Department of Public Expenditure and Reform Diversity and Inclusion statement can be found [here](#).

☐ I have read and understood the Applicant Privacy Notice

[Login](#)

5. Candidates are advised to create a complex password for their account.
Please see note below on Choosing a Complex Password below.

Choosing a Complex Password

The following are general recommendations for creating a Complex Password:

A Complex Password must contain a minimum of 10 characters from three of the following five categories:

1. Uppercase alphabetic characters (e.g. A-Z)
2. Lowercase alphabetic characters (e.g. a-z)
3. Numerical characters (e.g. 0-9)
4. Non alphanumeric characters: ~!@#\$%^&* _-+=`|\O{}[]:;'"<>.,?/
5. Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.

A Complex Password should not

- Spell a word or series of words that can be found in a standard dictionary
- Spell a word with a number added to the beginning and/or the end
- Be based on any personal information such as user id, family name, pet, birthday, etc.
- Be based on a keyboard pattern (e.g. qwerty) or duplicate characters (e.g. aabbccdd)

Use a passphrase or a nonsensical word

A passphrase could be a lyric from a song or a favourite quote.

Examples of complex passwords are:

Welcome to PP, i.e. Capital W, elc, zero, me, space, t, zero, space, capital PP. or

ET Phon3 hom3, i.e. Capital ET, space, capital P, hon, 3, space, hom, 3.

A nonsensical word can be built using the first letter from each word in a phrase (e.g. Tn1!Dbpcd\$, represents "The number 11 Dublin bus passes Clonskeagh daily.").



Appendix 4: How to Apply for a Vacancy on eRecruitment

1. After setting up your account, click on the opportunities button as outlined below in red.



Welcome

This online eRecruitment portal is hosted by Oleeo our external eRecruitment service provider. Users of this service will from time to time receive emails with "dper@tal.net" in the URL and this can be trusted.

Thank you for your interest in career opportunities in the Department. If you find a position you are interested in we look forward to receiving your application.

Use the links in the navigation bar to search for and apply to our current opportunities.

If you have not already done so the first thing you will need to do is create an account by clicking on the "Create Account" button above. Once you've created an account and logged in, you will be able to:

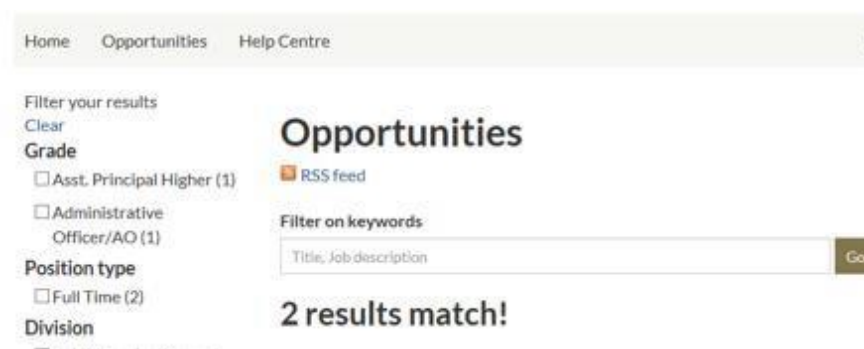
- View the status of any completed applications.
- Create alerts.
- View all communications we have sent you.
- Schedule interviews.
- Update your personal information.

Visit the Help Centre if you have questions or encounter technical difficulties navigating the site.
For more information on the Department and what we do click please click here.

Diversity and Inclusion

The Department of Public Expenditure and Reform is an equal opportunities employer. The Department is committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work.

2. The job you are looking to apply for should appear underneath the "results match" text with a link for you to click on.



3. The details of the job will appear, the button to apply is marked with a red arrow below.

Home Opportunities Help Centre Login **Create Account**

Vacancy Title

Grade


Position type Full Time

Contract type Secondment

Division

Unit

Anticipated start date



Office notices and competencies 

Apply

4. Complete the eligibility form to ensure that you are eligible for the role and then click **submit**.

Home Opportunities Help Centre

Application for :

 Instructions  Print Application

Progress Tracker

✓ Eligibility

Symbol Key

✓ Completed
 ✓ Not Mandatory
 ✗ Incomplete
 * Required Field

• Be already serving in the public service at the grade of Officer, officer or equivalent; *

☒ Yes
☐ No

• Have satisfactorily completed their probation;
 • Have obtained a rating of "Satisfactory" in their 2019 annual PMDS Review; *

☒ Yes
☐ No

• Be suitable from the point of view of health, with particular reference to sick leave Circular 05/2018;
 • Possess the necessary experience, skills and competencies required to perform the role. *

☒ Yes
☐ No

If you have any doubts about any aspect of your eligibility, please clarify your position with the HR Strategy Unit before proceeding with your application.

Submit

- When filling in the personal information, please ensure that the primary mail address is an address that you will be able to check throughout the process. Home or work emails are both accepted, the primary email address can be changed at any stage.

The **red arrow** shows the sections that you will be required to complete in your application, once you have completed a section correctly and moved on, the **brown X** will change to a green tick. If you do not have any special requirements, please put in N/A in the box in order



The screenshot shows a sidebar on the left with a list of sections: Personal Information, Employment Record, Competency Questions, Academic, Professional or Technical Qualifications, Additional Information, Diversity, and Declaration. A red arrow points to 'Personal Information'. Below this is a 'Symbol Key' with icons for Completed (green tick), Not Mandatory (brown X), Incomplete (red X), and Required Field (red asterisk). The main form area is titled 'Personal Information' and contains fields for First name, Last name, Primary Email Address, Secondary Email Address, Home Telephone Number, Work Telephone Number, Extension (if necessary), Mobile Telephone Number, and Preferred contact number. Below these fields is a text box for special requirements.

to

progress the application. This information is only visible to HR Operations, the selection board does not have access to any information supplied here. A member of the HR Operations Team will notify the selection Board if appropriate, if there are any special requirements.

- When filling out the details of your most recent employment/current job, the date to should either be the date you finished the role, or if still employed please use the current date or the submission date.



The screenshot shows two questions with dropdown menus. The first question is 'Do you have any previous employment within the Civil Service? *' and the dropdown menu is set to 'No'. The second question is 'Do you have any employment outside Civil/Public Service? *' and the dropdown menu is also set to 'No'.

7. If you click yes on either drop down box for the below questions, details will then pop up for you to fill out on that employment history, you will also have the option of adding details for other previous employment by click “Add another” at the bottom.

Do you have any previous employment within the Civil Service? *

No

Do you have any employment outside Civil/Public Service? *

No

8. Each role will have different competencies, you will be required to give examples of how you demonstrated skills relating to the competencies asked. Each competency will be a maximum of 300 words.

This example will form the basis of Shortlisting and questions from the interview board. You may be asked to provide additional examples at interview where you demonstrated this skill and competency. *

0 of 300 words

9. Academic Details can be filled out by clicking yes to the question “Do you have any higher education qualification?” For the “Subject in final exam” tab, if this is not applicable to the degree/course please put in N/A in order to progress.

Academic, Professional or Technical Qualifications

Do you have any higher education qualifications? *
☒ Yes
☐ No

Starting with your most recent qualification please provide details of your Education, Academic Achievements, and Professional or Technical qualifications held.

Full Title of Degree/Qualification Held *	Date obtained *	Grade obtained *	Subject in final exam *	Country of Study *	Ur Co Ex Au
<input type="text"/>	mm ▼ 2020 ▼	<input type="text"/>	<input type="text"/>	Select ▼	€
<input type="text"/>	mm ▼ 2020 ▼	<input type="text"/>	<input type="text"/>	Select ▼	€
<input type="text"/>	mm ▼ 2020 ▼	<input type="text"/>	<input type="text"/>	Select ▼	€
<input type="text"/>	mm ▼ 2020 ▼	<input type="text"/>	<input type="text"/>	Select ▼	€
<input type="text"/>	mm ▼ 2020 ▼	<input type="text"/>	<input type="text"/>	Select ▼	€

< >

Add another Remove

10. The Answers to the Diversity Questions will only be visible to HR and will not be taken into consideration as part of application. As shown below more information on the questions is available on the eRecruitment system and from the Privacy notice shown with the red arrow below.
11. Please be advised that once you submit your application you will no longer be able to amend your application. You can amend your application up to the closing date and time. If you submit your application in error prior to the closing date and time please contact recruitment@per.gov.ie
12. Once the closing date and time have passed, the system will not allow you to submit an application. Late applications will not be accepted.