

An Garda Síochána



INFORMATION BOOKLET FOR CANDIDATES

PLEASE READ CAREFULLY BEFORE APPLYING

**Open Competition for Appointment to the position of
Clerical Officer (Permanent and Temporary)
Nationwide
in
An Garda Síochána**

HRD_37D-272366/23

Closing Date: 3pm Wednesday 27th September, 2023

An Garda Síochána is committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA) – available on www.cpsa.ie

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SECTION 1: Overview of An Garda Síochána

An Garda Síochána is the national police and security service of Ireland with approximately 14,000 Garda Members, 3,350 Garda Staff and 370 Garda Reserves. The mission of An Garda Síochána is *'Keeping People Safe'*. An Garda Síochána is unique among policing services internationally as a unitary body responsible for the security of the State and the provision of policing services. The two functions are united by an underpinning philosophy: the protection of the individual and the safety of communities. An Garda Síochána is in and of the community and community policing is the key and core to what the organisation does.

To allow An Garda Síochána to provide more responsive, efficient and effective policing services, fundamental changes are currently being made to the structure of the organisation. Through implementing a new Organisation Operating Model, An Garda Síochána has moved from a geographic to a functional model of police service provision, organising our resources around the services we provide. There will also be a significant restructuring of both headquarters sections and national units. This restructuring will allow for more efficient working, enhanced service provision and an increased capacity to provide support to communities and victims of crime.

The changing demands and expectations of citizens, the emerging security and policing challenges and the wide ranging reform programme combined with the introduction of new technology and systems create an urgent demand for continued enhancement of strategies and policies. These enhancements must ensure that our people, whether Garda Members (police officers), Garda Staff or Garda Reserves, have the skills, knowledge and expertise to provide the capacity that the organisation needs to respond to the ever changing demands that policing presents.

As well as investing in its people, the organisation is investing in ICT infrastructure and equipment. As a Clerical Officer, you may be assigned to work in areas such as Finance, Legal, or Human Resources. Clerical Officers also work in Specialist Units and Divisions throughout the country working alongside and supporting Garda colleagues to keep people safe.

An Garda Síochána is a dynamic organisation in which all personnel can enjoy a rewarding and worthwhile career of service to the communities and people of Ireland.

Garda Staff currently recruited to An Garda Síochána are recruited as Civil Servants. This will change with the enactment of new legislation and all staff recruited from then will be Public Servants.



Clerical Officer Role

An Garda Síochána seeks to employ permanent Clerical Officers and Temporary Clerical Officers nationwide in An Garda Síochána. Following completion of the competition, two panels will be established and they will remain in place for a 2-year period from when the panels is first created.

SECTION 2: Description of Work

Responsibilities

The nature of the work carried out by clerical staff may vary depending on the area of assignment within An Garda Síochána. It will involve such clerical/administrative tasks as may be assigned to the employee from time to time.

The following reflects the typical duties you may be required to undertake, if appointed.

- General clerical and administration duties e.g., filing, photocopying, answering/making telephone calls, dealing with emails etc. under the supervision of a designated manager;
- Supporting line-managers, and colleagues – both Garda Staff and Garda Members;
- Working as part of a team in delivering services;
- The role may involve interacting with the public - communicating and responding to queries and providing information face-to-face, by telephone or via email;
- Providing the highest standards in customer service;
- Using Information Technology on a daily basis, e.g. word processing, spreadsheets, databases, email and internet;
- Maintaining high quality records in a thorough and organised manner;
- Checking all work thoroughly to ensure it is completed to a high standard;
- Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine/repetitive work;
- Any other duties deemed appropriate which are relevant to the grade of Clerical Officer.

SECTION 3: Person Specification

The candidate appointed as a Clerical Officer (CO) or Temporary Clerical Officer (TCO) in An Garda Síochána will be an individual of the utmost integrity and ethical values, demonstrating personal drive, commitment and energy. They will foster a culture of ethical behaviour and personal responsibility throughout their areas of responsibility.

Experience/Qualifications Required:

By the closing date of Wednesday 20th of September, 2023, candidates must:

- Have the requisite knowledge, skills and competencies to carry out the role;
- Be capable and competent of fulfilling the role to a high standard;
- Have a good general level of education;
- Be at least 17 years of age before the closing date i.e. born on or before 20th of September, 2006.
 - Candidates under the age of 18 will require parental/guardian consent to enter Garda Vetting.
- Fulfil citizenship, health & character requirements (see below) and clear Garda Vetting & Security Clearance.

Desirable Requirements:

- Previous relevant work experience, preferably in a customer service office environment;
- Skills/experience in Microsoft Excel and Microsoft Word.

In addition to the above, candidates must also be able to demonstrate the key competencies identified for effective performance at this level.

- Team Work;
- Information Management/Processing;
- Delivery of Results;
- Customer Service & Communication Skills;
- Specialist Knowledge, Expertise and Self-Development;
- Drive & Commitment to Public Service Values.

Further information is detailed overleaf.

Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore, candidates should satisfy themselves that they meet the eligibility criteria for this competition.

Clerical Officer Level Competencies

Effective Performance Indicators

Team work	Shows respect for colleagues and co-workers
	Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
	Offers own ideas and perspectives
	Understands own role in the team, making every effort to play his/her part
Information Management / Processing	Approaches and delivers all work in a thorough and organised manner
	Follows procedures and protocols, understanding their value and the rationale behind them
	Keeps high quality records that are easy for others to understand
	Draws appropriate conclusions from information
	Suggests new ways of doing things better and more efficiently
	Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc
Delivery of Results	Takes responsibility for work and sees it through to the appropriate next level
	Completes work in a timely manner
	Adapts quickly to new ways of doing things
	Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
	Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
	Identifies and appreciates the urgency and importance of different tasks
	Demonstrates initiative and flexibility in ensuring work is delivered
	Is self reliant and uses judgment on when to ask manager or colleagues for guidance
Customer Service & Communication Skills	Actively listens to others and tries to understand their perspectives/ requirements/ needs
	Understands the steps or processes that customers must go through and can clearly explain these
	Is respectful, courteous and professional, remaining composed, even in challenging circumstances
	Can be firm when necessary and communicate with confidence and authority
	Communicates clearly and fluently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
	Clearly understands the role, objectives and targets and how they fit into the work of the unit
	Is committed to self development and continuously seeks to improve personal performance
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level and deliver a quality service
	Serves the Government and people of Ireland
	Is thorough and conscientious, even if work is routine
	Is enthusiastic and resilient, persevering in the face of challenges and setbacks
	Is personally honest and trustworthy
	At all times, acts with integrity

SECTION 4: Eligibility to Compete

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible candidates must be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- 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
- 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
- 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 be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (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 dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Employer of Choice

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. Worksharing, Shorter Working Year, 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.

SECTION 5: Principal Conditions of Service

General

The appointments are to permanent/temporary posts in the Civil Service and are 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.

Please note appointments that occur pre-commencement of the Policing Security & Community Safety Act will be to a Civil Service grade with Civil Service terms and conditions. Appointments that occur post-commencement of the Act will be to the Public Service to a grade with terms and conditions no less favourable than the equivalent Civil Service grade.

Salary

The Clerical Officer Salary PPC Scale (rates effective 1st March 2023) is as follows:

€519.96	€552.66	€560.96	€577.18	€601.09	€624.97
€648.84	€666.22	€685.91	€708.79	€724.90	€747.54
€770.05	€805.17	€832.78	€845.43		
		LSI1	LSI2		

*Long Service increment (LSI 1) may be payable following 3 years' satisfactory service at the maximum of scale.

**Long Service increment (LSI 2) may be payable following 6 years' satisfactory service at the maximum of scale.

Personal Pension Contribution

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is a civil servant or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant. Increments may be awarded annually subject to satisfactory performance.

Payment will be made weekly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the HR Directorate, Athlumney House, Johnstown, Navan, Co Meath C15 ND62. Statutory deductions from salary will be made as appropriate.

Upon appointment, 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.

Location Choice

On the application form you may select **one** location choice. You should only make a location choice where you would be prepared to work if offered an appointment.

Carlow	Louth
Cavan	Longford
Clare	Mayo
Cork	Meath
Donegal	Monaghan
Dublin	Offaly
Galway	Roscommon
Kerry	Sligo
Kildare	Tipperary
Kilkenny	Waterford
Laois	Westmeath
Leitrim	Wexford
Limerick	Wicklow

Changes to your location choice will not be permitted after the closing date. Vacancies for which you may be considered will extend only to a city/town in your chosen county. Candidates should be aware that vacancies may not arise in all of the above locations while this panel is active. Once a candidate has been assigned, they are removed from the panel.

Position

These panels will be used to fill permanent and/or temporary positions at this grade which may arise during the lifetime of the panels.

Temporary Tenure (Temporary Clerical Officer)

Assignments will be to a temporary position. The duration and period of a temporary contract will vary from post to post. There is no entitlement to a permanent position.

The duration of your probation will vary depending on the contract awarded. Probation in most circumstances will amount to 1/3 of the full contract amount. Example: Contract is awarded for 12 weeks – probation will last for 4 weeks.

Notwithstanding the above paragraph on tenure, we retain the right to consider holding a confined Selection Process for permanent appointment to certain positions within the An Garda Síochána in certain limited circumstances.

Any such process will be held in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice.

Permanent Tenure and Probation (Clerical Officer)

The appointment is to a permanent position on a probationary contract in the Civil Service. This is a pensionable whole-time position.

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:

- Have performed in a satisfactory manner,
- Have been satisfactory in general conduct, and
- 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 Public Expenditure and Reform’s guidelines on probation.

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

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

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

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to on average not less than 41 hours 15 minutes’ gross including lunch breaks, 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 22 days rising to 23 days after 5 years' service, 24 days after 10 years' service, 25 days after 12 years' service and 26 days after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave, is based on a five-day week and is exclusive of the usual public holidays.

The annual leave for the temporary positions will be on a pro rata basis.

Outside Employment

The position will be whole time and appointees may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

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 Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

You will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to An Garda Síochána. Payment of salary during illness will be subject to your making the necessary claims for social insurance benefit to the Department of Employment Affairs and 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

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

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 it.
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 his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#).

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the additional superannuation contribution in accordance with the Public Service Pay and Pensions Act, 2017. Note; ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme, please see the following website: www.singlepensionscheme.gov.ie

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

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information 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 Code of Ethics sets out nine standards of conduct and practice for everyone in An Garda Síochána, each with a number of commitments. It has been developed by the Policing Authority, in accordance with the Garda Síochána Act 2005, as amended. The Code has regard to the Policing Principles set out in that Act.

Candidates should note that, should they be deemed successful in the competition, they will be required to sign a declaration to affirm their commitment to the Code of Ethics and will declare that they have read and understand the Code of Ethics of An Garda Síochána, and will adhere to the standards set out therein.

Prior approval of publications

An appointed staff member will agree not to publish material related to his or her official duties without prior approval by the 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(s).

SECTION 6: Application and Selection Process

Application Process

How to Apply

Application forms may be downloaded from:

www.garda.ie

An application will only be considered valid if all sections have been completed on the application form and it has been received by the closing date. The application form must be submitted in MS Word format to allow for word count. Please note candidates may be disqualified if they exceed the word count as indicated for each section.

Closing Date

Applications must be submitted to CO2023@garda.ie and marked with the subject heading: **Clerical Officer 2023.**

The closing date for receipt of applications is: 3pm Wednesday 27th of September, 2023.

Applications will not be accepted after the closing date.

It is suggested that you apply well in advance of the closing date in case you experience any difficulties. Support will be available during office hours via email at CO2023@garda.ie until the closing date.

Communication

Candidates should note that all communications relating to this competition, including the provision of results, will be issued by way of email only. Candidates should ensure a valid email address and contact details are provided on the application form and they should check their emails on a regular basis.

There will be no opportunity to alter your email address during the competition process.

An Garda Síochána will only communicate application information with the candidate and not with any third party.

An Garda Síochána accepts no responsibility for communication not accessed or received by an applicant.

Candidates who wish to avail of Reasonable Accommodation

Candidates who wish to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to act as a basis for determining reasonable accommodations where appropriate. These reports must be forwarded to Assistant Principal Officer Ms. Patricia Murray, HR Directorate, Athlumney House, Johnstown, Navan, Co. Meath C15 ND62.

Selection Process

An Garda Síochána is an equal opportunities employer operating under the CPSA Code and employs a competency-based process of selection in line with best practice. As the number of applications received for a position typically exceeds that required to fill existing and future vacancies to the position, An Garda Síochána may decide for practical reasons that a limited number of eligible applicants will be called to the next stage of the selection process. To this end, An Garda Síochána provides for a range of appropriate tests, interviews or processes to select a group for interview who appear to be the most suitable for the position in a fair manner.

The selection process may consist of some, or all, of the following:

- Application form;
- Shortlisting of candidates – Where the number of candidates significantly exceeds the numbers required for appointment, steps may be taken to reduce the candidate pool to more manageable numbers for interview. 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. Measures employed are chosen on the basis of relevance to the job being filled and fairness to all applicants. They typically could include:
 - Online assessment - These tests assess abilities involved in reasoning and thinking. They typically will be in the form of verbal, numerical or cognitive reasoning styles.
- An online competency-based interview coordinated by the Human Resources Directorate of An Garda Síochána. At interview, applicants should note that the Board may ask questions of a general nature at any stage during the interview in seeking to establish the level of a competency possessed by an applicant and may also derive evidence of a competency from any stage of the interview. The Board may also ask a candidate to describe an example where they displayed a particular competency as well as the example set out in the candidate's application form.

It is the intention of An Garda Síochána to use online assessments as part of the selection process for this competition. It is expected that the test links will be issued mid to late September 2023.

It is anticipated that An Garda Síochána will commence the interview stage of the selection process in October 2023.

After the completion of the online assessment stage, successful candidates will be ranked in accordance with their total score and given an Order of Merit (OOM) placing on the panel in their location of choice, i.e. the candidate who achieves the highest score will be OOM 1, in their chosen location. The number to be called forward to Interview stage, will be determined from time to time by An Garda Síochána. Candidates will be invited to interview by location and in ‘batches’, and the number of candidates in each batch may differ.

Should you come under consideration to proceed to subsequent stages of the selection process, information will be forwarded to you at the appropriate time.

Candidates must be prepared to make themselves available at short notice, to undertake and attend test(s) and interview and provide any supporting documentation required. You may only sit the various stages of the selection process, including interview, once.

If you do not attend on the specified date/time you will be deemed withdrawn from the competition.

Reschedule Requests

Reschedule requests will only be considered under exceptional circumstances as deemed acceptable by An Garda Síochána (e.g. Bereavement/Illness). Please note that An Garda Síochána may request supporting documentation as evidence.

Non-Refund of expenses

Candidates should note that the provisions of Circular 6/89, Removal Expenses, will not apply to any offers of appointments arising from this competition. Additionally, any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

Vetting & Security Clearance

An Garda Síochána requires you to complete a stringent vetting process should you come under consideration for appointment. It is a very in-depth process and can take up to 12 weeks to complete. You cannot be appointed without clearing this vetting process.

SECTION 7: Important Candidate Information

General Information

An Garda Síochána will not be responsible for refunding any expenses incurred by candidates. Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post.

Other Important Information

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that An Garda Síochána are satisfied that such person fulfils the requirements. It is important, therefore, for you to know that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position, An Garda Síochána will make all such enquiries that are deemed necessary e.g. health, character, employer references, security checks including vetting 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.

Specific Candidate Criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health and character;
- Be suitable in all other relevant respects for appointment to the post concerned.

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.

Appointments from panels

An Garda Síochána will establish panels of suitably qualified individuals to fill both permanent and temporary vacancies, which may arise in the various locations across the organisation. If a candidate is offered and accepts a position, they must be available to take up that position within a reasonable time frame. An Garda Síochána has no foresight as to how many vacancies may be filled over the lifetime of the panel, and potentially candidates may not be reached on the order of merit.

Qualification and placement on a panel is not a guarantee of appointment to a position. Candidates who are assigned Temporary Clerical Officer positions may also be offered a Permanent Clerical Officer position, if they have been successful on that panel and the Order of Merit is reached for their location.

Once reached on the Permanent Clerical Officer panel, a candidate will normally be considered for one position only. Please note that once an offer of appointment has been accepted a candidate will be removed from the panel and no further offers of appointment will be made.

The panels will expire two years from their establishment, unless otherwise extended, or when they have been exhausted, whichever is sooner. Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

References

Should you come under consideration for a position you will be required to provide the names of referees. The referees do not have to include your present employer. The references should provide relatively recent information on your performance and behaviour in a work context. Please note, should you be successful at interview and come under consideration for a position, we will require a reference from your current employer prior to assignment. A statement of employment is not sufficient and will not be accepted as an employer reference. Your current employer will only be contacted with your consent.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required or who do not, when requested, furnish such evidence as required in regard to any matter relevant to their candidature, will have no further claim to consideration.

Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, An Garda Síochána HR may at its discretion, offer the position to the next candidate on the panel.

Confidentiality

Candidates can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2014.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Use of Recording Equipment

An Garda Síochána does not allow the unsanctioned use of any type of recording equipment on its premises or during online assessment and online interview. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be

disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

Code of Practice, Reviews and Complaints

The Commission for Public Service Appointments (CPSA) Code of Practice Appointment to Positions in the Civil Service and Public Service applies to this competition and is available to view at www.cpsa.ie. The CPSA Code of Practice outlines the procedures whereby a candidate may seek a review regarding a decision taken in relation to his/her application or in relation to allegations of a breach of the Code of Practice.

Requests for a review should be submitted in writing to CO2023.CPSA@garda.ie clearly setting out the grounds for review and specifying the relevant Section of the Code.

Please note that the role of the formal reviewer is not to reassess or remark the candidate, but rather to establish, on foot of the available information, whether they consider:

- The procedures set out for the selection process were followed correctly
- The original decision was made on the basis of correct and full information
- The original decision was made appropriately

In accordance with the principles of the above Code of Practice, An Garda Síochána is committed to providing clear, specific and meaningful feedback to candidates. In this regard written feedback will be provided to candidates. This will consist of the candidate marks from the competition and comments from the interview board on the candidate's performance, as appropriate.

A candidate who is simply seeking clarification on the basis for the decision reached about their candidature should obtain this feedback from the office holder in charge of the recruitment process. They do not need to invoke any of the procedures referred to above.

General Data Protection Regulation (GDPR) and Data Protection Act 2018

Personal data provided by candidates shall only be processed for the purposes specified in this document, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU)2016/679) and the Data Protection Acts 1988/2018.

All necessary measures will be put in place to ensure personal data is kept safe and secure, and only relevant personal data will be processed. Personal data will be retained for no longer than is necessary to achieve the purpose for which it has been obtained.

Canvassing

Candidates should note that it is prohibited to do the following, directly or indirectly;

- Canvass in relation to the process;

- Impersonate a candidate at any stage of the process;
- Influence a decision of any person in relation to the process; or
- Interfere with or compromise the process in any way.

Contravention of the Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process, they will be disqualified as a candidate and excluded from the process. Where a candidate has been appointed to a post following the recruitment process, they will be removed from that post.