An tSeirbhís um Cheapacháin Phoiblí
Public Appointments Service

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open competition for appointment to the position of

Crime and Data Analyst (EO Grade)
in
Garda Síochána Analysis Service

Closing Date: 21st March 2022

CID: 2247610

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service 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).
Code of practice published by the CPSA and available on www.cpsa.ie

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An Garda Síochána – Introduction

Introduction

An Garda Síochána is the national police service of Ireland with approximately 14,250 Garda members, 3,380 Garda staff and 420 Garda Reserves working in four regions across the State and in a number of national, regional, specialist and administrative units. The mission of An Garda Síochána is "Keeping People Safe". An Garda Síochána is directed and controlled by the Garda Commissioner. An Garda Síochána is a unitary body responsible for the security of the State and the provision of policing services, two functions 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.

The changing demands and expectations of citizens, the emerging security and policing challenges, require a programme that will professionalise, modernise and reform An Garda Síochána to ensure the Organisation can meet present and future challenges. Over the past decade, statutory and other reviews have highlighted the need for major reform of the organisation, how it is managed and the manner in which policing services are provided.

Commission on the Future of Policing

The Report of the Commission on the Future of Policing in Ireland, 2018, *A Policing Service for the Future*, *(APSFF*), is the output of significant consultation with public representatives; government officials; academics in Ireland and abroad; officials from other jurisdictions; Gardaí of all ranks; Garda staff; and the public.

The Report outlines the drivers for change and presents a clear vision for the future of An Garda Síochána. The consultation by the Commission led to the development of 10 key principles for the future of policing in Ireland, and a comprehensive set of recommendations to meet not just current, but also future challenges. Of particular relevance to the Analysis Service is the 8th principle which states that policing must be information-led.

A wide-ranging transformation programme is underway. This is a challenging reform agenda across key areas including cultural change, governance, performance management, technology, structural change and capacity building and offers a significant opportunity to make a valuable contribution to Irish life.

There is strong political commitment to this reform agenda and the Government has committed to the provision of support which includes considerable increases to the Garda workforce. The Analysis Service plans to expand significantly as part of this process.

An Garda Síochána is a dynamic Organisation in which staff members can enjoy a rewarding and worthwhile career of service to the communities and people of Ireland.

Garda Síochána Analysis Service (GSAS)

An Garda Síochána is committed to the principle of information led policing. The organisation has substantial data assets, the quality of which is increasingly assured by end-to-end validation processes. The Garda Síochána Analysis Service (GSAS) is the centre of expertise for turning internal and externally sourced data into information and insight that both directly supports investigations and data driven management decisions. GSAS also publishes reports based on analysis of Garda data. These are currently to support specific discussions with key stakeholders but they will form the basis for the direct publication of open data and related analysis in the future.

Crime and Data Analysts are Garda staff recruited to the Garda Síochána Analysis Service (GSAS) to provide specialist support to operational policing (including criminal investigations as well as analytical support for the development of policing operations to target specific issues) and strategic policing (identifying crime threats and supporting the development of national strategies and plans). In order to achieve this, the ideal candidates must be able to draw together and systematically analyse information from a range of sources. They must also have the ability to draw conclusions and make recommendations that can be used to support policing.

An Garda Síochána is in the process of building a data ecosystem (or a system of data value chains) that ensures the same data is used for both operational and analytical purposes, as envisaged in the Government strategy APSFF. Reporting to a Senior Analyst, those appointed will work directly as part of police investigation and management information teams. They will leverage data from multiple sources to support better outcomes for victims and inform organisational decisions through information led policing. Given the rapid digitisation of society and crime, those appointed will regularly have opportunities to think of new and innovative ways of solving problems and crimes, and contribute to the development of new formal methodologies/approaches to data analysis.

Further information on GSAS can be found on the following page of the Garda website:
https://garda.ie/en/about-us/our-departments/garda-siochana-analysis-service/

The Role

The primary duties and responsibilities of a Crime and Data Analyst are:

- To provide information and analysis to support strategic and operational policing;
- To combine and analyse data from multiple sources to create information and knowledge;
- To provide analysis to decision makers to enable them to focus on areas that need to be prioritised;
- To understand and raise awareness of trends and patterns and to make recommendations based on those trends and patterns;
- To contribute to crime prevention by supporting predictive policing based on insightful analysis of crime patterns, why it is happening and what is likely to happen next;
- To work as part Garda investigation and management information teams;
- To put information into a manageable and understandable format that is accessible to others as knowledge;
- To communicate and disseminate analysis to support information driven decision-making.

Tasks and Activities

Crime and Data Analysts may be involved in a range of tasks and activities. These include:

- Analysing multiple internal and external systems for relevant information including PULSE System;
- Using data science and analysis tools and methodologies to develop actionable information and knowledge from data;
- Using consistent data analysis/analytics methodologies in line with GSAS national standards;

- Collating and examining information, identifying anomalies and making links to support the overall investigation;
- Developing an understanding of the research evidence in order to shape the analysis;
- Contributing to the development of a data culture within AGS through building relationships with Garda colleagues and explaining the value and potential of data to their work;
- Supporting the automation of analytical reports and techniques. This could include providing training to Garda members on the use of automated reports;
- Presentation of work to members of the organisation and key stakeholders;
- Prepare trial evidence, attend court and give evidence if required;
- Responding quickly to requests for information;
- Supporting/ standing in for their Line Manager as required;
- Explaining what the data means even if this means delivering bad news or identifying key risks;
- Working closely with colleagues to share knowledge and new analytical techniques or tools.

This description of the role is not intended to be an exhaustive list of duties and responsibilities and may be reviewed from time to time to reflect the needs of the Analysis Service.

Training

A five-week residential training programme will be provided to those appointed to the position. This course may be held in Templemore, and attendance is obligatory. Remote learning will be used in the event that full training is postponed due to health regulations. The course will cover areas such as specialist IT training (e.g. PULSE); crime analysis techniques; production of analytical reports; understanding of crime statistics and key aspects of the Irish legal system.

Eligibility Requirements

(a) Candidates must satisfy the all of the following requirements:

- On or before the 8th July 2022 have achieved a first or second class degree (minimum level 7 qualification on the National Framework of Qualifications) in a related discipline, or a qualification which is of a standard, in terms of both level and volume of learning, that is of at least an equivalent or higher standard acceptable to the Public Appointments Service; **or**

- On or before 21st March 2022 have obtained in the Leaving Certificate Examination (or equivalent) a minimum of grade D at Ordinary (or Pass) level in Mathematics and Irish or English, having obtained a minimum of Grade C in at least five subjects at Higher (or Honours) level papers.

  And

- have experience in dealing with qualitative and quantitative data;
- good Information Technology skills with the aptitude to develop to expert level;
- the requisite knowledge and general ability for the proper discharge of the duties of the office.

(b) In addition, candidates must have the ability to:

- work under pressure and meet deadlines;
- be adaptable, flexible and work with autonomy or as part of a team;
- challenge the incorrect use or interpretation of data;
- be a good communicator and have the ability to build relationships with a diverse internal and external stakeholder community;
- interpret, understand and respond effectively to customer needs;
- convey information (verbally and in writing) clearly and confidently;
- demonstrate the competencies set out in Appendix 1

(c) It is desirable, though not essential, that candidates hold a drivers licence and have their own means of transport.

AND

Demonstrate the competencies set out in Appendix 1

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.

Other Eligibility Criteria

Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting form. References will be sought.

Security Clearance

Given the sensitive nature of the post, individuals coming under consideration for a position as Crime and Data Analyst in An Garda Síochána must undergo strict security checks/screening. Accordingly, candidates will be required at that stage to provide information for security clearance and Garda vetting purposes. The decision of the Garda Commissioner will be final in this matter.

Incentivised Scheme

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 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 be eligible by the date of any job offer.

It is important that candidates list their previous civil or public service employment, if they have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

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).

An Garda Síochána (S.I. No. 668/2019 - Garda Síochána (Specified Ranks) (Severance Programme) Regulations 2019)

Re-employment in the Garda Síochána

A member who leaves the service of the Garda Síochána under these Regulations shall not be eligible -

(a) for re-appointment as a member at any rank in the service of the Garda Síochána, or

(b) for appointment as a member of the civilian staff of the Garda Síochána.

Declaration:

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

Principal Conditions of Service

General

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Salary

The **Executive Officer** salary scale will apply to this position.

The PPC (Personal Pension Contribution) salary scale (annually) for this position, with effect from 1 February, 2022, is as follows:

Personal Pension Contribution (PPC)

€31,698 €33,509 €34,531 €36,526 €38,315 €40,044 €41,768 €43,455
€45,160 €46,817 €48,526 €49,658 €51,270(LSI1) €52,894 (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.*

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

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 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.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Payment will be made **fortnightly** 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

Various locations to be determined.

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 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.

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.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to on average not less than 43 hours 15 minutes gross including lunch breaks, or 37 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 23 days rising to 24 days after 5 years' service, to 25 days after 10 years' service, to 26 after 12 years' service and to 27 after 14 years' service. 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 or Organisation. 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.

You 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 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 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 to be aware of the following:

  1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
  2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, <u>there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension,</u> 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 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 or upon request to PAS.

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.

Please note;
As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

Application Process

Location Choices

Regional Recruitment

On the application form you may select a maximum of two location choices, listed below, where you would be prepared to work if offered an appointment:

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

You should only make a location choice where you would be prepared to work if offered an appointment. 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. Please note the majority of the vacancies will be in Dublin.** Once a candidate has been assigned, they are removed from the panel.

After Stage one candidates may be required to provide further information regarding their location choice.

Candidates should be aware that vacancies may not arise in all of the above locations while this panel is active.

As an Employer of Choice and under the Programme for Government the Civil Service is exploring the opportunities for employees to work remotely.

Practical Matters

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

- To apply, candidates must have a "User Account" on www.publicjobs.ie. If you have not already done so, you must click 'Login' on the publicjobs homepage and register as a *'New User'* to create your Profile (register a New Account).

- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.

- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.

Username / Password issues

Forgotten your username or password?

If so, click on the following link:

https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do

How to contact PAS?

If you continue to have 'User Name' or 'Password' difficulties please email PAS at largevolumerecruitment5@publicjobs.ie *outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.*

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.

- It is important that you keep note of your username and password as you will need this information to access your Publicjobs Messageboard.

- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.

- Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your Publicjobs Messageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.

- PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS. If you do not attend on the specified date/time you will be deemed withdrawn from the competition

- An Unreasonable Conduct Policy is in operation in PAS. Information on the policy can be found on the PublicJobs website.

How to Apply

The onus is on the candidate to select the correct competition(s).

Click on the button 'Apply now' to access the application webform. This button is located at the end of the job posting page for Crime and Data Analyst in An Garda Síochána 2022 on www.publicjobs.ie. You must complete the application webform in full and click the submit button.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via *'My Applications'*. At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your Junk/Spam folders as email notifications may sometimes be filtered into these email folders (or 'Promotions' in the case of Gmail). In the event that the acknowledgement is still not received please email largevolumerecruitment5@publicjobs.ie including your name, candidate ID and contact details. Candidates should note that support will be available during office hours until the closing date.

Only fully completed applications submitted online will be accepted into the competition. Applications will not be accepted after the closing date. Only one application per person is permitted.

The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or other body is satisfied that such a person fulfils the requirements.

Disabled Candidates

The Public Appointments Service has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential.

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

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report be to ASU@publicjobs.ie

The purpose of the report is to provide PAS with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

These reports must be forwarded to the Assessment Services unit by close of business on 21st March 2022. You should email a scanned copy of the report to asu@publicjobs.ie

If you have previously applied for a competition with PAS and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at amanda.kavanagh@publicjobs.ie, for further information on the accessibility of our service please see our Accessibility page.

Closing Date

The closing date & time for receipt of completed applications is 3pm on 21st March 2022.

Selection Process

The selection methods for this competition will comprise a number of elements to select successful candidates for positions that may arise. These may include the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- An online video interview;
- Language tests (oral and/or written);
- Competitive Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

To be compliant with recent government guidelines for public safety, it is envisaged that the methods of assessment may differ to previous competitions in response to Covid-19. As such it is strongly advised that each candidate reviews any communication or familiarisation sent to them prior to the commencement of each stage.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi stage selection process. The number to be invited forward at each stage will be determined from time to time by the Public Appointments Service.

Next Steps

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

Indicative Dates (Subject to Change)

Stage	Dates
Closing date	21st March 2022
Stage One	Mid-April 2022

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.

Irrespective of whether or not you express a preference for more than one location (maximum two), you may only sit the various stages of the selection process, including interview, once.

Communication

Interaction with candidates during the selection process will primarily be conducted online. PAS will communicate with you primarily through your Publicjobs.ie Message Board. However, some correspondence may be issued by email. The onus is on the candidate to keep a regular check on your Message Board/Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of Gmail). You are also advised to check all these folders regularly. The PAS accepts no responsibility for communication not accessed or received by an applicant.

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message will be sent to the email address/telephone number originally supplied (see also paragraph below '*Publicjobs Messageboard*'). Candidates must use their own valid email address. Email addresses from third parties will not be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.

General Information

Appointments from Panels

PAS will establish panels of suitably qualified individuals to fill vacancies, which may arise in the various location choices across the Civil Service. If a candidate is offered and accepts a position, they must be available to take up that position within a reasonable time frame. The Public Appointments Service 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. Once reached on the panel, a candidate will normally be considered for one position only. Once assigned to a position, a candidate will be removed from the panel will no longer be considered for any future positions. 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. It is not envisaged that appointments will be made from this competition after 29 February 2024.

Please note that placement on a panel is not a guarantee of appointment to a position.

Specific candidate criteria

Candidates must:

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

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
- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deferrals from Panels

Candidates should be aware that all vacancies are for immediate positions. There is no option for candidates to defer their place on the panel once their place is reached e.g. to complete their studies, or to finish an existing project. Start dates are arranged at the discretion of the employing department or organisation and candidates will be required to take up duty within a reasonable timeframe once assigned to the position.

Declining an Offer of Appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, PAS or the employing organisation may at its discretion, select and recommend another person for appointment on the results of this selection process.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit the Online Questionnaire before the specified date; or do not attend/undertake any subsequent stage of the selection process as requested, attend for interview or other test when and where required by the PAS or who do not, when requested, furnish such evidence as the PAS require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to PAS, including all forms issued by PAS for completion, within the time specified. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Reschedule Requests

Reschedule requests may only be considered under exceptional circumstances as deemed acceptable by PAS (e.g. Bereavement/Illness). Please note that PAS may request supporting documentation as evidence. Candidates who are afforded an opportunity to reschedule will be processed in the next candidate batch invited to test/interview. . Candidates will not be re-inserted into their original batch. Please note that candidates who are permitted to reschedule will be given only one opportunity to do so.

Requests must be emailed to largevolumerecruitment5@publicjobs.ie within the booking window as specified in the invitation message

Reasonable Accommodations in the Workplace

If a candidate would like to request reasonable accommodations to be put in place by the potential employer, there will be an opportunity to confirm their interest at a later stage if they are successful in advancing through the competition. Candidates will also have to complete a 'Reasonable Accommodations Request Form' at the pre-employment checks stage. There are many advantages to disclosing a need for reasonable accommodations in the workplace as it allows employers to aid an employee to perform to their full potential within the role. If you do require reasonable accommodations to be put in place and choose not to disclose it, your employer may not be in a position to provide the appropriate accommodations which may assist you in carrying out your role to your full potential.

Expenses

Candidates will be responsible for any expense incurred in connection with their candidature.

Quality Customer Service

PAS aims to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or

staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Candidate Rights and Obligations

Confidentiality

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by PAS are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2014. However, candidates should note that all application material may be made available to the employing authority/organisation. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. Feedback and rechecks may be requested for up to six months after completion of each stage of the competition.

However, 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/recheck 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.

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a **Review of a decision** made during the process

Or

2. **Make a Complaint** that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) **at its sole discretion.**

There is no obligation on PAS to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, PAS will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

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

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

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

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

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process
- The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by PAS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under **Section 8** to PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either PAS or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, PAS and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct PAS to reverse a decision taken in the course of an appointment process.** Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

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

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

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

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

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process
- The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the *Code of Practice for Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

Candidates' Obligations:

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

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;
- has been appointed to a post following the recruitment process, they will be removed from that post.

Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials and/or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. 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 candidates/clients 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.

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 publicjobs.ie 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: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the PAS are set out on the Data Protection page of www.publicjobs.ie.

Canvassing

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Other

Elements of the selection process may be undertaken by other parties. In such circumstances it will be necessary for your information to be shared between PAS and these parties in order for your application to be processed.

Appendix 1: Key Competencies for effective performance at Executive Officer level

Title	Description	Indicators
Working with information	A Crime and Data Analyst (EO level) will be able to effectively carry out research. They will be able to gather information, analyse it accurately and make appropriate recommendations.	• Can examine and understand different sources and levels of structured and unstructured information • Can think critically about the what they are looking at • Can recognise the strengths and weaknesses of different information • Is comfortable dealing with qualitative and quantitative information • Clearly identifies what is required • Is concerned about the quality of information • Brings information together • Can analyse the data identifying key pieces of information • Pays close attention to detail • Identifies gaps and inconsistencies quickly • Thinks about what the research/ analysis will be useful for • Makes recommendations that are informed by the analysis

		• Identifies any potential challenges to the recommendations • Understands the objectives and structures a report effectively
Title	**Description**	**Indicators**
Problem Solving and Innovation	A Crime and Data Analyst (EO Level) will be able to think of new and innovative ways of solving problems. They will be keen to learn about new things and be able to identify areas for improvement.	• Is inquisitive and keen to get to the heart of an issue • Thinks creatively and shares knowledge with others • Thinks about innovative solutions to issues/ problems as they arise • Is open to new information and is willing to learn from others • Is comfortable asking questions to find out more • Is able to work in a dynamic environment • Is keen to learn about new things and new ways of doing things • Can keep abreast of relevant developments in other areas • Is open to learning and continually building their knowledge base • Can come up with alternative solutions that may improve the way things are done • Is able to anticipate likely problems/ areas of concern • Can identify additional things that may help or support the analysis • Can adapt and fix something before it becomes a problem – process improvement
Title	**Description**	**Indicators**
Judgement and Decision Making	A Crime and Data Analyst (EO level) will be conscious of the confidentiality and sensitivity of the information they are dealing with and understand clearly the implications of recommendations made.	• Has the capacity to think through things logically • Is able to identify the strengths and weaknesses of different solutions • Is clear about the implications of recommendations made • Is conscious of the sensitivity and confidentiality of some information • Is able to deal with difficult subject matter • Adheres to and promotes values and an ethical approach in keeping with the mission of the organisation
Title	**Description**	**Indicators**
Working with Others	A Crime and Data Analyst (EO Level) will be able to build and maintain relationships with others. They will be capable of working as part of a team and adapt their style to different people.	• Builds and maintains good working relationships with colleagues • Can clearly identify what stakeholders need and can agree the scope of what is required (as appropriate) • Demonstrates the value that the analysis can bring to a situation • Is approachable and willing to contribute • Is open and honest and is not afraid to ask for help • Manages the expectations of others • Is willing to work as part of a team • Has confidence in themselves and their ability • Understands that different stakeholders may have different perspectives • Is assertive and can influence and persuade others • Can adapt their style to different people • Maintains their own professionalism and integrity • Is willing to share knowledge and skills with others regardless of rank or position
Title	**Description**	**Indicators**

Communication Skills	A Crime and Data Analyst (EO Level) will be required to communicate effectively both orally and in writing, presenting information clearly and concisely in a variety of situations.	• Communicates effectively both orally and in writing with a range of individuals • Presents information clearly and concisely • Can adapt their approach in accordance with the needs of the audience • Can use a variety of methods to get the message across • Shows conviction and confidence when conveying information • Can present a clear and logical argument to individuals/ groups
Title	**Description**	**Indicators**
Delivery of Results	A Crime and Data Analyst (EO Level) will be able work effectively to meet objectives often against tight deadlines. They will have to take responsibility for their own work and stay focused on achieving high quality results.	• Is able to work under pressure to meet objectives against tight deadlines • Can clearly identify what needs to be done, quickly and accurately • Understands the parameters of their own responsibility • Stays calm and composed and responds appropriately • Can take the initiative • Can prioritise effectively in the face of competing demands • Manages their own time efficiently • Maintains their integrity and professionalism at all times • Applies a consistently high standard to all aspects of their work • Takes responsibility for their own work • Is focused on achieving high quality results • Is persistent and sees something through to conclusion • Stays motivated in the absence of formal recognition