

# An Garda Síochána



INFORMATION BOOKLET FOR CANDIDATES

PLEASE READ CAREFULLY BEFORE APPLYING

## **Open Competition for Appointment of (Specialist) Assistant Principal, Data Science and Analysis**

**in The Garda Síochána Analysis Service (GSAS),  
An Garda Síochána**

**HRD\_37D-412041/20**

**Closing Date: Friday 19<sup>th</sup> March 2021**

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

## An Garda Síochána - Introduction

# THE DIFFERENCE IS YOU

An Garda Síochána is the national police service of Ireland with approximately 14,491 Garda members, 3,393 Garda staff and 407 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.

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 increasing the Garda workforce to bring the strength of the Service to 15,000 Garda members, 4,000 Garda staff and 2,000 Garda reserves by 2021. 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.



## The Garda Síochána Analysis Service (GSAS)

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 management decisions. GSAS provides analytical support across the crime, policing and intelligence spectrum. GSAS also publishes reports based on data analytics, currently to support specific discussions with key stakeholders. These will form the basis for the direct publication of open data and related analysis in the future.

An Garda Síochána is in the process of building a data ecosystem (or data value chain) that ensures the same data is used for both operational and analytical purposes, as envisaged in the Government strategy APSFF. There will be opportunity to support GSAS senior management in influencing and contributing to the development of national data strategy.

### Job Specification

The AP, Data Science and Analysis role involves a wide range of general management responsibilities as well as essential specialist ones including:

- Leading and promoting the value of data and analytics to support operational and strategic policing, including identifying how research and analysis can inform solutions to specific operational and strategic policing challenges.
- To contribute to the overall management and development of GSAS, including organisation strategy.
- To be a source of analytical expertise and advice for the organisation.
- To build relationships with internal customers and external data suppliers and stakeholders.
- To represent GSAS at meetings and deliver presentations to management meetings, conferences and training courses (internal and external).
- To act as a key liaison point for requests for analytical support from their own analyst research team.
- To manage and develop their team and quality assure their work, including the professional development of analysts and GSAS overall.
- To support the delivery of the goal of information led policing as per the Commission on the Future of Policing in Ireland and the Garda Information and Technology Vision.
- To use and develop crime pattern analysis techniques in relation to intelligence, crime trends and patterns.
- To ensure consistent data analysis/analytics methodologies in line with GSAS national standards.
- To formulate practical, evidence based recommendations on the basis of analysis.
- To evaluate the effectiveness of policing operations and techniques through data and information.
- To assist in ongoing operations by researching, collating and analysing information from all relevant sources (internal and external).
- To prepare comprehensive, unambiguous and factually accurate reports and charts to support policing.

- To prepare evidence, attend Court and give evidence if required



## Key Requirements of the Role

The APs, Data Science and Analysis will assist the Director and GSAS POs to maintain and extend the GSAS vision and strategy. They will each have responsibility for a dedicated team of analysts/researchers data analytics professionals and/or critical projects. The role will involve prioritising the work of their team in line with business needs and ensuring that common standards are followed. Each AP will identify commonalities and linkages across areas within their remit and ensure there is no overlap or duplication of effort. APs will be expected to liaise closely with their colleagues across GSAS to ensure a joined up approach, to highlight linked crime series and/or information that traverses different investigations or projects. They will have responsibility for sharing and interchange of knowledge and ideas, including the need to escalate issues requiring a national response/co-ordination as well as the identification and sharing of best practice. APs will be expected to highlight underlying data quality issues and support data quality improvement initiatives.

The GSAS AP roles are specialist appointments and require a qualification at minimum level 8 in the National Framework of Qualifications (Honours Bachelor Degree level), in a related discipline and at least 3 years' experience working in a senior analyst/data analytics/research role. The successful candidate must have:

- Expert knowledge of analysis/analytics/research in a data driven environment;
- Expert knowledge of relevant analytics tools with an ability to quickly pick up new techniques;
- Strong knowledge of the full lifecycle required to turn data into information;
- A good knowledge the principles of data protection and human rights relevant to police data analysis;
- Experience of working in a large social science analysis and/or data science organisation;
- Experience of the development and management of statistical and/or analysis methodologies;
- Proven ability to explain and promote the value of analysis/analytics/research to the business;
- Proven ability to identify the right internal and external data sets needed for producing effective information;
- Proven ability to build and leverage relationships with a diverse internal and external stakeholder community;
- Experience of working in an environment where your analysis work was routinely used to support critical (potentially life changing) decisions;
- Experience of presenting information in a highly formal and scrutinised environment (such as court appearances);
- Experience of managing multiple projects simultaneously, managing competing demands and adapting to changing priorities;
- The confidence to challenge the incorrect use or interpretation of data;

- A commitment to the professional development of analysts/researchers;
- Ability to work as part of a senior team of data science leaders;
- Leadership skills, initiative and drive;
- Strong communication and interpersonal skills.

**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.**

## **Eligibility to compete and certain restrictions on eligibility**

### **European Economic Area Nationals**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) and the United Kingdom. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA 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.

## **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 Assistant Principal Salary scale will apply to this position.

### **Personal Pension Contribution**

The PPC (Personal Pension Contribution) salary scale (annually) for this position, with effect from 1 October, 2020, is as follows:

#### **ASSISTANT PRINCIPAL (PPC) Payscale**

€69,012 – 71,506 – 73,988 – 76,477 – 78,959 – 80,392 – LSI 1 82,899\* – LSI 2 85,415\*

\*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.

This rate applies where the appointee is an existing civil or public servant appointed on or after 6<sup>th</sup> April 1995 and is required to make a personal pension contribution. A different rate will apply where the appointee is a civil or public servant recruited before 6<sup>th</sup> April 1995 and who **is not required** to make a Personal Pension Contribution.

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance.

### **Important Note:**

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant 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, to the post of **AP Data Science and Analysis**, you will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

## Tenure and Probation

The appointment is to an established 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 by the Office of the Attorney General 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.

## Location(s)

The posts to be filled under this competition are to be located in Garda Divisional Headquarters offices with a requirement to travel weekly to Garda regional or national headquarters.

### 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

Your annual leave allowance will be **29** working days a year, rising to 30 days after 5 years. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of 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 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](http://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 66 in line with the State pension age.
- 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, 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](#) 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**

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution in accordance with the Public Service Pay and Pensions Act 2017.

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

### **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 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 read and understands 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 their 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).**



# Application and Selection Process

## How to Apply

Please indicate your interest by completing the application form using the following link: [Application Form](#) and including the Statement of Suitability stating the skills, qualifications and competencies you have, that you feel equip you for the AP Data Science and Analysis role and submit to [GSAS\\_AP.StaffCompetitions@garda.ie](mailto:GSAS_AP.StaffCompetitions@garda.ie) Please enter **Specialist AP, GSAS 2021**, in the subject bar of your email.

**Please note late applications will not be accepted.**

## Closing Date

The closing date for receipt of completed Application form and Statement/Letter of Suitability is:

**5pm on Friday 19 March 2021**

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 at 046 903 6376/7/5 (local rate number) or via email at [GSAS\\_AP.StaffCompetitions@Garda.ie](mailto:GSAS_AP.StaffCompetitions@Garda.ie) until the closing date.

The onus is on the candidate to fully complete the application form. Candidates are at risk of their candidature being withdrawn should they submit a blank, or partially completed application. Only fully completed applications will be accepted.

The admission of a person to this competition, or invitation to undertake any element of the selection process, or successful result letter, is not to be taken as implying that An Garda Síochána is satisfied that such a person fulfils the essential requirements.

## Selection Process

The methods used to select the successful candidates for these posts may include;

- Completion of an Application Form;
- Shortlisting of candidates on the basis of the information supplied in their application;
- Online and/or paper-based assessment test(s);
- Video Interview;
- Preliminary Interview;
- A competency based interview which may also include a presentation and/or an additional assessment exercise(s);
- Any other tests or exercises that may be deemed appropriate.

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.

## **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.

## **Candidates who wish to avail of Reasonable Accommodation**

Candidates who wish to avail of reasonable accommodation 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 Ms Rosslyn May, HR Directorate, Athlumney House, Johnstown, Navan, Co. Meath C15 ND62.

## **Communication**

Candidates should note that all communications relating to this competition, including the provision of results, will issue by way of email only. The email through which you submit your application will be used as the contact email throughout this competition. Candidates should check that email address on a regular basis.

## **Shortlisting**

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

In this respect, An Garda Síochána provide for the employment of a shortlisting process to select a group who appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, appear to be better qualified and/or have more relevant experience.

The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

## **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.

## **Vetting & Security Clearance**

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

## **General Information**

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.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that An Garda Síochána is satisfied that such a person fulfils the requirements.

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, or any other enquiries as are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

### **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**

A panel will be established for AP Data Science and Analysis from which appointments will be made. Qualification and placement on a panel is **not** a guarantee of appointment to a position.

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. Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition.

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

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 his/her appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in his/her former grade in his/her former Department.

### **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, select and recommend another person for appointment on the results of this selection process.

## **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. 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**

The Commission for Public Service Appointments (C.P.S.A) 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](http://www.cpsa.ie). The C.P.S.A. 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.

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.

The Code of Practice sets out the procedures to address candidates' requests for review and candidates' complaints in relation to an appointment process.

The code reflects the following core principles:

- Probity
- Merit
- Best Practice
- Fairness and Consistency
- Openness, Accountability and Transparency

Under the Code of Practice An Garda Síochána are obliged to:

- Provide all eligible candidates with a reasonable opportunity to apply for the post
- Ensure that the eligibility requirements are appropriate to the duties and requirements of the post
- Treat all candidates in a fair, impartial and equal fashion and ensure that their applications are dealt with in confidence
- Select candidates according to merit using sound, objective and appropriate selection techniques
- Ensure there is appropriate expertise among the board selecting candidates
- Comply with all relevant legislation, for example Equality, Employment Law, Data Protection and Freedom of Information
- Provide a review and appeals mechanism.

There is no obligation on An Garda Síochána to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 or 8 of this Code of Practice, a complainant may not seek a further review of the same process under Section 9, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

## Candidates' Rights - Review Procedures in relation to the Selection Process

The selection process for this competition is being carried out in accordance with the principles set out in the Code of Practice for Appointment to Positions in the Civil Service and Public Service. This Code of Practice can be accessed through the Commission for Public Service Appointments website at [www.cpsa.ie](http://www.cpsa.ie).

Information regarding review procedures is set out in Sections 7 and 8 of the above Code of Practice. (The two procedures are mutually exclusive other than in the most exceptional circumstances which will be determined by the Commission at its sole discretion.)

- **Informal Review:** Where possible, and only with the agreement of the candidate, every effort will be made to resolve any issues/complaints by way of an informal process.
- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to his/her candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSA's Code of Practice.

### Requests for Review

Requests for informal review should be submitted in writing to [hrpd.cpsa@garda.ie](mailto:hrpd.cpsa@garda.ie), clearly setting out the grounds for review and specifying the relevant Section of the Code. 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. In the event that a formal process is invoked, the candidates should determine which procedure is appropriate to their circumstances, i.e. Section 7 or Section 8.

Timelines for review requests are as follows:

SECTION 7 Review	SECTION 8 Review
Interim stage of competition Request for Informal Review – 2 working days after receipt of decision	Interim and Final stages of competition Request for Informal Review – 5 working days after receipt of decision
Request for Formal Review – 4 working days after receipt of decision	Request for Formal Review – 2 working days after notification of decision arising from informal review or without delay where candidate does not avail of informal Review
Final stage of competition Request for Informal Review – 5 working days after receipt of decision	CPSA – 10 working days after receipt of decision arising from office holder's review
Request for Formal Review – 10 working days after receipt of decision or 2 working days after notification of informal review	

### Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.



Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. It is not necessary for a candidate to compile a detailed case prior to invoking the appeals mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

## **General Data Protection Regulation (GDPR) 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;
- Personate 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;
- has been appointed to a post following the recruitment process, they will be removed from that post.

## Appendix 1

# Assistant Principal Officer Level Competencies

## Effective Performance Indicators

Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Judgement, Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Uses judgement to make clear, timely and well grounded decisions on important issues
	Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/ area
	Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Drive & Commitment to Public Service Values	Is self motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity