

# An Garda Síochána



INFORMATION BOOKLET FOR CANDIDATES

PLEASE READ CAREFULLY BEFORE APPLYING

**Open Competition for Appointment to the role of**

## **Stores Officer**

in

**An Garda Síochána**

**Garda National Technical Bureau, Garda Headquarters,  
Phoenix Park, Dublin 8**

HRD\_37D-14654/19

**Closing Date: 5pm on Friday 24<sup>th</sup> July, 2020**

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

An Garda Síochána will run this competition in compliance with the Code of Practice for Appointment Positions in the Civil Service and Public Service (CPSA) – available on [www.cpsa.ie](http://www.cpsa.ie)

**THE DIFFERENCE IS YOU**

## Stores Officer in An Garda Síochána

### Overview

#### Introduction

An Garda Síochána is the national police service of Ireland with approximately 14,750 Garda members, 3,281 Garda staff and 444 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*, (APSF), 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. A substantial capital envelope for technology and equipment, has also been provided.

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.

#### Vacancy

An Garda Síochána seeks to employ a **Stores Officer** for the Garda National Technical Bureau (GNTB) in Garda Headquarters, Phoenix Park, Dublin 8.

A Detective Chief Superintendent heads the Technical Bureau and reports to the Assistant Commissioner, National Support Services. The Bureau has an agreed strength of 130 Garda Members and Garda Staff.

Teams from the Bureau comprise experts in photography, ballistics, fingerprints and mapping. Using advanced equipment and techniques in the recovery and analysis of evidence, these highly skilled teams investigate major and complicated crime scenes throughout the State.

The Stores Officer has responsibility for the management of stock in the Garda National Technical Bureau along with managing and planning the resources of the Stores.

The role requires an understanding of financial guidelines and procurement policies both internally in An Garda Síochána and also nationally and within the EU. The role also involves maintaining all records and accounts for the Stores.

The competition process will be conducted by way of competency based interview in accordance with The Code of Practice for Appointments to positions in the Civil Service and Public Service issued by the Commission for Public Service Appointments. Following the interview process, candidates will be placed on a panel in order of merit from which an appointment will be made. The post will be offered to the candidate ranked first and, if refused, to the remaining candidates in sequence until the post is filled. While it is anticipated that only one person will be appointed to this role, the order of merit will remain in force for a period of up to two years from the date of the first appointment and will be used to fill further vacancies, if any, that may arise during that period.

The Stores Officer will primarily be responsible for:

- Preparation of requests for tender (RFT) documents for equipment and evaluating RFTs
- Maintenance of accounts in accordance with management procedures,
- Tendering & Procurement in line with EU and Irish Procurement guidelines - Stock control Management
- Ensuring compliance with Finance guidelines
- Ensuring compliance with Garda, National and EU procurement policies and legislation
- Ensuring compliance with Tax requirements
- Liaison with GNTB management, Finance and Procurement
- Management of records and information management systems
- Management of centralised stock and asset control
- Issuing of equipment to National Crime Scene Investigation (CSI) units and GNTB
- Validation of monthly transaction reports
- Setting and implementing standards within GNTB Stores in respect of ISO, Garda and Departmental audits
- Key holding responsibility
- Receiving and validating orders. Facilitation of deliveries to the Bureau outside normal working hours and other related administrative duties.
- Responsibility for ensuring the repair and replacement of equipment
- Participation in continuous professional development in the areas of information systems and procurement regulations
- Any other necessary duties arising out of the future development of the stores function - Any other duties as determined by D/Superintendent GNTB

## Requirements for the Stores Officer Role

### Essential Requirements

Candidates must, on or before the **24<sup>th</sup> July, 2020** have,

- 2yrs previous Stores Officer/Warehouse experience
- Experience preparing and evaluating requests for tender (RFT) documents for equipment
- An understanding of financial management / workflows in a public service environment coupled with an appreciation of budgetary management
- Expertise in Stock control Management
- Knowledge of Garda, National and EU legislation/compliance governing Tax, Finance, Tendering and Procurement policies.
- Experience maintaining accounts in accordance with management procedures
- Previous Management of records and information systems
- Previous experience of Asset Management, managing a centralised stock control and issuing of equipment
- Knowledge of setting and implementing standards in respect of ISO, Garda and Departmental audits
- Excellent communication skills, including fluent written and spoken English
- Commitment to a quality service
- Driving licence (category B)

## **Desirable Requirements**

- A relevant qualification in Logistics/Procurement/Parts and Inventory/Business Management or similar
- Previous experience working with job specific supplies and equipment
- Previous experience of operating in an ISO 17025 and ISO 9001 environment
- Cross-Agency interaction centred on procurement
- Experience of dealing with international suppliers

AND

2. Demonstrate the six competencies set out in Appendix I.

**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**

### **Citizenship Requirements**

Eligible Candidates must:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d) 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**
- (e) 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 Switzerland and has a stamp 4 visa

**To qualify candidates must be eligible by the date of any job offer.**

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

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

### **Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying 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 the 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.

### **Pay**

The Standard Salary Scale will apply for the position of **Stores Officer**

#### **Personal Pension Contribution**

The PPC (Personal Pension Contribution) salary scale (annually) for this position, with effect from 1 September 2019, is as follows:

#### **Pay Rate:**

<b>€41,362.00</b>	<b>€43,085.00</b>	<b>€44,783.00</b>	<b>€46,520.00</b>	<b>€47,712.00</b>	<b>€49,274.00</b>	<b>€50,834.00</b>
				<b>NMAX</b>	<b>LSI1</b>	<b>LSI2</b>

**Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the 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 Stores Officer**, the selected candidate will agree that any overpayment of salary, allowances, or expenses will be repaid by them in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

## Location

The post to be filled under this competition is to be located in Garda National Technical Bureau, Garda Headquarters, Phoenix Park. From time to time the Stores Officer may be moved to an alternative location based on organisational need, for reasons of personal/professional development or career progression. While the position is currently based in Garda Headquarters, Phoenix Park, any future organisational requirements necessitating the relocation of the Technical Bureau stores elsewhere in the Garda estate may require redeployment. In the event of such requirement the successful candidate will be offered the opportunity to move with the role.

## Tenure and Probation

The appointment is to a permanent post 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 25 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. Flexibility will be required and the member may be required to travel.

## Annual Leave

The annual leave allowance for Stores Officer is **23** working days a year rising to 24 days after 5 years' service and 25 days after 10 years' service. 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 (rising to 67 in 2021 and 68 in 2028 in line with changes in 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**

The successful candidate will during their employment, including during the term of their probationary contract, 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 he/she be deemed successful in the competition, he/she will be required to sign a declaration to affirm his/her commitment to the Code of Ethics and will declare that he/she 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 his or her official duties without prior approval by the appropriate authorised officer.

## **Political Activity**

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

### **IMPORTANT NOTICE**

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

# The Application and Selection Process

## How to Apply

Please indicate your interest by completing the Application form attached and submitting it to [HRPD.StaffCompetitions@garda.ie](mailto:HRPD.StaffCompetitions@garda.ie) or post to Garda Staff Competitions, HR Directorate, An Garda Síochána, Athlumney House, IDA Business Park, Johnstown, Navan, Co Meath, C15 ND62.

## Closing Date

The closing date for receipt of completed applications is:

**5pm on Friday 24<sup>th</sup> July, 2020**

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 6377/6376/6375/6374 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 the competition, or invitation to undertake any element of the selection process, or a 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;
- A competitive 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.

## Candidates who wish to avail of Reasonable Accommodation

Candidates who wish to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to act as a basis for determining reasonable accommodations where appropriate. These reports must be forwarded to the 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. Candidates should ensure that a valid email address and contact details are provided on the application form and 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.

## Vetting and 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 up to 12 weeks to complete. You **cannot** be appointed without clearing this Vetting process.

## General Information

An Garda Síochána will not be responsible for refunding any expenses incurred by candidates.

Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post.

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 **Stores Officer**, Garda National Technical Bureau, from which an appointment 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 promoted 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.

### **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.ExecutiveDirector@garda.ie](mailto:HRPD.ExecutiveDirector@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

Request for Formal Review – 10 working days after receipt of decision or 2 working days after notification of informal review	arising from office holder’s review
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## Requests for Feedback

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

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.

## General Data Protection Regulation (GDPR) & 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

### Stores Officer Competencies

#### Effective Performance Skills

<b>Knowledge and Experience of Stores</b>	Ability to effectively run the logistics of stock/inventory. Including but not limited to, validating request for stock and issuing supplies with particular attention given to careful recording of information and data (GDPR)
	Has working knowledge and experience of Tendering and Procurement in line with legislation and guidelines
	Takes responsibility for maintenance of accounts, including but not limited to, invoicing and processing of payments
	Has a knowledge base of legislation governing Finance, Tax, Procurement and Tendering
	Implements quality and efficient management information systems
	Experience of preparing for various audits/reports, while utilising Quality Standard Procedures Excellent IT skills
<b>Analysis &amp; Decision Making</b>	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Makes sound decisions with a well-reasoned rationale and stands by these
	Puts forward solutions to address problems
<b>Delivery of Results</b>	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
<b>Interpersonal &amp; Communication Skills</b>	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
<b>Health and Safety Management</b>	Successfully apply health and safety skills, knowledge and training in the context of their role and/or activities to enable him/her to perform a task safely
	Demonstrate an ability of being aware of hazards, risks and safe operating procedures
	Identify skills that reflect what is needed to perform an activity safely
<b>Drive &amp; Commitment to Public Service Values</b>	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity