

Candidate Information Booklet



**Head of Estate Management
in An Garda Síochána**

Closing Date: 3pm on Thursday, 15th October 2026



Open competition for appointment as:

Head of Estate Management An Garda Síochána

Vacancy ID: 9144

Contact: Justice Recruitment Unit

Email: justice.recruitment2@publicjobs.ie

URL: www.publicjobs.ie

publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the employment equality act.

publicjobs will run this competition in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service, prepared by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie.

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Act 2004-2013

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Head of Estate Management

Background

An Garda Síochána is the national police and security service of Ireland, comprised of approximately 14,300 Garda Members, 3,600 Garda Staff and 300 Garda Reserves. An Garda Síochána is a community focused organisation with a mission of 'Keeping People Safe'. With a dual role and responsibility for the provision of policing services, and protecting the security of the State, An Garda Síochána is committed to delivering a responsive, effective and efficient service, that meet the needs of our communities.

The organisation was established over 100 years ago at the inception of the state and has a proud history of delivering community policing. In order to build upon this strong foundation, An Garda Síochána must continue to evolve, responding as a modern police and security service to the changing face of crime, vulnerability, population and citizen expectation.

An Garda Síochána is charged with delivering on the key commitments made within the Programme for Government. In support of such, the organisation is growing at scale, with the effective use of Garda resources and capabilities as a key focus area.

An Garda Síochána has delivered on a significant organisational transformation programme including the introduction of cutting-edge technology, new methods of working and the biggest change to its structure in its history.

The introduction of a Garda Board is supporting the organisation in becoming more agile and adaptive, while a new Policing and Community Safety Authority is supporting the effective provision and continuous improvement of policing services. These developments and more mean it is a particularly exciting time to join An Garda Síochána and the organisation is determined to recruit the best talent to help deliver its ambitious programme of work.

Office

Estate Management is responsible for the oversight, planning, coordination, and management of all estate and accommodation requirements for An Garda Síochána. In partnership with the Office of Public Works (OPW), the government agency responsible for the management of state properties, Estate Management provides a safe, modern, effective, and efficient portfolio of Garda stations and facilities to support the delivery of best practice policing in Ireland. This includes new buildings as well as refurbishments, extensions and maintenance of all Garda occupied properties. The Head of Estate Management will operate as a highly visible leader across the organisation, supporting senior management to deliver An Garda Síochána's Strategy and Annual Service Plans.

The Garda Estate comprises of over 570 Garda stations, situated across 4 Regions and 21 Divisions. The Garda Estate also extends to a significant number of non-station Garda facilities including national facilities such as Garda Headquarters at Phoenix Park in Dublin, the Garda College in Templemore and a range of other national, support, administrative and specialist accommodation and facilities.

The role of the Head of Estate Management is to support the achievement of objectives set out in An Garda Síochána's Strategic Plan 2026-2028 by delivering value for money and geographically appropriate accommodation in line with operational policing plan objectives.

The Role

Principal Duties and Responsibilities of the Role

Reporting to the Executive Director of Finance and Services, the Head of Estate Management will partner with senior management to ensure that the current and future building stock is developed, designed and delivered to support the Garda Strategy and Annual Service Plans. The Head of Estate Management will partner with the Office of Public Works (OPW), who are the primary owners of the building stock utilised by An Garda Síochána to deliver its services.

The post holder will be responsible for the development, ownership, and refreshment of a vision and strategy for estate and accommodation requirements in An Garda Síochána. The successful candidate will have oversight and coordination responsibilities of all estate-related management, maintenance and building work activity. In particular, the individual will understand organisational requirements to deliver fit for purpose accommodation and align Estate Management to organisation priorities and financial plans. The successful candidate will be required to partner with the OPW in the delivery of large and smaller scale construction projects from concept, design, planning, and approval stages through to construction and final handover.

A key requirement of the role is to provide specialist expert advice on Estate Management topics to senior leaders in An Garda Síochána and engage with senior officials in other public bodies including the Department of Justice Home Affairs and Migration, The Board of An Garda Síochána, the Policing and Community Safety Authority, the OPW, Local Authorities and other State agencies.

The Head of Estate Management will be a seasoned and experienced leader, capable of working with others at a senior management level across the organisation and with partners, vendors and other government bodies. The appointee will have expertise and experience of the challenges and opportunities of managing large scale capital projects and be capable of engaging on a professional level with partners and stakeholders in this regard.

The key responsibilities of the role are:

Strategic Leadership:

- Develop and refresh the Estates Strategy 2026-2030 for the delivery of quality accommodation and associated services for An Garda Síochána that is secure and fit for purpose.
- Oversee and manage a significant capital budget in line with the government guidelines on the management of infrastructure and ensuring the governance and controls are in place to deliver value for money.
- Take the primary, driving role in executing and achieving strategic goals on a country-wide scale while maintaining the highest standards and providing support and advice to An Garda Síochána Board, senior management and relevant stakeholders on capital planning, programme and associated project management, national strategies and issues relevant to An Garda Síochána estates, estate maintenance, environment management, procurement processes appropriate to public sector capital projects, and infrastructural risk management.

Operational Estate and Facilities Management:

- Drive delivery of the estates and facilities management function of An Garda Síochána Estate Management staff nationwide by supporting divisions, regions, and national

units/offices on all estate matters, developing a programme plan and implementing the relevant policies, processes, management controls and procedures required to manage the Garda national estate.

- Ensure the Garda Estate is maintained to a high standard and meets Health and Safety requirements and, where issues emerge, intervene to address matters on a prompt basis.
- Manage, maintain, and arrange delivery of facilities systems, services, and accommodation in Garda Headquarters.
- Manage, on behalf of An Garda Síochána, the delivery of strategic Estates projects, including the establishment of formal programme and project reporting to include project risk, quality, and key project dates e.g. pre-qualification, tender, contract award, general construction, testing, commissioning, and handover.
- Own the quality of data relating to the Estate such as condition, compliance, occupancy levels and cost.
- Set and maintain Key Performance Indicators (KPIs) and report on performance.

Statutory Compliance, Health & Safety, Risk and Assurance:

- Drive delivery of assurance processes in place to inspect compliance with estate strategic plans, policies, processes, procedures, and document retention practices both centrally and nationwide.
- Own the overall compliance framework, including audits, action plans and assurance reporting.

Financial Management and Value for Money:

- Manage all Estates Budgets, both Capital and Operating Expenditure. In partnership with the Office of Public Works (OPW) manage the multi annual capital funding allocation from Government for investment in the Garda estate (circa. €80 m in 2026).
- In partnership with the OPW, the Department of Justice, Home Affairs and Migration, and the Office of Public Works, deliver the Garda element of the National Development Plan 2026-2030 and secure capital funding for estates projects.
- Drive delivery of formal reporting protocols and regular progress reports on expenditure and forecasted costs, cash flows and budget variance analysis.
- Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations, and standards.

People Leadership:

- Lead, motivate and develop a team of Estate Management professionals.
- Coach and guide the team, supporting them to deliver and embed strategic objectives.

Sustainability, Energy and Net Zero:

- Support, promote and actively participate in sustainable energy, water, and waste initiatives to enable An Garda Síochána to meet government climate action targets.
- Embed sustainability considerations in maintenance, refurbishment, and new build decisions.

Please note:

The above is a general guide to the key duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may also be assigned from time to time.

Office Location

Estate Management, An Garda Síochána Headquarters, Phoenix Park, Dublin 8, D08 HN3X.

Key Information

Salary Range: €108,152 - €133,775

Annual Leave: 30 days

Hours of attendance: 41 hours and 15 minutes gross per week

Principal Conditions of Service: The Principal Conditions of Service applicable to the role are on page 14 of this booklet.

Competition Closing Date: Your application must be submitted on the publicjobs website not later than **3pm on Thursday, 15th October 2026**.

If you do not receive an acknowledgement of receipt of your application within 24 hours of submitting your application, please email: justice.recruitment2@publicjobs.ie

Interviews are expected to commence from November 2026.

For full details on the recruitment process, please see the **Competition Process** section.

You should check your **publicjobs.ie Application Centre** on a regular basis as email notifications about updates/tests/Interviews etc. published in the “**Review Communications**” area can sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

ENTRY REQUIREMENTS

Applicants must, by the closing date of application, have the following:

- A Level 8 (or higher) major award qualification on the NFQ (or a NARIC foreign qualification equivalent) in Architecture, Engineering or Surveying
- OR**
- Have Chartered Membership of one of the following professional associations:
 - Society of Chartered Surveyors in Ireland
 - Royal Institution of Chartered Surveyors
 - Engineers Ireland
 - Royal Institute of Architects of Ireland
- OR**
- Have had at least three years' satisfactory experience of working at a Senior Management level in a Capital Estates function (in public and/or private sector)
- AND**
- Possess the requisite knowledge and people management skills at an appropriate level to discharge the duties of the office.
- Proven experience of leading, managing and developing the capability of a professional team including the ability to establish a high-performance culture amongst management and staff.
- Significant property-related experience in a strategic or advisory capacity.

- A proven track record in the areas of property-related project planning, budgeting, and prioritisation of a complex, large Estate portfolio in either the public or private sector.
- Have strong working knowledge of design, procurement and management of construction, renovation, or maintenance projects.
- Excellent communication and interpersonal skills and proven experience of engaging at the highest level with stakeholders in both the public and private sectors.

The successful candidate will require a full clean driving licence and access to appropriate transport.

Please Note:

1) Attendance at courses, without completion of an appropriately assessed and validated examination, will not be considered as valid qualifications.

2) It is the responsibility of candidates to provide evidence:

- i. to support the achievement of qualifications, and;
- ii. where the qualifications claimed are placed on the National Framework of Qualifications.

3) Qualifications / eligibility may not be verified until the final stage of the process.

An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

In addition to the above, candidates must be able to demonstrate the Key Competencies for identified for effective performance in this role, outlined below.

Leadership & Strategic Direction
- Leads the team, setting high standards, tackling any performance problems & facilitating high performance - Facilitates an open exchange of ideas and fosters an atmosphere of open communication - Contributes to the shaping of Departmental / Government strategy and policy - Develops capability and capacity across the team through effective delegation - Develops a culture of learning & development, offering coaching and constructive / supportive feedback - Leads on preparing for and implementing significant change and reform - Anticipates and responds quickly to developments in the sector/ broader environment - Actively collaborates with other Departments, Organisations and Agencies
Judgement & Decision Making
- Identifies and focuses on core issues when dealing with complex information / situations - Assembles facts, manipulates verbal and numerical information and thinks through issues logically - Sees the relationships between issues and quickly grasp the high level and socio-political implications - Identifies coherent solutions to complex issues - Takes action, making decisions in a timely manner and having the courage to see them through - Makes sound and well informed decisions, understanding their impact and implications - Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions
Management & Delivery of Results
- Initiates and takes personal responsibility for delivering results / services in own area - Balances strategy and operational detail to meet business needs - Manages multiple agendas and tasks and reallocates resources to manage changes in focus - Makes optimum use of resources and implements performance measures to deliver on objectives - Ensures the optimal use of ICT and new delivery models - Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements - Instils the importance of efficiencies, value for money and meeting corporate governance requirements - Ensures team are focused and act on Business plans priorities, even when faced with pressure
Building Relationships & Communication
- Speaks and writes in a clear, articulate and impactful manner - Actively listens, seeking to understand the perspective and position of others - Manages and resolves conflicts / disagreements in a positive & constructive manner - Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives - Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals - Proactively engages with colleagues at all levels of the organisation and across other Departments/ Organisations and builds strong professional networks - Makes opinions known when they feel it is right to do so
Specialist Knowledge, Expertise and Self Development
- Develops and maintains skills and expertise across a number of areas that are relevant to their field and recognised by people internal and external to the Department / Organisation - Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role

• Maintains a strong focus on self-development, seeking feedback and opportunities for growth
Drive & Commitment to Public Service Values
• Consistently strives to perform at a high level • Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues • Contributes positively to the corporate agenda • Is personally trustworthy, honest and respectful, delivering on promises and commitments • Ensures the citizen is at the heart of all services provided • Is resilient, maintaining composure even in adverse or challenging situations • Promotes a culture that fosters the highest standards of ethics and integrity

Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them and they must be of good character. Those under consideration for a position will be required to complete a health and character declaration and a Garda eVetting form. References will be sought. This post will require extra security clearance and will take a minimum of 16 weeks to complete and may take significantly longer if a candidate has lived at multiple and/or overseas addresses.

Please note:

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on or by the dates as specified, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

The onus is on the candidate to ensure they fulfil the eligibility requirements as set out. publicjobs reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who are unable to demonstrate that they hold/will hold the required qualification(s) by the deadline specified may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Candidates who are placed on a panel and come under consideration for a position will be required to provide documentary evidence of their eligibility, including qualifications. **Please be aware a transcript of results may be required; therefore, the onus is on candidates to have this information available if requested by publicjobs.**

Full information on [Eligibility to Compete and Certain Restrictions](#) can be found [HERE](#).

COMPETITION PROCESS

How to Apply

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

At publicjobs, we have recently transitioned to a new recruitment platform with the aim of enhancing our services and the candidate experience. This new service will give you more visibility and control of your application.

When accessing our new recruitment platform for the first time, candidates must register as a New User to create a profile ("Register"). To do so, please access the vacancy you wish to apply for on our Jobs Board by clicking on the title of the position. You will be brought to the vacancy where you can click on "Apply" in the right-hand section of our website, or at the bottom of the advertisement. Candidates who have not previously registered on our new recruitment platform will be required to enter some personal details to continue with their application. Account verification will be required, and you must check your email inbox and follow the instructions to verify your account. Please do not confuse registering (creating a profile) with submitting an application. Candidates who have already registered will have an account and should select 'Login' from the top right-hand section of the registration page or through the link at the bottom of the page.

Once registered and after your email address has been verified, you must then access the application form, ensure all sections of the application form are fully completed and submit it. To do this, you will be required to return to the vacancy you wish to apply for – **Head of Estate Management** - on the jobs board on www.publicjobs.ie and click on "Apply". This time, you should select the "Login" option in the top right-hand section of the Login Page. Your username is the e-mail address associated with your account. Please note that your username and password are case sensitive.

Please carefully note the following instructions. As you progress through the application, at the bottom of every page, there will be an option to "Save and Continue". The information that you enter is only saved once you click on the 'Save and Continue' button. If you close the browser before clicking 'Save and Continue' or are inactive on the system for 30 minutes or more, you may be logged out of the application form, and your information could be lost.

It is imperative that all sections of this application form are completed in full. The mandatory fields are marked with an asterisk *. These fields must be completed before you can submit the application form. You may save the form and come back to it later, however, please note that you must submit the form in order to be considered for this competition as unsubmitted applications will not progress to the next stage.

All sections on the application form Progress Tracker must show a green checkmark before you can apply. Return to any section on the Progress Tracker missing a green checkmark where guidance on the missing information will be displayed. Please ensure all information is correct before submitting your application as no changes can be made after submission. Once you have submitted your application form, you will be brought to a page confirming the status of your application as "Application received". You will then receive an email confirmation to advise that your application is being reviewed by publicjobs. At this point you should consider adding @publicjobs.tal.net to your safe senders or contact list within your email account to avoid not receiving emails because a publicjobs email has been blocked.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email justice.recruitment2@publicjobs.ie.

You can view the status of your application at any time by logging in, selecting your name in the top right-hand section of the page and selecting "View all applications".

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the publicjobs or any other body is satisfied that such a person fulfils the requirements.

Visit the [Help Centre](#) if you have questions or encounter technical difficulties navigating the site.

Only one application per person is permitted.

Closing date

Your application must be submitted on the Public Jobs website not later than **3pm on Thursday, 15th October 2026.**

Interviews for these posts are likely to commence in November 2026.

You are advised to check your **publicjobs.ie Application Centre** on a regular basis as email notifications of updates/ tests/ Interviews etc. issued to the “Review Communications” area may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by publicjobs and should make sure that the contact details specified on the application form are correct.

Requesting Previous Application Forms

Candidates who may have previously applied for this, or similar roles, and who wish to be provided with a copy of their previous application form should email dataprotection.officer@publicjobs.ie with this request, confirming three of the following identifiers, as soon as possible.

1. Full name
2. Date of birth
3. Username
4. *Candidate ID (this would have been included in any communications regarding your previously submitted applications)
5. *PPSN

We need 2 unique identifiers (information that is not readily available to others, marked with an asterisk*) in order to verify that you are the account holder.

If you only have answers to 1 of the unique identifiers (marked with asterisk*), please answer either of the following questions (if applicable)

- list your college/school qualifications
- list the last 2 Campaigns that you applied for
- list the job alerts that you have set up

If you are unable to answer either of these questions, please provide us with the following information:

- Address including Eircode
- Work phone number
- Mobile phone number

Selection Process

The selection process for this competition will comprise a number of elements. These may include one or more of the following:

- shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position
- a competitive preliminary interview
- pre-recorded video interview
- completion of online questionnaire(s)
- report-writing exercise or other exercises
- presentation or other exercises
- a final competitive interview
- remote interview
- work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate

Shortlisting

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

publicjobs provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, 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, based on their application, appear to be better qualified and/or have more relevant experience. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process.

Where a competition attracts a large number of eligible candidates, the shortlisting process will apply a scored assessment of the information provided on the application form. A rank order of candidates will then be created and based on that ranking candidates will be invited to the next stage of the process in groups/batches, with those candidates ranked highest invited initially. Subsequent groups/batches may be invited to the next stage of the selection process over the lifetime of the competition on a demand led basis, if required.

The shortlisting criteria may include both essential and desirable criteria specified for the position, and it is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application. The onus is on candidates to complete the application form fully and accurately.

For certain competitions, candidates may be required to undertake online assessment tests and will be shortlisted in accordance with their ranking in these tests. Applicants must successfully compete and be placed highest on the order of merit to be considered for advancement to the next stage of a multistage selection process, which may include a shortlisting exercise as described above. The number to be invited forward at each stage will be determined from time to time by publicjobs.

Pre-Employment Checks

Should your place on the panel be reached and you come under consideration for a position, several pre-employment checks must be completed before a candidate is deemed suitable for appointment.

These checks are carried out to satisfy publicjobs that the candidate satisfies all necessary requirements.

Prior to assigning/recommending a candidate for appointment to a position, publicjobs will make all such enquiries necessary to determine the suitability and eligibility of that candidate. These checks include an evaluation of Citizenship, Health & Character, Garda Vetting & Security Clearance and

Reference Checks. Where Citizenship, Health & Character, Garda Vetting and Reference Checks are unsatisfactory or cannot be obtained, publicjobs reserves the right to disqualify a candidate from any further consideration of appointment or termination of your employment where an appointment has already been made.

Candidates with Disabilities

Attracting candidates from all sectors of society to ensure accessible routes to career opportunities is a key priority of publicjobs. We are committed to equality of opportunity for all candidates. If you have a **disability or need reasonable accommodations made during the selection process, (e.g. for interview, assessments or exercises), we strongly encourage you to share this with us** so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equitable opportunity for this competition. **We can provide accommodations for any stage of the process, including online assessments, interviews or exercises.** Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

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

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

If you indicate on your application form that you require reasonable accommodations, you will have the following option:

- A. If you have been provided with reasonable accommodations from publicjobs **in the last three years**, you should input the details of the most recent **competition** for which you were assigned accommodations along with your **Candidate ID**
- OR**
- B. You will need to **upload a psychologist/medical report** as part of your application, which details your disability/requirements.

We require a report to better understand your disability and requirements. The report, in addition to your request, helps us determine what accommodations may be suitable for you, in the selection process.

The reports will only be shared with our Assessment Services Unit. In the reports, it is useful for us to see the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may **redact (block out)** parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

Please do not email your medical/psychologist's report to us – it should be uploaded directly to your online application.

Should you have any difficulty with uploading your report, please contact justice.recruitment2@publicjobs.ie.

publicjobs will ensure that your reasonable accommodations are implemented as necessary, for each stage of the recruitment process.

If you have any **queries** about the **reasonable accommodations process or the accommodations you have received**, please contact ASU@publicjobs.ie.

If you wish to discuss any matter relating to the **accessibility** of our services or building, or if you require support from our **Disability Champion** Amanda Kavanagh, please contact edi@publicjobs.ie

For further information about Diversity and Inclusion please see the [Info Hub](#) on our website. Information on the accessibility of our service may be found on the [Accessibility page](#) on our website.

Principal Conditions of Service

General

The appointment is to a permanent post in An Garda Síochána and is subject to the Policing, Security and Community Safety Act 2024, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to An Garda Síochána.

Please note appointments from within An Garda Síochána for staff employed pre-commencement of the Policing Security & Community Safety Act will be to a Civil Service grade with Civil Service terms and conditions.

Salary Scale

The Principal Officer salary scale will apply to this position.

The PPC (Personal Pension Contribution) salary scale (annually) for this position, with effect from the 1st of June 2026, is as follows:

Principal Officer – PPC

€108,152 – €112,741 – €117,294 – €121,883 – €125,753 – €129,768 LSI1 – €133,775 LSI2

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

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

Personal Pension Contribution

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

A different rate will apply where the appointee is 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

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

Different terms and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

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

Upon appointment, you will agree that any overpayment of salary, allowances, or expenses will be repaid by you subject to An Garda Síochána's Management of Overpayments Policy.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in An Garda Síochána.

The probationary contract will be for a period of 9 months from the date specified on the contract. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you –

- a) Have performed in a satisfactory manner,
- b) Have been satisfactory in general conduct, and
- c) 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 subject to An Garda Síochána's Probation Policy. 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 An Garda Síochána, and you will be given a copy of An Garda Síochána's policy 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 the following circumstances your contract may be extended, and your probation period suspended.

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 employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation.

Any other statutory provision providing that probation shall -

- 1. stand suspended during an employee's absence from work, and
- 2. be completed by the employee on the employee's return from work after such absence.

Where probation is suspended, An Garda Síochána will notify the employee of the circumstances relating to the suspension.

All appointees will serve a 9-month probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving member of Garda Staff in An Garda Síochána immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, the employee will return to a vacancy in their former grade.

Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to on average not less than 41 hours 15 minutes' gross including lunch breaks, or 35 hours' net per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment.

Headquarters

Headquarters will be such as may be designated from time to time by the Head of the Department/organisation. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to rates to be advised per the Garda Staff Handbook.

Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with their role.

Annual Leave

The annual leave allowance will be 30 days. 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 leave will apply in accordance with the provisions of An Garda Síochána Sick Leave Policy. Where an employee is eligible for Illness Benefit (IB), they must comply with the procedures for claiming IB from the Department of Social Protection and must confirm that they have mandated the IB payment directly to An Garda Síochána. Failure to do so may result in an overpayment.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in An Garda Síochána at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered an appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during their 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 Chief Medical Officer's office to assess their ability to provide regular and effective service taking account of the condition, which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service:

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

- If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
- 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.
- The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from Public Service:

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

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

Pension Accrual

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

Additional Superannuation Contribution

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

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

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

During the term of the probationary contract, an employee will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The employee will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

An Garda Síochána Code of Standards and Behaviour

The appointee will be subject to An Garda Síochána Code of Standards and Behaviour.

The Code of Ethics for An Garda Síochána

The Code of Ethics for An Garda Síochána sets out nine standards of conduct and practice for everyone in An Garda Síochána, each with a number of commitments. Candidates should note that, should they be deemed successful in the competition, they will be required to sign a declaration to affirm their commitment to the Code of Ethics and will declare that they have read and understand the Code of Ethics of An Garda Síochána, and will adhere to the standards set out therein.

Prior approval of publications

An appointed member of Garda staff will agree not to publish material related to their official duties without prior approval by the appropriate authorised member of Garda staff.

Political Activity

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

All circulars are available on the website www.circulars.gov.ie or from the Personnel Section.

Please Note

As an **Employer of Choice**, An Garda Síochána has many flexible and family friendly policies e.g. Work-sharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

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).

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

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

1. Request a **Review of a decision** made during the process
or
2. **Make a Complaint** that the selection process followed was unfair.

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

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

Requesting a Review under Section 7

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

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

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

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

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

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process

The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

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

On foot of a Section 8 Complaint process, either publicjobs or the CPSA may find that the recruitment

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

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

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

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

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

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process.

The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

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

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. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

General Competition Information

Please [CLICK HERE](#) for General Information including Candidate Obligations and GDPR.



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You can also keep up to date
on **publicjobs.ie** and follow us
on our social platforms:

