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**COMPETITION BOOKLET FOR CANDIDATES**

PLEASE READ CAREFULLY

Open Competition for the appointment to the positions of

**Senior Probation Officers**

**Closing Date: 5pm, 8 May 2025**

The Probation Service is committed to a policy of equal opportunity.

The Probation Service will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie/)

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**TITLE OF POSITION: Senior Probation Officer**

**OFFICE: The Probation Service, the Department of Justice**

**LOCATION: Nationwide (current vacancies in Cork, Limerick, Roscommon and Laois)**

The Department of Justice intends to establish a panel for promotion to the grade of Senior Probation Officer (SPO). The panel will remain in place for a period of 2 years, or until such time as the panel is cleared, whichever is sooner. Applications are invited from eligible and suitably qualified candidates who wish to be considered for promotion to SPO.

The required SPO competencies are as follows (further details are attached at **Appendix A**):

**Leadership;**

**Judgement, Analysis, and Decision Making;**

**Management and Delivery of Results;**

**Interpersonal and Communication Skills;**

**Specialist Knowledge, Expertise and Self Development;**

**Drive and Commitment to Public Service Values**

**The Role**

A Senior Probation Officer is the local service manager, reporting to the appropriate Assistant Principal Probation Officer (Regional Manager) is responsible for the effective delivery of services and programmes to the courts, the community and custodial institutions, in accordance with policies in place within the Service.

In his/her capacity as manager and Probation Service team leader, the effective co- ordination and management of the work includes, but is not limited to:

* Managing a team, which includes providing leadership in staff management and development, managing Probation Officers, Community Service Supervisors and administrative staff;
* Co-ordination and management of the work of the team for which he/she is responsible, liaison with other disciplines, services and community organisations in his/her area of responsibility;
* Commitment to regular professional staff supervision with each member of the team, combining direction in case management with assisting staff in developing a variety of skills and generally supporting and motivating staff in their practice;
* Supervising all work activity within the team, including the management of caseloads, quality assurance of assessment, case records and other aspects of case management, in accordance with established professional practice and Service policy;
* The management and administration of community service in accordance with the Criminal Justice (Community Service) Act 1983, and the Community Return Scheme as set out in the Service policy;
* Ensuring that each office under his/her responsibility is a safe place to work in accordance with the requirements of health and safety legislation and Service Policy;
* Supervising all aspects of attendance, performance and duties of Probation Service staff assigned to courts, prisons or places of detention and other Service staff in the office or area including;
* Preparation of Probation and Performance Management and Development (PMDS) reports on staff;
* Ensuring that expenditure is managed in a planned and effective way;
* Carry a small client caseload.

**Eligibility**

In order to be eligible to compete, prospective candidates must, on the closing date:

**ESSENTIAL REQUIREMENTS**

**The successful candidate will on or before the closing date of 5pm, 8th of May 2025 have:**

* *A Qualification at Level 8 on the National Framework of Qualifications in Social Science with social policy component, or an equivalent qualification recognised for entry onto one of the Social Work courses approved by CORU, Health and Social Care Professionals Council.*

**OR** have an entitlement to be registered and obtain registration prior to appointment. (see Note 1 below)

## and

* Have experience in and capacity to demonstrate the following*:*
  1. Interviewing skills
  2. Report writing and assessment skills
  3. Case management skills, including ability to meet deadlines
  4. Ability to work as part of a team

## and

* Have knowledge of:
  1. The Criminal Justice system
  2. Community resources and how these can be mobilised
* A minimum of two years relevant operational experience in a probation or social work setting;
* Strong knowledge base and experience in working with clients, including assessment, supervision and intervention programmes through effective practice standards.
* Full current driving licence that enables you to drive in Ireland and a car available for official business or access to a form of transport which will enable you to meet the full requirements of the post

*Note 1*

The following qualifications have been approved by the Social Workers Registration Board as attesting to the standard of proficiency required for registration for Social Workers:

* **Masters of Social Work**, University College Cork
* **Postgraduate Diploma in Social Work Studies**, University College Cork
* **Masters of Social Science (Social Work)**, University College Dublin
* **Graduate Diploma in Social Work**, University College Dublin
* **Masters in Social Work**, University of Dublin, Trinity College
* **Postgraduate Diploma in Social Work**, University of Dublin, Trinity College
* **Masters in Social Work**, National University of Ireland Galway
* **Bachelor of Social Work**, University College Cork
* **Bachelor in Social Studies**, University of Dublin, Trinity College
* **Master of Arts in Social Work**, Institute of Technology Sligo
* **Masters in Science (Social  Work)**, National University of Ireland, University College Dublin
* **Professional Master of Social  Work**, National University of Ireland, University College Dublin
* **Master of Social Science (Social Work)**, National University of Ireland, Maynooth
* **Postgraduate Diploma in Social Work**, National University of Ireland, Maynooth

Candidates within the final year of one of the above courses would be eligible for registration and would meet Essential Criteria 1.

**Desirable Requirements:**

* A professional qualification in social work, recognised by CORU.

Candidates will also be required to demonstrate the competencies set out in Appendix A.

**Eligibility to compete and certain restrictions on eligibility Citizenship Requirements**

Eligible candidates must be:

a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

b) A citizen of the United Kingdom (UK); or

c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

d) A non-EEA citizen who has a Stamp 4[[1]](#footnote-1) visa or a Stamp 5 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, National Development Plan 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, National Development Plan and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

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

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

**Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re- employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

**Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013):**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for reemployment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

**Declaration:**

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

**Principal Conditions of Service**

**General**

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

**Salary**

The Salary Scale for the position is as follows: (rates effective from 1st March 2025):

**Personal Pension Contribution (PPC)**

€73,961 €75,651 €77,337 €79,031 €80,720 €81,169 €82,834 €84,562 €87,376(LSI1) €90,198(LSI2)

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

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

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

**Important Note**

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

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

Subject to satisfactory performance increments may be payable in line will current Government Policy.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

**Tenure and Probation**

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of twelve 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 –

1. Have performed in a satisfactory manner,
2. Have been satisfactory in general conduct, and
3. Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956–2005*.  This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above.  The detail of the probationary process will be explained to you by the Department/ of Justice and you will be given a copy of the Department of Public Expenditure NDP Delivery 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 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, and

* 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 employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

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.

**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.

**The Organisation of Working Time Act**

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

**Location of Posts**

Posts will be located nationwide current vacancies are in Cork, Limerick, Roscommon and Laois. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

**Duties**

The employeewill be required to perform any duties appropriate to the position which may be assigned from time to time. The officer 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 his/her role.

**Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week.No additional payment will be made for extra attendance (over and above 41 hours and 15 minutes gross or 35 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

**Annual Leave**

The annual leave allowance for this position is 27 days rising to 30 days after 5 years’ service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

**Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Department of Justice. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

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

**Pension Abatement**

* If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position**.
* However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
* **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

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

* **Ill-Health-Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO’s office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

*Appointment post ill-health retirement from Civil Service*

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

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

*Appointment post ill-health retirement from Public Service*

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

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](https://hr.per.gov.ie/wp-content/uploads/2020/06/Ill-Health-Retirement-linked-document.pdf) or upon request to PAS.

**Pension Accrual**

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

**Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) 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](http://www.singlepensionscheme.gov.ie).

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

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

**Civil Service Code of Standards and Behaviour**

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

**Ethics in Public Office Acts**

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

**Prior approval of publications**

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

**Political Activity**

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

All circulars are available on the website [www.circulars.gov.ie](http://www.circulars.gov.ie) or from the Personnel Section.

**Important Notice**

**The foregoing 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 probationary contract to be agreed with the successful candidate.**

**Review Procedures**

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. Where a formal review has taken place under Section 7 of the Code, you 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 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**

Where a candidate requests a review, they should determine which procedure is appropriate to their circumstances, i.e. Informal or Formal, Section 7 or Section 8. The candidate must submit their request within the timelines specified in the Code of Practice. These timelines are restricted in order to ensure that corrective action can be taken, if necessary, without delaying the process for other candidates. Candidates must clearly set out the grounds for review and specify the relevant Section of the Code. *A request for a review may be refused if the candidate cannot support their request.*

You are entitled to acknowledgement, within 3 days, of a request for formal review, and the outcome of the review must be provided to you within 25 days of receipt of the request. If it is not possible to complete the review within this time, you will be informed of the status of the review and the reasons for the delay.

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  *- Request for Formal* *Review* – 4 working days after receipt of decision  **Final stage of competition**  *- Request for Informal Review* – 5 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 | **Interim and Final stages of competition**  *- Request for Informal* *Review* – 5 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  *- CPSA* – 10 working days after receipt of decision arising from office holder’s review |

**The Application Process**

**How to Apply**

Please note that the Probation Service have engaged with an external recruitment company (Staffline Recruitment) to manage the online application process and assist with the selection process. You can apply for the Senior Probation Officer role by completing the online application form at <https://staffline.getgotjobs.ie/home>

**Closing Date**

The closing date for receipt of completed applications is:

**5pm, 8th of May 2025**

It is suggested that you apply well in advance of the closing date in case you experience any difficulties. Support will be available via email at [martin.greer@stafflinerecruit.com](mailto:martin.greer@stafflinerecruit.com)

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 the Probation Service 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.

**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, the Probation Service may decide that a smaller number will be called to the next stage of the selection process.

In this respect, the Probation Service 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 will include essential 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.

## Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

## Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However, should your application for the competition be unsuccessful this form will be destroyed by the Department of Justice. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

## It is YOUR responsibility to seek security clearances in a timely fashion as they can take a number of months. You cannot be appointed without this information being provided and being in order.

**Other Important Information**

The Probation Service will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Probation Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Probation Service and the Department of Justice will make all such enquiries that 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.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

## Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on 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.

## Candidates' Obligations

Candidates must not:

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

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

A third party must not impersonate a candidate at any stage of the process.

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

## Use of Recording Equipment

The Probation Service 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.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

* + - Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
    - Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

## Contravention 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

## Specific candidate criteria

Candidates must:

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

## Deeming of candidature to be withdrawn

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

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

## Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

**General Data Protection Regulations (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with jobs.justice.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Candidates should note that canvassing will disqualify you.**

# APPENDIX A Senior Probation Officer Competencies

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| Leadership | Actively contributes to the development of the strategies and policies of the Department/ Organisation |
| Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise |
| Leads and maximises the contribution of the team as a whole |
| Considers the effectiveness of outcomes in terms wider than own immediate area |
| Clearly defines objectives/goals & delegates effectively, encouraging ownership and responsibility for tasks |
| Develops capability of others through feedback, coaching & creating opportunities for skills development |
| Identifies and takes opportunities to exploit new and innovative service delivery channels |

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| Judgement Analysis & Decision Making | Researches issues thoroughly, consulting appropriately to gather all information needed on an issue |
| Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) |
| Integrates diverse strands of information, identifying inter-relationships and linkages |
| Uses judgment to make clear, timely and well-grounded decisions on important issues |
| Considers the wider implications of decisions on a range of stakeholders |
| Takes a firm position on issues s/he considers important |

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| Management & Delivery of Results | Takes responsibility for challenging tasks and delivers on time and to a high standard |
| Plans and prioritises work in terms of importance, timescales and other resource constraints, re- prioritising in light of changing circumstances |
| Ensures quality and efficient customer service is central to the work of the division |
| Looks critically a tissues to see how things can be done better |
| Is open to new ideas initiatives and creative solutions to problems |
| Ensures controls and performance measures are in place to deliver efficient and high value services |
| Effectively manages multiple projects |

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| Interpersonal & Communication Skills | Presents information in a confident, logical and convincing manner, verbally and in writing |
| Encourages open and constructive discussions around work issues |
| Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors |
| Maintains poise and control when working to influence others |
| Instills a strong focus on Customer Service in his/her area |
| Develops and maintains a network of contacts to facilitate problem solving or information sharing |
| Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system |

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| Specialist Knowledge, Expertise and Self Development | Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/Organisation |
|  | Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities |
|  | Is considered an expert by stakeholders in own field/area |
|  | Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role |

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| Drive & Commitment to Public Service Values | Is self-motivated and shows a desire to continuously perform at a high level |
| Is personally honest and trustworthy and can be relied upon |
| Ensures the citizen is at the heart of all services provided |
| Through leading by example, fosters the highest standards of ethics and integrity |

1. *Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.* [↑](#footnote-ref-1)