



CEA

Údarás Forfheidhmithe Corparáideach
Corporate Enforcement Authority

LEGAL ADVISOR

CANDIDATE INFORMATION BOOKLET

THE ORGANISATION

The Corporate Enforcement Authority (“CEA”)

The CEA is Ireland’s company law enforcement agency. Its mission is:

“To promote and serve the public interest by ensuring high levels of compliance with company law through effective advocacy and proportionate, robust and dissuasive enforcement”.

Statutory mandate

Established in 2022, the CEA’s statutory mandate derives principally from the Companies Act 2014. The CEA has also been conferred with statutory functions in respect of certain investment vehicles under the Irish Collective Asset-management Vehicles Act 2015.

The CEA’s primary functions are to:

- promote compliance with the Companies Act 2014,
- supervise the activities of liquidators and to assess the behaviour of insolvent companies’ directors and take associated enforcement action,
- investigate instances of suspected breaches of company law and, as appropriate:
 - take civil enforcement action (including issuing warnings, requiring that steps be taken to bring about compliance with company law and making applications to the High Court as necessary),
 - take summary prosecutions in the CEA’s own name,
 - refer matters to the Director of Public Prosecutions (“DPP”) for consideration as to whether charges should be directed on indictment.

Vision

The CEA’s vision is to be:

“An enforcement agency, trusted by the public and highly regarded by its stakeholders and counterparts, whose work contributes to public protection and to Ireland being regarded as a safe and well-regulated economy in which to invest and create employment”.

Strategic approach & activities

The CEA has dedicated its strategy over the period 2022-2025 to ensuring that a solid foundation is laid down upon which the agency can discharge its statutory mandate in an effective manner. Further information regarding the CEA, its strategy, functions, and activities is available at <https://cea.gov.ie/> and on its social media channels on LinkedIn and Twitter.

THE ROLE

Overview

As a specialist law enforcement agency tasked with enforcing the Companies Act 2014, the CEA is a multi-disciplinary organisation. Having regard to its principal statutory functions, and the associated workstreams, the CEA's staff complement includes, amongst others, accountants, lawyers, digital forensics professionals and seconded members of An Garda Síochána.

The CEA is seeking to fill 2 posts of Legal Advisor (Assistant Principal level). The successful candidates will work on a wide variety of assignments and projects and will report, as required, to both the Director of Legal and the Director of Legal & Policy.

The CEA is running an open competition to establish a panel of suitably qualified individuals to fill current vacancies and any vacancies that may arise in the future for Legal Advisor at Assistant Principal level.

Principal Duties and Responsibilities of the Role

The successful candidates will discharge pivotal roles within the CEA and can look forward to a varied and challenging portfolio of responsibilities and involvement in work that is both innovative and ground-breaking. In that context, the following is an overview of some of the principal responsibilities associated with the position:

- the timely provision of high quality, well researched and robust legal advice on all aspects of the CEA's activities and functions, including:
 - company law
 - civil law and procedure
 - criminal law and procedure
 - insolvency law and procedure
 - administrative law and procedure
 - constitutional law
 - the law of privacy, and other applicable human rights obligations relevant to the CEA's statutory remit
 - data protection law/GDPR
 - employment law
 - contract law
 - public procurement law and processes
 - protected disclosures and
 - freedom of information,
- the provision of clear, concise, practical, and strategic legal advice to inform and guide the CEA by identifying the key legal issues, process and procedural requirements, the available options, and the associated risks and opportunities,
- advising on the examination of instances of suspected civil and/or criminal misconduct under the Companies Acts and other relevant legislation,
- supporting the initiation, institution, and prosecution of summary proceedings on behalf of the CEA,

- preparing for, supporting, and managing, civil litigation to which the CEA is a party, including, for example, investigating the conduct of companies, judicial review, and restriction/disqualification of company directors,
- preparing legal briefs for external lawyers, particularly in the context of litigation, and managing the ongoing provision of external legal advice,
- contributing to the preparation of files for onward transmission to the Director of Public Prosecutions and the provision of support in that regard,
- contributing to the CEA's advocacy activities, i.e., the promotion of adherence to company law,
- establishing and developing strong collaborative relationships across what is a multi-disciplinary organisation,
- managing multiple agendas, projects, competing priorities and tasks in an effective manner,
- working effectively, individually and as part of a team, with other legal professionals and across the organisation, and
- performing any other duties and/or legal services as assigned from time to time.

The above is not, and does not purport to be, a comprehensive list of all duties involved and consequently, the successful candidates may be required to perform other duties as appropriate to the posts which may be assigned from time to time and to contribute to the development of the post.

THE PERSON

Essential requirements

The successful candidate will, on or before the deadline for this competition:

1. have been called to the Bar of Ireland and /or have been enrolled as a solicitor in the State, and
2. since qualifying as at 1 above, have acquired (in aggregate) at least 5 years' relevant experience at an appropriate level of seniority as a practicing barrister or solicitor in the State, and
3. possess a significant degree of specialist knowledge (and experience of providing legal opinions to a high standard and without recourse to external expertise) in two or more of the following areas of law:
 - company law,
 - criminal law and procedure,
 - civil law and procedure,
 - regulatory/enforcement law and procedure,
 - administrative law and procedure.
4. Have acquired experience, at a suitably senior level, in one of more of the following areas of law/practice:
 - data protection/privacy law,
 - protected disclosures and whistle-blower law,
 - legal professional privilege,
 - employment law,
 - insolvency law,
 - EU law and/or the law of procurement.

Personal attributes

The successful candidate will be capable of demonstrating, by reference to their career to date, that s/he:

- has a track record in the provision of high-quality written and/or oral legal advice in a fast-paced environment, with the ability to perform under pressure, and to tight deadlines,
- possess practical experience of conducting in-depth legal research together with strong analytical skills,
- has a track record in managing multiple agendas, projects, tasks, and assignments in an effective manner,
- possesses excellent communications and interpersonal skills,
- has an appreciation for the CEA's objectives, a keen awareness of the environment within which it operates and a strong commitment to serving the public interest,
- has an appreciation of the challenges associated with working in a multi-disciplinary environment.

The post holder will also be expected to be able to demonstrate that they possess the key competencies for effective performance at Assistant Principal level which are outlined in Appendix 1.

THE PROCESS AND ASSOCIATED CONDITIONS

How to apply

To apply for this position, candidates should submit the Application Form to recruitment@cea.gov.ie

Should you wish to have a confidential discussion regarding the role, to arrange same you should contact Ms. Suzanne Young, Senior HR Manager at hr@cea.gov.ie or 087 188 3724.

The deadline for applications is **5pm on Friday 30th June 2023**.

Selection process

Overview

The CEA will convene a suitably constituted interview board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include one or more of the following:

- a shortlisting of candidates, on the basis of the information contained in their application materials,
- one or more competitive competency-based interviews, which may include a presentation or other exercises,
- any other tests or exercises that may be deemed appropriate.

Shortlisting

Depending upon applicant numbers, candidates may be shortlisted on the basis of their application materials. It is, therefore, candidates' responsibility to ensure that all relevant information is contained in their application form.

Interview

Candidates may be called for one or more competitive interviews. Receiving an invitation for interview is not an acceptance that the candidate meets the eligibility requirements for the position.

Competition updates

Competition updates will be issued to the email address entered on the application form. The onus is on each applicant to ensure that they are in receipt of all such communications. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, be sure to check junk/spam folders should any emails be mistakenly filtered. The CEA accepts no responsibility for communication not accessed or received by an applicant.

Interview dates

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

Interview expenses

The CEA will not be responsible for any expense, including travelling expenses that applicants may incur in connection with their application for this post.

Panels

At the CEA's discretion, a panel may be created from which future vacancies may be filled. Placement on a panel does not guarantee that an offer will be made.

Candidate vetting

Any offer made is contingent upon, and subject to, verification of qualifications (by reference to original documents, certified transcripts etc.), Garda vetting procedures and receipt of satisfactory references (concerning character and prior employment(s)). Candidates who do not satisfy the requirements for the position, therefore, risk putting themselves to unnecessary efforts/expense. Should you reach this stage of the process, you will be required to complete a Garda eVetting form.

Canvassing

Canvassing will disqualify.

Candidates with disabilities

Candidates who indicate on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologist's/medical report. The purpose of the report is to provide the CEA with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded to Ms. Suzanne Young, Senior HR Manager by email suzanne.young@cea.gov.ie or posted to Ms. Suzanne Young, CEA 16 Parnell Square East, Dublin 1, D01 W5C2 by **5.00pm, Friday, 30th June 2023**.

Data Protection

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

When an Applicant applies for a competition run by CEA, a computer record is created in the Applicant's name. Information submitted with a job application is used in processing the application. Where the services of a third party are used in processing the application, it may be required to provide them with information. However, all necessary precautions will be taken to ensure the security of the Applicant's data.

To make a request to access personal data, an Applicant should submit a request by email to dataprotection@cea.gov.ie ensuring that they describe the records sought in the greatest possible detail to enable us to identify the relevant record (s).

Review Process

The review process enables candidates to seek review when they believe that an action or decision taken in relation to the selection process was unfair or unreasonable.

Candidates must address their concerns in relation to the process, in writing, to the Senior HR Manager, Ms. Suzanne Young email address: Suzanne.young@cea.gov.ie in the first instance. A request for review must be received within 5 working days of the notification of the decision. Where the decision relates to an interim stage of the selection process (e.g., shortlisting for interview) a request for review must be received within 3 working days.

The case will be dealt with in an efficient and timely manner and in line with this policy and procedures and will be reviewed by a person other than the individual who made the decision in question. If the candidate is unhappy with the outcome of the review, he/she may request a further review which will be

carried out by a more senior reviewer or an external person, as the Director of Governance & Support Operations decides.

Eligibility to compete and certain restrictions.

Citizenship Requirements

Eligible candidates must be:

- a) a citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- b) a citizen of the United Kingdom (UK); or
- c) a citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) a non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
- e) a person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) a non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Information on legislation and guides to the procedures in relation to obtaining green card permits, work permits, and spousal/dependent permits are available on the Department of Business, Enterprise and Innovation website. <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/>.

Candidates will be required to provide verification of citizenship eligibility and qualifications in a form acceptable to the CEA.

Collective Agreement: Redundancy Payments to Public Servants

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

Incentivised Scheme for Early Retirement ('ISER')

It is a condition of the 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)

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)

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

Declaration

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

PRINCIPAL CONDITIONS OF SERVICE

Principal Conditions of Service

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 2023):

Assistant Principal Officer - Personal Pension Contribution (PPC) Scale

€74,701, €77,452, €80,241, €83,040, €85,834, €87,445 (NMAX), €90,265 (LS11), €93,095 (LS12)

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 (LS11) and 6 (LS12) years' satisfactory service at the maximum of the scale (i.e., MAX).

IMPORTANT

Please note that entry will be at the **minimum** point of the scale. Candidates should note that **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 with current Government Policy. 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 12 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 –

- (i) have performed in a satisfactory manner,
- (ii) have been satisfactory in general conduct, and
- (iii) are suitable from the point of view of health with particular regard to sick leave.

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

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In 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.
- Probation may be suspended in cases such as absence due to a non-recurring illness, and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) 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.

Annual Leave

In addition to the usual public holidays, the annual leave allowance for this position is 30 days. 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 authorizing the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Location

The position is based in the CEA's offices in Dublin at **16 Parnell Square East, Dublin, D01 W5C2**. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to the normal civil service regulations. The CEA is committed to embracing opportunities for blended working and as an employer, the CEA operates a blended working policy that facilitates access to remote working options having regard to organisational requirements.

There is a requirement for employees on probation to attend the office full time for the initial three months of probation for the purpose of:

- assisting with adapting to their new role and work environment
- facilitating ongoing engagement with managers and with team members

- facilitating team bonding and collaborations
- facilitating face-to-face meetings and training where required and/or
- assisting with the assessment of the probationer's performance during the probationary period.

The probationary employee will be entitled to apply for blended working on a phased basis during the probation period. It is envisaged that following a satisfactory probationary review at three months, employees will be entitled to apply for one day remote working, and two days at six months.

All blended working arrangements in the CEA are subject to the organisational requirements and Government policy.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount to on average not less than 41 hours and 15 minutes gross 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 his/her duties subject to the limits set down in the working time regulations.

Training and Development Opportunities

The CEA places considerable importance on training and education and invests heavily in both. The CEA supports its staff in the pursuit of relevant training and qualifications, including:

- the attainment of relevant third level qualifications,
- relevant training, and
- the fulfilment of CPD requirements.

Unfair Dismissal 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.

Superannuation and Retirement

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

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

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

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

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her

re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please Note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

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

Ill-Health-Retirement

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

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

Appointment post ill-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, 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](#).

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.

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

Subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014, all enquiries and applications are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the process.

During the term of the probationary contract the officer will agree not to disclose to unauthorised third parties any confidential information either during or after the period of their 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.

Please Note: As an Employer of Choice the Civil Service has many flexible and family friendly policies e.g. Worksharing, 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.

The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

IMPORTANT NOTICE

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

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 employment contract to be agreed with the successful candidate(s).

APPENDIX 1: Civil Service Competency Framework Assistant Principal Officer Level

Competencies Extract

Assistant Principal Officer Level Competencies

Effective Performance Indicators

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