



Rialtas na hÉireann  
Government of Ireland



26<sup>th</sup> March 2021

## To: All Public Servants

Expressions of interest are invited from across the Irish Public Service for a number of seconded assignments to the Public Service Reform Delivery Team in Department of Public Expenditure and Reform.

This notice refers specifically to the following two posts **at a grade equivalent to Executive Officer in the Civil Service**

This secondment programme presents a unique and exciting opportunity to bring people working in diverse areas of the Irish Public Service to come and work within Central Government. The secondment will be for a period of two years from June/July 2021 and participants will help deliver Ireland's ambitious programme to become a global leader in public service reform and innovation.

As part of this secondment, successful candidates will be expected to demonstrate their experience and knowledge from their sector, and will be given an opportunity to develop their own skills through a recognised third level qualification, which will be integrated into the secondment programme.

Other posts at equivalent grades to Assistant Principal and Higher Executive Officer in the Civil Service are contained in separate Expressions of Interest notices published today.

The titles of the posts are outlined below. Indicative competencies and *illustrative* salary bands for each post are outlined in the appendix to this circular, including a brief FAQ document. There are two posts:

### **A. Public Service Innovation Initiatives Executive (Opportunity ID 59)**

### **B. Public Service Reform Networks and Events Executive (Opportunity ID 61)**

Eligibility requirements, details on how to apply and more information on this secondment programme are outlined in the notice below. Details of the posts and links to the associated competencies required are contained in [Appendix 1](#). **Please note applications must be received no later than 5.00pm on April 14 2021**

## Note for Public Service Organisations and Human Resource Officers:

This secondment initiative is intended to complement the existing and future public service reform, innovation and development programme which Public Service organisations are required to drive and implement. Successful candidates will have a role in acting as a conduit for sectors into DPER in order to reflect sectoral interests in driving and delivering reform across the whole of Government.



Personnel Officers are requested to bring this notice to the immediate attention of all eligible staff within the bodies under the aegis of their Department/Office which form part of the wider Public Service (as well as staff within their own Department).

In December 2020, the Public Service Leadership Board<sup>1</sup> agreed that secondees would be drawn from across all of the main areas of the Irish Public Service to be assigned to the Project Management Office in the Department of Public Expenditure and Reform to support implementation of Public Sector Reform initiatives.

Participants are being invited from:

- **Health sector**
- **Education sector**
- **Defence sector**
- **Justice and Policing sector**
- **Local Government sector, and**
- **Civil Service and Non-Commercial State Agencies sector**

This spread will ensure sectoral perspectives, insights and experience are provided to assist in the development and implementation of the Government's public service reform framework.

It was agreed at the Public Service Leadership Board that parent organisations will continue to pay participants from their sectoral envelope. This will be facilitated using a charge-back mechanism to DPER.

Expressions of interest are sought from staff currently serving at levels that correspond to the indicative salary bands associated with the post in [Appendix 1](#) of this document.

The *Our Public Service* Programme Management Office is based in St Stephen's Green House, Earlsfort Terrace, Dublin 2. While staff are currently being facilitated to work remotely as per Government advice, in the future they will be required to attend the office as requested. The secondment will be for a period of 24 months.

There is a requirement that successful candidates undertake a third level qualification that is relevant to their role and that is recognised on the national framework of qualifications. This qualification will be sponsored by the Department of Public Expenditure and Reform and will be approximately 6-8 months in duration, part-time and pursued during working hours.

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<sup>1</sup> Public Service Leadership Board is responsible for overseeing implementation of '[Our Public Service 2020](#)' and is comprised of senior sectoral leaders



Discussions on appropriate qualifications will be undertaken between successful candidates and line management on appointment.

The secondment arrangement will be reviewed at 3 months and 6 months to ensure that it is meeting the expectations of both parties. **The closing date and time for submission for of application is 5.00pm on April 14 2021.**

This is a competitive process. Expressions of interest are sought from all six sectors of the Public Service and the expectation is that all sectors will be represented across the secondment positions subject to interest, and suitability, of applicants.

If successful in this competition, it is expected that the candidate will be released to take up the position within 4 to 6 weeks from notification.

If the numbers applying are such that it would not be practical to interview all applicants, it may be necessary to shortlist only those that appear most suitable for the role based on the information contained in their application.

The interview may include a presentation by the candidate. Where this is required, candidates will be provided with additional information in advance.

Due to current public health restrictions, interviews will be conducted virtually. Details will be provided to successful candidates in advance. Please note that candidates must ensure that they can secure access to the virtual platform (once advised) either through their organisation's IT system or through a personal device.

Interviews will be held in during the first two weeks of May 2021 and successful candidates will be expected to make themselves available to attend as requested. It will not be possible to accommodate requests for date or time changes.

### **Background to this Secondment Programme:**

**'Our Public Service 2020'**, is the Government's Public Service Innovation and Development Framework. It was launched in December 2017. The Programme Management Office is responsible for helping the public service to deliver a range initiatives under its three Pillars: *Delivering for our Public; Innovating for our Future; and Developing our People and Organisations*. The development of a new Reform Framework (a successor to 'Our Public Service 2020') is currently underway and will be launched during 2021.

Under the ***Innovating for Our Future*** Pillar of 'Our Public Service 2020', an assessment of Ireland's Public Service Innovation ecosystem was completed in 2018, as part of the European Commission's Structural Reform Support Service programme. This assessment included a



series of recommendations required to improve the level of innovation in the Irish Public Service.

An Innovation Team, comprised of six individuals, was seconded from across the Public Service in 2019 to drive, support and implement a number of key initiatives geared towards transforming and modernising our Public Service. These included: the Public Service Innovation Fund; the Public Service Innovation Network; Innovation Week, Innovation Learning and Development interventions. In an appraisal exercise, undertaken by the OECD, this team was considered to have been an essential and ground-breaking factor in the advancement of Ireland's reform and innovation programme for the Public Service. The OECD recommended that this secondment programme should be built upon to further enhance the modernisation programme into the future.

Consequently, in December 2020, the Public Service Leadership Board recommended that this secondment team be expanded to include other areas of the reform programme, such as strategic HRM, project management, quality customer service and reform communications.

### **Benefits of this Programme to Individual Participants:**

The Public Service Secondment Programme is an exciting and novel undertaking by the Government of Ireland.

This programme is intended to champion new ways of thinking about, designing and delivering policies and services to the Irish public. A central aspect of the reform and innovation agenda is ensuring that service-users are at the centre of everything we create and implement.

Participants on this programme will come from the wider public service. They will bring their unique skills and experiences of working closely with the citizen/user in many instances. They will be in a position to provide different perspectives to policy-makers and will be required to put into effect a number of recommendations/initiatives arising from the key policies and reviews, including the Public Service Innovation Strategy, the Strategic Workforce Planning Review and the forthcoming Public Service reform framework.

In addition to working on these recommendations, team members will also implement a number of separate but complementary cross-cutting initiatives. Implementation of these initiatives will involve exposure to key decision-makers and leaders in Central Government.

A requirement of the secondment will be to undertake a short course of study with a recognised third level institution in an area relevant to their post. Participants will be afforded



the requisite time and resources to complete their study. The Department of Public Expenditure and Reform will work with successful candidates to identify the appropriate intervention for each individual, which shall be at an appropriate level on the National Framework of Qualifications. The costs of the participants' training and education will be met by the Public Service Reform and Delivery Office of the Department.

These secondments will provide participants with invaluable experience, working on behalf of their sectors within Central Government. On completion of the two year secondment, participants will be in a position to provide specific expertise to their parent organisations on their return. As part of this programme, the Department of Public Expenditure and Reform will engage proactively with contributing organisations to recommend the appropriate placement of secondees on return to their parent organisation.

### **Benefits of this Programme to the Sponsoring Organisation:**

The Public Service Leadership Board, in deciding to support this secondment programme, recognised the need for public servants from the wider ecosystem to contribute to the reform agenda in the Public Service. This programme seeks to deliver on the greater good of driving the reform agenda across our Public Service.

Organisations that contribute to this scheme will have their sectors fully represented in the design and implementation of the next phase of reform across the Public Service. Secondees will be supported to engage with stakeholders in their sectors for the duration of their secondment.

Furthermore, staff of public service bodies participating in this scheme will benefit by acquiring transferable skills and knowledge that they can put into practice once they return to their parent organisation.

These skills can then be communicated across the staff member's team and other areas within the organisation to improve and enhance the skill set of other staff. The staff member will return with an appropriate third level qualification in a relevant area, which will allow them to provide particular insights and expertise to their organisation on return.

Secondments also give the organisation the opportunity to build a wider network of experts to tap into arising from their staff member's participation.



## Eligibility

Candidates must, on April 14 2021:

- Be already serving in the public service in a post that approximately corresponds to the competency level and within the range of the salary band associated with the role being applied for. Some level of flexibility will be permitted at lower and upper thresholds dependent on the candidate's experience and suitability
- Have satisfactorily completed probation in their current role, and have obtained a satisfactory rating in their organisation's performance management system of the year 2020 and be suitable from the point of view of health, with particular reference to sick leave Circular 05/2018
- Possess the necessary experience, skills and competencies required to perform the role and be remunerated approximately within the range of the salary band associated with the post being applied for
- Have pre-approval for the application by their organisation's HR Division

The Personnel Officer will be required to certify that the candidate has worked well in his or her present post, has been satisfactory in general conduct and in respect of sick leave prior to the candidate being offered a position.

## Conditions of Assignment

- (i) The secondment will be for a period of 24 months.
- (ii) This arrangement will be reviewed after three and six months to ensure that it is meeting the expectations of both parties.
- (iii) The candidate must undertake a relevant third level qualification that is recognised on the national framework of qualifications which DPER will sponsor.
- (iv) In the event of an officer's service not being satisfactory the secondment arrangement will cease and the officer will return to his or her parent organisation.
- (v) While on secondment the officer will continue to have access to promotional opportunities in his/her parent organisation and to interdepartmental competitions (where this is applicable).
- (vi) If while on secondment the officer is successful in promotion, their secondment will cease and they will return to his/her parent organisation.
- (vii) Successful candidates will be expected to report to management within the Public Service Reform Unit of the Department of Public Expenditure and Reform. Reporting lines will be determined by the Head of the Public Service Reform Unit.
- (viii) The flexi-time policy in place in the Civil Service at the time of appointment will be applied. At present the flexi system is temporarily suspended.



- (ix) At the end of the period of secondment, staff will return to their parent organisation. In the event that there is no suitable position in their parent organisation, staff will be reassigned in accordance with the redeployment arrangements applying at that time.
- (x) The candidate must agree to abide by the rules governing Civil Servants, in particular around matters such as abstention from politics and maintenance of official secrets.
- (xi) Panels may be created for this expression of interest and more than one officer may be drawn down from this panel should other vacancies within the team arise. Panels created will be in place for 12 months. Ensuring spread of candidates across the different sectors will be a key consideration in forming and ranking panels for appointment.

### Application process

Applications **must** be pre-approved by your organisation's human resources division and must be made using the Department of Public Expenditure and Reform recruitment portal

<https://dper.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-6e0b3bba9ff1/candidate>

This online portal is hosted by DPER's external recruitment service provider Oleeo, and will allow eligible candidates to apply for Department of Public Expenditure and Reform competitions.

Please see below in [Appendix 3: How to Register for an account on eRecruitment](#)

Please see below: [Appendix 4: How to Apply for a Vacancy on eRecruitment](#)

Please be advised that applications, once submitted on the eRecruitment System, cannot be amended and re-submitted. **Candidates can add to, amend and save changes on their application up to the closing date and time once they have not submitted their application form.**

Candidates are advised that their application form will form part of the assessment process where, subject to numbers applying, shortlisting will be applied. Candidates will be asked to provide the following information:

- Personal information such as name, contact details, special requirements etc.;
- Career History (within and outside of the Civil and Public Service);
- Academic, Professional or Technical Qualifications;
- Details of any ongoing Continuous Professional Development;



- Additional Information: Candidates are not required to complete this additional information section as they will have included examples under the Competency questions in their application form. However, candidates will need to insert N/A or Not applicable in the appropriate text box to advance the application process to conclusion.
- Diversity – Data Collection (this is optional and voluntary).

### Selection Process

Candidates will be asked to provide a succinct Application Form outlining their knowledge and experience in the following areas that demonstrate their suitability for the role of:

- **Public Service Innovation Initiatives Executive - (Opportunity ID 59)**
- **Public Service Reform Networks and Events Executive - (Opportunity ID: 61)**

Candidates are asked to demonstrate their experience under the following questions:

**Question 1:** Give an example of your experience in analysis and decision making (maximum 300 words)

**Question 2:** Give an example of where you have managed delivery of results (maximum 300 words)

**Question 3:** Give an example of your interpersonal and communication skills (maximum 300 words)

**Question 4:** Give an example of your specialist knowledge, expertise and self-development (maximum 300 words)

**Question 5:** Demonstrate your drive and commitment to public service values (maximum 300 words)

The Role specifications, indicative salary bands and links to competencies required to fulfil the post are set out in [Appendix 1](#).

**The Closing date and time and for submission of applications is 5.00pm on Wednesday 14th April 2021.**





Queries from HR Managers relating to the process should be addressed to [emma.gibson@per.gov.ie](mailto:emma.gibson@per.gov.ie)

Queries in respect of the roles and the public service innovation function should be addressed to [reformoffice@per.gov.ie](mailto:reformoffice@per.gov.ie)

Please see [Appendix 2 Frequently Asked Questions](#)

Any queries relating to this role or the use of the online recruitment portal should be addressed to [Barbara.Treanor@per.gov.ie](mailto:Barbara.Treanor@per.gov.ie) at 01 604 5071 or by email: [recruitment@per.gov.ie](mailto:recruitment@per.gov.ie)

If the numbers applying for the position are such that it would not be practical to interview everyone, it may be decided to shortlist candidates and call to interview only those who appear to be the most suitable for the position.

All shortlisted candidates will be invited to discuss the job requirements and their suitability, for the position, as set out in their application form.

**Interviews will take place during the first two weeks of May 2021.** The onus is on applicants to make themselves available for interview at all times. Shortlisted applicants may be asked to submit further details and further information may be given as to the format of the interview and the selection criteria which may be used. The appointment will be made shortly after the interview process.

If successful in this competition, it is expected that the candidate will be released to take up the position within 4 to 6 weeks from notification.

#### **Important: Applicant Privacy Statement**

Applicants are requested to familiarise themselves with our [Applicant Privacy Statement](#), See [Appendix 5](#).

Candidates are also advised to read [Appendix 2 Frequently Asked Questions](#)



## Appendix 1

**Role specifications, indicative salary bands and links to competencies required to fulfil the following posts:**

- **Public Service Innovation Initiatives Executive (Opportunity ID 59)**
- **Public Service Reform Networks and Events Executive (Opportunity ID: 61)**

### Public Service Innovation Initiatives Executive (Opportunity ID 59)

**Indicative salary band: ≈€30,000 to ≈€48,000**

A whole time position. Duties to include:

- Management of the Public Service Innovation initiatives in conjunction with the Innovation initiatives and Fund Manager
- Assessing fund applications against established criteria and making recommendations for approval by fund manager
- Preparing pre and post -award documentation for new and continuing fund awards along with modifications and co-sponsoring requests for certain awards.
- Acting as the point of contact for funding agency requests and modifications to existing awards
- Coordinating the preparation and submission of required management reports and ensuring full compliance with and adherence to all relevant laws, circulars and policies
- Administrative and research support for Innovation initiatives



- Promoting Public Service Innovation initiatives, including working closely with communications staff to identify target audiences and the most effective methods of reaching them
- Purchasing function and administrative compliance and general Unit support
- The role may evolve further in conjunction with the development of the new Public Service Reform Framework
- Other duties as may arise

Essential Skills and Experience:	Desirable Skills/Experience/Qualification:
Public procurement experience	Experience of managing networks of wide and diverse stakeholders
Computing skills; especially proficiency in MS Office suite	Research and analysis experience
Experience of applying an innovative approach to projects	Communications and/or marketing experience

**Indicative salary band: ~€30,000 to ~€48,000**

Please note that the indicative salary bands are being used help candidates approximate their current level or grade with the level or grade of the post being sought. They are for guidance purposes and some level of flexibility will be permitted at lower and upper thresholds dependent on the candidate's experience and suitability. No additional reward is on offer, nor will any be made available to secondees, over and above their normal salary and/or increment due.

Competencies required for this role are as follows:

- Analysis and decision making
- Delivery of results
- Interpersonal and communication skills
- Specialist knowledge, expertise and self-development



- Drive and commitment to public service values

More detail can be viewed at the following link:

[https://www.publicjobs.ie/documents/Executive Officer Competencies.pdf](https://www.publicjobs.ie/documents/Executive_Officer_Competencies.pdf)



## Public Service Reform Networks and Events Executive (Opportunity ID: 61)

**Indicative salary band: ≈€30,000 to ≈€48,000**

A whole time position. Duties to include:

- Supporting and driving participation in the various Public Service Reform Networks
- Working with relevant stakeholders to manage Public Service Reform events
- Working closely with the Innovation Team to programme and manage the annual Public Service Innovation Conference and Week
- Creating special public service reform outreach activities based on demand analysis and sectoral needs (e.g. hackathons, day-labs, design thinking sessions etc.)
- Working with the Communications Manager to maximise the promotion of Networks and Events across all platforms
- The role may evolve further in conjunction with the development of the new Public Service Reform Framework
- Other duties as may arise

Essential Skills and Experience:	Desirable Skills/Experience/Qualification:
Event organisation and management experience	Communications/graphic design qualification
Computing skills; especially proficiency in MS Office suite and online events management and webinar tools	



Demonstrate an innovative mind set, open to driving change and supporting new ways of doing things	
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**Indicative salary band: ≈€30,000 to ≈€48,000**

Please note that the indicative salary bands are being used help candidates approximate their current level or grade with the level or grade of the post being sought. They are for guidance purposes and some level of flexibility will be permitted at lower and upper thresholds dependent on the candidate's experience and suitability. No additional reward is on offer, nor will any be made available to secondees, over and above their normal salary and/or increment due.

Competencies required for this role are as follows:

- Analysis and decision making
- Delivery of results
- Interpersonal and communication skills
- Specialist knowledge, expertise and self-development
- Drive and commitment to public service values

More detail can be viewed at the following link:

[https://www.publicjobs.ie/documents/Executive Officer Competencies.pdf](https://www.publicjobs.ie/documents/Executive_Officer_Competencies.pdf)



## Appendix 2

### Frequently Asked Questions:

**Q.** Will my pay change?

**A.** No. You will continue to be remunerated on your current pay rate. Increments due will be paid to you on your due date.

**Q.** I currently have special allowances in my current role. Will these be reflected in my pay?

**A.** This must be settled and agreed between you and your organisation's HR Function before you accept a post. Your pay will reflect what your organisation's HR instruct the Department of Public Expenditure and Reform to pay you.

**Q.** I have more holidays than is usual for a public servant. How many will I be allowed to have in this post?

**A.** Successful candidates can carry over their current leave allowance to their post. This is subject to an upper limit of 30 days per annum. Candidates who usually have more annual or special leave than this (e.g. a teacher) will be expected to voluntarily align themselves with the upper limit of 30 days for the duration of the secondment.

**Q.** Can I continue to apply for promotional opportunities in my current organisation, should they arise?

**A.** Yes.

**Q.** Can I apply for promotional opportunities in the Department of Public Expenditure and Reform, or another government department should they arise?

**A.** No, unless you are currently a staff member of the Department of Public Expenditure and Reform or a Civil Servant respectively. While on secondment an officer will continue to have access to promotional opportunities in his/her parent organisation and to interdepartmental competitions if a serving civil servant.

**Q.** My salary is slightly higher/lower than the indicative salary band for the post I am interested in. Can I still apply to that post?

**A.** Yes, however when shortlisting the Department will take this matter into consideration in addition to other factors (e.g. level of experience, qualifications, sectoral spread etc.)



**Q.** I want to apply for this role however my HR Department will not allow to me to apply. What should I do?

**A.** This secondment arrangement has been agreed at the Public Service Leadership Board for the six broad sectors of the Public Service. You should contact the HR function of your organisation's parent/funding Department to request remediation (e.g. Department of Education, Department of Further and Higher Education, Research, Innovation and Science, Department of Justice, Department of Housing, Planning and Local Government, Department of Defence, Department of Health, Department of Public Expenditure and Reform).

**Q.** Can I avail of flexi-time?

**A.** The policy currently in place in the Civil Service regarding flexi-time will be applied. At present the flexi system is temporarily suspended.

**Q.** Can I work remotely?

**A.** Under the currently Public Health Restrictions, people are encouraged to work from home where possible. It is envisaged that when current restrictions are lifted, some role duties may be facilitated by home working, however, there will be a requirement for individuals to attend the workplace as required.





### Appendix 3: How to register for an account on eRecruitment

1. The link for the role will bring you to the home page.  
<https://dper.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-9e2bfd95f04a/candidate>
2. This portal can be accessed outside of the government network.
3. Click the 'Create Account' button in the top right corner.



4. Fill in the details as requested below – you may use either your work or personal email address for the creating your account.
  - If you will be out of office whilst in progress for a role it is advised to use an email address that you will have access to, to ensure you are kept up to date with your application.

### Create Account

- If you already have an account – please select 'Login' from the menu above or the link at the bottom of the page.
- To create a new online application account, enter your personal details below. Please use a non university email address that you will have permanent access to as our main method of contact with you will be via email.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Choose Password (min 10 characters)	<input type="password"/>
Confirm Password	<input type="password"/>

The information you provide will be handled securely and only used for the purposes described in the [Applicant Privacy Notice](#).

A link to the Department of Public Expenditure and Reform Diversity and Inclusion statement can be found [here](#).

☐ I have read and understood the Applicant Privacy Notice

[Login](#)

5. Candidates are advised to create a complex password for their account.  
Please see note below on Choosing a Complex Password below .



### Choosing a Complex Password

The following are general recommendations for creating a Complex Password:

A Complex Password must contain a minimum of 10 characters from three of the following five categories:

1. Uppercase alphabetic characters (e.g. A-Z)
2. Lowercase alphabetic characters (e.g. a-z)
3. Numerical characters (e.g. 0-9)
4. Nonalphanumeric characters: ~!@#\$%^&\* \_+=`|\(){}[]:;'"<>,.?/
5. Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.

A Complex Password should not

- Spell a word or series of words that can be found in a standard dictionary
- Spell a word with a number added to the beginning and/or the end
- Be based on any personal information such as user id, family name, pet, birthday, etc.
- Be based on a keyboard pattern (e.g. qwerty) or duplicate characters (e.g. aabbccdd)

### Use a passphrase or a nonsensical word

A passphrase could be a lyric from a song or a favorite quote.

Examples of complex passwords are:

Welc0me t0 PP, i.e. Capital W, elc, zero, me, space, t, zero, space, capital PP.

or

ET Phon3 hom3, i.e. Capital ET, space, capital P, hon, 3, space, hom, 3.

A nonsensical word can be built using the first letter from each word in a phrase (e.g. Tn1!Dbpcd\$, represents "The number 11 Dublin bus passes Clonskeagh daily.").



### Note on Using Complex Passwords

Complex passwords offer increased security on your account. Choosing an ill-advised, simple password could possibly result in having your machine compromised and your identity stolen.

Complex passwords are very difficult to guess or even crack using commonly available code breaking software. Password complexity is often built on the length of the word and the difficulty one has in guessing it. The more complex a password you create, the more secure you are making your data. Passwords that feature uppercase and lowercase letters, numbers, and characters are much more challenging for a hacker to crack. Integrating numbers and characters into phrases also helps guard against dictionary attacks.

#### **Do not share your password with anyone for any reason.**

Passwords should not be shared with anyone. In situations where someone requires access to another individual's protected resources, delegation of permission options should be explored. For example, using the 'delegate' function in Outlook Calendar for another user without sharing any passwords.

#### **Do not write your password down or store in an insecure manner.**

As a general rule, you should avoid writing down your password. In cases where it is necessary to write down a password, that password should be stored in a secure location (e.g. in your wallet or in a locked file) and properly destroyed when no longer needed. Consider writing down hints, not the password. Never store a password in an unencrypted electronic file or use the "save my password" feature for important passwords.

#### **Avoid reusing a password.**

When changing an account password, you should avoid reusing a previous password. If a user account was previously compromised, either knowingly or unknowingly, reusing a password could allow that user account to, once again, become compromised. Similarly, if a password was shared, reusing that password could allow someone unauthorized access to your account.



## Appendix 4: How to Apply for a Vacancy on eRecruitment

1. After setting up your account, click on the opportunities button as outlined below in red.

Home Opportunities Help Centre

### Welcome

This online eRecruitment portal is hosted by Oleeo our external eRecruitment service provider. Users of this service will from time to time receive emails with "dper@tal.net" in the URL and this can be trusted.

Thank you for your interest in career opportunities in the Department. If you find a position you are interested in we look forward to receiving your application.

Use the links in the navigation bar to search for and apply to our current opportunities.

If you have not already done so the first thing you will need to do is create an account by clicking on the "Create Account" button above. Once you've created an account and logged in, you will be able to:

- View the status of any completed applications.
- Create alerts.
- View all communications we have sent you.
- Schedule interviews.
- Update your personal information.

Visit the Help Centre if you have questions or encounter technical difficulties navigating the site.  
For more information on the Department and what we do click please click [here](#).

### Diversity and Inclusion

The Department of Public Expenditure and Reform is an equal opportunities employer. The Department is committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work.

2. The job you are looking to apply for should appear underneath the "results match" text with a link for you to click on.

Home Opportunities Help Centre

Filter your results  
Clear

**Grade**

- ☐ Asst. Principal Higher (1)
- ☐ Administrative Officer/AO (1)

**Position type**

- ☐ Full Time (2)

**Division**

**Opportunities**

RSS feed

Filter on keywords

Title, Job description

Go

**2 results match!**



3. The details of the job should appear, the button to apply is marked with a red arrow below.

[Home](#) [Opportunities](#) [Help Centre](#) [Login](#) [Create Account](#)

Vacancy Title

Grade

Position type

Full Time

Contract type

Secondment

Division

Unit

Anticipated start date

Office notices and competencies

Apply



4. Complete the eligibility form to ensure that you are eligible for the role and then click **submit**. A member of the HR Operations Team will also contact the Local HR contact supplied by each candidate to confirm that they meet the eligibility criteria as set out below.

[Home](#) [Opportunities](#) [Help Centre](#)

### Progress Tracker

✓ Eligibility

### Symbol Key

- ✓ Completed
- ✓ Not Mandatory
- ✗ Incomplete
- Required Field

## Application for :

[Instructions](#) [Print Application](#)

- Be already serving in the public service at the grade of  Officer,  officer or equivalent; \*
- ☒ Yes
- ☐ No
- Have satisfactorily completed their probation;
- Have obtained a rating of "Satisfactory" in their 2019 annual PMDS Review; \*
- ☒ Yes
- ☐ No
- Be suitable from the point of view of health, with particular reference to sick leave Circular 05/2018;
- Possess the necessary experience, skills and competencies required to perform the role. \*
- ☒ Yes
- ☐ No

If you have any doubts about any aspect of your eligibility, please clarify your position with the HR Strategy Unit before proceeding with your application.

Submit

5. When filling in the personal information, please ensure that the primary mail address is one that you will be able to check throughout the process. Home or work emails are both accepted and the primary email address can be changed at any stage.

The **red arrow** shows the sections that you will be required to complete in your application, once you have completed a section correctly and moved on, the **brown X** will change to a green tick.



If you do not have any special requirements, please put in N/A in the box in order to progress the application. This information is only visible to HR Operations, the selection board does not have access to any information supplied here. A member of the HR Operations Team will notify the selection Board if appropriate if there are any special requirements.

- ✗ Personal Information
- ✗ Employment Record
- ✗ Competency Questions
- ✗ Academic, Professional or Technical Qualifications
- ✗ Additional Information
- ✗ Diversity
- ✗ Declaration

#### Symbol Key

- ✓ Completed
- ✓ Not Mandatory
- ✗ Incomplete
- Required Field

### Personal Information

First name *	<input type="text"/>
Last name *	<input type="text"/>
Primary Email Address *	<input type="text"/> ⓘ
Secondary Email Address	<input type="text"/>
Home Telephone Number *	<input type="text"/>
Work Telephone Number	<input type="text"/>
Extension (if necessary)	<input type="text"/>
Mobile Telephone Number *	<input type="text"/>
Preferred contact number *	<input type="text" value="Select"/>

In order for us to facilitate your participation in this process please give details of any special requirements you may have. \*



6. When filling out the details of your most recent employment/current job, the date to should either be the date you finished the role, or if still employed please use the date that you are filling out the form on.

[Home](#) [Opportunities](#) [Help Centre](#)

**Progress Tracker**  
✓ Eligibility

**Symbol Key**  
✓ Completed  
✓ Not Mandatory  
✗ Incomplete  
\* Required Field

Vacancy title

[Instructions](#) [Print Application](#)

- Be already serving in the public service at the grade of Administrative Officer, Higher Executive officer or equivalent; \*
- ☒ Yes  
☐ No

- Have satisfactorily completed their probation;
- Have obtained a rating of "Satisfactory" in their 2019 annual PMDS Review; \*
- ☒ Yes  
☐ No

- Be suitable from the point of view of health, with particular reference to sick leave Circular 05/2018;
- Possess the necessary experience, skills and competencies required to perform the role. \*
- ☒ Yes  
☐ No

If you have any doubts about any aspect of your eligibility, please clarify your position with the HR Strategy Unit before proceeding with your application.

Submit

7. If you click yes on either drop down box for the below questions, details will then pop up for you to fill out on that employment history, you will also have the option of adding details for other previous employment by click " Add another" at the bottom.





**Do you have any previous employment within the Civil Service? \***

No

**Do you have any employment outside Civil/Public Service? \***

No

8. Each role will have different competencies, you will be required to give examples of how you demonstrated skills relating to the competencies asked. Each competency will be a maximum of 300 words.

This example will form the basis of Shortlisting and questions from the interview board. You may be asked to provide additional examples at interview where you demonstrated this skill and competency. \*

0 of 300 words

9. Academic Details can be filled out by clicking yes to the question “Do you have any higher education qualification?”  
For the “Subject in final exam” tab, if this is not applicable to the degree/course please put in N/A in order to progress.



## Academic, Professional or Technical Qualifications

Do you have any higher education qualifications? <sup>\*</sup>

☒ Yes

☐ No

Starting with your most recent qualification please provide details of your Education, Academic Achievements, and Professional or Technical qualifications held.

Full Title of Degree/Qualification Held <sup>*</sup>	Date obtained <sup>*</sup>	Grade obtained <sup>*</sup>	Subject in final exam <sup>*</sup>	Country of Study <sup>*</sup>	University / College / Exam Authority
<input type="text"/>	mm <input type="text"/> 2020 <input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>
<input type="text"/>	mm <input type="text"/> 2020 <input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>
<input type="text"/>	mm <input type="text"/> 2020 <input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>
<input type="text"/>	mm <input type="text"/> 2020 <input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>
<input type="text"/>	mm <input type="text"/> 2020 <input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>



10. The Answers to the Diversity Questions will only be visible to HR and will not be taken into consideration as part of application. As shown below more information on the questions is available on the eRecruitment system and from the Privacy notice shown with the red arrow below.

The Department of Public Expenditure and Reform is an equal opportunities employer.


**Our Diversity Statement**

The Department is committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work.

**Data collection**

DPER monitors workforce diversity to demonstrate, implement and promote equality of opportunity and an inclusive working environment. Diversity data provides a demographic picture of diversity within the Department and can help to identify barriers, inform positive action plans and drive decision-making. This ensures that no applicant is subject to less favourable treatment and that all candidates are selected based on their skills, qualifications and experience.

Please help us to ensure the effectiveness of our diversity policy and fairness of our recruitment practices by completing this section. This section will be removed from your application form on receipt. The information completed will only be visible to Human Resources and will have no part in the decision making process. The information gathered is voluntary and will be treated in the strictest confidence and will be used only for statistical purposes.

For further information please see our [Privacy Notice](#) 

Gender *	<input type="text"/>
Ethnic origin *	<input type="text"/>
Primary nationality	<input type="text" value="Select"/>
Additional nationality	<input type="text" value="Select"/>
Sexual orientation	<input type="text" value="Select"/>
Age range	<input type="text" value="Select"/>
Religious belief	<input type="text" value="Select"/>

11. Please be advised that once you submit your application you will no longer be able to amend your application. You can amend your application up to the closing date and time. Once the date and time have passed, the system will not allow you to submit an application.



## Appendix 5: Applicant Privacy Notice

### Applicant Privacy Notice

#### Department of Public Expenditure and Reform (DPER)

##### Purpose of Processing

This Applicant Privacy Notice had been produced for applicants applying for positions in DPER. DPER is the Data Controller.

The Department of Public Expenditure and Reform “DPER” conducts recruitment processes to fill vacancies within the organisation. When applying for these competitions applicants are asked to submit a range of documents, e.g., application form, CV and/or cover letter. Diversity data is also collected, on a voluntary basis, in order to demonstrate, implement and promote equality of opportunity and an inclusive working environment. Diversity data provides a demographic picture of diversity within the Department and can help to identify barriers, inform positive action plans and drive decision-making.

##### On what lawful basis do we process your personal data?

The categories of personal data and lawful basis for processing it is set out in the table below.

Categories of Personal Data	Legal Basis for processing this data
<ul style="list-style-type: none"><li>• Name, title;</li><li>• Contact information such as address, phone number, email address;</li><li>• CV, Application form information such as qualifications, career history and competency information;</li><li>• Citizenship</li></ul>	<p>6 (1) (c) Legal obligation</p> <ul style="list-style-type: none"><li>• S.17 of the Civil Service Regulation Acts, 1956 - 2005</li><li>• S. 4 of the Public Service Management Act, 1997</li><li>• Public Service Management (Recruitment and Appointments) Act</li></ul> <p>6 (1) (f) Legitimate Interest</p> <p>DPER has a legitimate interest in processing your personal data in order to manage the recruitment and promotion process within the Department and, if necessary, to respond to and defend possible legal claims.</p>



<p><a href="#"><u>Special Categories of Personal Data:</u></a> We may process health data or “Sensitive” Personal Data as part of recruitment competitions. This data is usually provided by the individual candidate.</p> <p>In certain cases, health and sick absence clearance may be verified if and when he/she comes under consideration for appointment from a relevant panel or EOI.</p>	<p>6 (1) (c) Legal obligation</p> <p>To comply with our legal obligations and wider Civil Service policies (e.g. the provision of “reasonable accommodation” for candidates with a disability as required under the <i>Equal Status Acts 2000-2015</i> &amp; <i>Employment Equality Acts 1998-2015</i>).</p> <p>6 (1) (f) Legitimate Interest</p> <p>DPER has a legitimate interest in the effective management of the recruitment process and in accommodating the needs of all candidates to access recruitment opportunities.</p> <p>Article 9 (2) (b) of GDPR and Section 46 of the Data Protection Act, 2018: Processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment</p>
<p>Diversity Data (if voluntarily supplied): Gender, Ethnic Origin, Primary Nationality, Sexual Orientation, Age Range, Religious Belief</p>	<p>6 (1) (f) Legitimate Interest:</p> <p>Diversity data is collected, on a voluntary basis, in order to demonstrate, implement and promote equality of opportunity and an inclusive working environment. Diversity data provides a demographic picture of diversity within the Department and can help to identify barriers, inform positive action plans and drive decision-making.</p> <p>Article 9 (2) (b) of GDPR and Section 46 of the Data Protection Act, 2018 for special category data:</p> <p>Processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment</p>



### Who has access to your personal data?

- All the personal data referred to in the table above will be accessed by the HR Strategy Unit in DPER. Diversity data is provided entirely on a voluntary basis and will only be for use by DPER HR.
- Board members will be provided with the relevant information they need to perform their duties as part of the recruitment competition. This means your name, contact information and application form information, and any accessibility information that may be relevant for Board members.
- Our IT partner Oleeo who hosts our eRecruitment website will have access to the system in order to provide technical assistance to ensure it functions correctly. We have a contract in place with Oleeo to ensure the privacy and confidentiality of your personal data.

### Applicant data rights

You have rights under data protection law in relation to how we use your personal information. You have the right, free of charge, to:

- Request access to or a copy of the personal data held about you. This can be done by contacting the Department at the contact details below and completing a [Subject Access Request Form](#).
- Rectify any inaccurate personal data held about you.
- Restrict processing of your personal data in certain circumstances.
- Request the erasure of personal data in certain circumstances.
- Object to the processing of personal data in certain circumstances.
- Not be subject to a decision which is based solely on automated processing where that decision produces a legal effect on you or otherwise significantly affects you. Your personal data submitted as part of this process will not be the subject of automated decisions of this nature.

### Data Storage and Retention

The personal data contained in the forms will be retained in accordance with our obligations under the National Archives Act. Diversity Data will be anonymised will be retained for reporting and statistical purposes.

### DPER DPO Contact Details

Email: [dataprotection@per.gov.ie](mailto:dataprotection@per.gov.ie)

Or

Data Protection Officer



Department of Public Expenditure and Reform

Upper Merrion Street

Dublin 2

D02 R583

If you wish to make a complaint about the use of your personal data you can contact the Data Protection Commission (DPC). Further details are available at [www.dataprotection.ie](http://www.dataprotection.ie)