



*An tSeirbhís Chúirteanna*  
*Courts Service*

**CANDIDATES INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

**Open competition for appointment to the position of**

**Applications Lead (Hybrid)  
Assistant Principal Officer Grade**

**The Courts Service**

**Closing Date: 12noon on 2<sup>nd</sup> June 2023**

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

This recruitment campaign is being undertaken 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)

Please contact Lucy Mangan, Head of Recruitment, for further information

Tel: +353 (87) 054 5333

Email: [careers@courts.ie](mailto:careers@courts.ie)

Web: [www.courts.ie](http://www.courts.ie)

## THE COURTS SERVICE

The Courts Service is an independent State Agency established by the Courts Service Act 1998. Today it employs over 1,200 people throughout the country.

Its functions are set out in the Courts Service Act 1998 as follows:

- to manage the courts;
- to provide support services to the judges;
- to provide information on the courts system to the public;
- to provide, manage and maintain court buildings;
- to provide facilities for users of the courts;
- to perform such other functions as are conferred on it by any other enactment.

Our mission is to support the judiciary and provide excellent services to all users of the courts thereby facilitating access to justice, with a goal to develop a world class organisation that has as its primary objective, meeting the needs of court users, and representing our values of:

- **Service:** Customer Focussed; Timely; Friendly; Professional; Collaborative; Delivered to a high standard.
- **Integrity:** Honest; Objective; Fair; Impartial; Ethical; Accountable,
- **Respect:** Courteous; Considered.

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## **1. OPERATING ENVIRONMENT**

A long-term strategic vision for the future of the Courts Service has been developed. This vision maps out our future as a modern Courts Service, digitally transformed in a user centric way to meet the needs of court users optimally. This ambitious modernisation agenda sets the context in which the Applications Lead will lead initiatives to build and support innovative digital services over the coming years.

### **Overall purpose of the Applications Lead Role**

The role reports to the Head of Digital and is responsible for leading the analysis, design and implementation of new digital solutions using bespoke and commercial off-the-shelf software, the migration of legacy technologies to modern solutions, the support and maintenance of digital services, and the management of a small applications team, vendors, stakeholders and budget.

The Applications Lead role is both technical and business facing and is seen as a source of technical expertise whilst inputting into operational and strategic organisational decisions. The role drives digital transformation by leading the implementation of digital services, contributing to the design and adoption of modern user-centric business processes, and following a co-creation agile approach to change.

## **2. KEY RESPONSIBILITIES & DELIVERABLES**

### **Digital Leadership**

- Manage the creation, delivery, operation and support of enterprise grade digital services using be-spoke software development and off-the-shelf software solutions across a broad range of technologies.
- Produce high quality digital solutions by adopting appropriate quality assurance processes.
- Contributing to the architecting of solutions to business requirements and technical problems.
- Effectively manage a programme of inflight projects and supporting resources.
- Promote the use of user-centric, co-creation, agile and DevOps project delivery methodology to support continuous integration and continuous delivery of solutions.

- Support legacy solutions and contribute to their migration to modern tooling and services, including public cloud.
- Proactively contribute to the opportunities that IT can bring to the business, bringing a knowledge of the art of the possible to how processes can be digitally transformed.
- Contribute to the development and adoption of IT governance, policies and procedures to improve operational effectiveness, decision making, and reduce risk.

### **Team Leadership**

- Manage the day to day running of an applications team, maximising the contribution of the team as a whole and fostering a positive and dynamic environment.
- Build the expertise in the applications team by promoting learning and development opportunities.
- Lead by example by demonstrating a commitment to public service values.

### **Stakeholder Engagement**

- Proactively engage with a wide variety of stakeholders, from judiciary, staff and legal practitioners to state bodies in order to ensure digital solutions provided deliver value.
- Establish and participate in working groups, workshops and other fora as required to advance the digital agenda.

### **Procurement**

- Support the team's activity by participating in procurement initiatives to source products and services required.
- Provide technical input into procurement initiatives being run by other teams across the organisation.

## **Vendors**

- Actively manage vendors, ensuring that they adhere to the principals of the organisation, and carry out their tasks in a manner that is compatible with the policies and procedures of the organisation.
- Actively monitor the performance of vendors, value for money and introduce corrective procedures when appropriate.

## **Budget**

- Manage the spend of the Applications team by producing budget spend estimates, tracking spend in a timely manner, and ensuring spend anomalies are dealt with in line with organisational procedures.

*Note, the above is intended as a guide and is neither definitive nor restrictive. It will be subject to periodic review with the post holder.*

## **3. REQUIREMENTS:**

Applicants should have at least 5 years' relevant and recent experience for this role.

## **Qualifications**

- Educated to degree level desirable.

## **Skills and Experience Required**

- Project management experience in the development and deployment of be-spoke software.
- Deployment and support of digital services in enterprise environments.
- Demonstrable ability to deliver innovative technical solutions.
- Business analysis and stakeholder engagement.
- Vendor management experience.
- Effective budget management and reporting.
- Strong understanding of the software development lifecycle.
- Strong understanding of database technologies.
- Broad knowledge of technologies, particularly in the software development space.
- Keen proponent of agile methodologies.

- Excellent written and oral communication skills.
- Understands and can fully engage in a co-creation environment.

The following skills and experience are desirable.

- Experience in team leadership and management experience, with an ability to engender positivity.
- Although the role won't allow much time for coding, an ability to get hands-on and develop small proof-of-concepts from time to time, or an ability to review code, would be very beneficial.
- Background in software development would be beneficial.
- Experience in IT procurement.
- Experience in IT policy development.
- Experience in low-code application platforms or equivalent.
- Experience in migration from legacy IT systems to cloud solutions.
- Experience and knowledge in data management and analysis.

#### **4. APPLICATION PROCESS**

Applications by way of a CV and a one-page cover letter **setting out how you meet the required skills and behaviours** for the post, should be submitted by email to **[careers@courts.ie](mailto:careers@courts.ie)**

The closing date is **12noon on 2<sup>nd</sup> June 2023**. Applications received after the closing date and time will not be accepted.

If you do not receive an acknowledgement of receipt of your application by 7<sup>th</sup> June 2023, please contact Lucy Mangan at (+353) 87 0545333.

Candidates who do not hold or do not demonstrate the skills and experience will not be called for interview.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying the Courts Service is satisfied such a 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 candidates to note that the onus is on them to ensure that they meet the eligibility requirements for the competition before attending for interview. If a candidate does not meet these essential entry requirements but nevertheless attends for interview, that candidate will be putting him or herself to unnecessary expense.

It is important to note the onus is on applicants to ensure the eligibility requirements for the competition are met before attending for interview.

The Courts Service accepts no responsibility for communication not accessed or received by an applicant.

## **5. SELECTION METHODS**

The Selection Process will involve:

- Shortlisting of candidates, on the basis of the information contained in their CV & cover letter.
- a competitive first interview; and
- a competitive final interview which will include a presentation.

### **Shortlisting**

The Courts Service will short list to select a group for interview who, based on an examination of the CV & cover letter, appear to be the most suitable for the position. Candidates will be assessed on the information provided in relation to each of the six competencies. Those that demonstrate evidence at the required level will be called to interview.

### **Skills and competencies**

Candidates should demonstrate that they have the ability to carry out successfully the duties of the role, as well as the general skills and competencies namely:



<b>Leadership</b>	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
	Identifies and takes opportunities to exploit new and innovative service delivery channels
	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
<b>Analysis &amp; Decision Making</b>	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
	Makes 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
<b>Management &amp; Delivery of Results</b>	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
<b>Interpersonal &amp; Communication skills</b>	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

<b>Specialist Knowledge, Expertise and Self Development</b>	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
<b>Drive &amp; Commitment to Public Service Values</b>	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

### **Candidates with Disabilities**

The Courts Service has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates. If you have a disability or need reasonable accommodation made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.

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

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

## **6. INTERVIEWS**

### **First Interview**

Candidates will be required to detail their experiences under four competencies. The competencies will be thoroughly and systematically assessed at interview to assess suitability for the grade of Assistant Principal Officer. The competencies to be assessed at first interview are as follows:

1. Leadership
2. Analysis and Decision Making
3. Management & Delivery of Results; and
4. Specialist Knowledge, Expertise and Self Development

It is anticipated the interview will last 45 minutes.

### **Marks allocated to first interview**

Each of the four competencies will carry equal marks of 40 therefore a total of 160 marks is available for the first interview.

Candidates are required to achieve 20 marks in each competency to be considered for progression to the final interview. A minimum of 80 marks is needed to progress to second interview but a total of 80 marks does not guarantee progression to the next stage.

Candidates will not be advised of their mark at this stage. Marks will be communicated to all candidates once the final interview stage is completed.

### **Final Interview and Presentation**

Candidates will be required to give a seven-minute presentation to the selection board. The topic of the presentation will be provided to the candidate one hour prior to your interview.

A flip chart will be available to applicants at the time of the interview. It is for the candidate to determine how best to deliver the presentation. There will be no electronic aids.

The interview board will assess the following competencies during the presentation:

- Interpersonal and Communication Skills
- Leadership
- Analysis and Decision Making
- Specialist Knowledge, Expertise and Self Development

The interviewers will then proceed to assess the two remaining competencies which are:

- Interpersonal and Communications Skills
- Drive and Commitment to Public Service Values

The competencies will be thoroughly and systematically explored at interview to assess suitability for the grade and role. The board may ask about the experience described on the application form under each competency heading or they may ask for other examples.

It is anticipated the interview will last forty-five minutes.

### **Marks allocated to final interview and presentation**

The presentation will carry a maximum of 100 marks.

The two competencies will carry 40 marks each. A total of 180 marks is available for the second interview.

The marks of the two interviews will be totalled. A total of 340 marks is available.

### **Panel Formation**

Following the interview process a panel may be formed for the purpose of filling this post.

Candidates will be ranked in order of merit based on performance at interview.

This panel will remain in place until 31 December 2024 from the date of formation of the panel or until the exhaustion of the panel whichever is the earlier.

Candidates who have not been offered a position at the expiry of the panel will have no claim to any further positions thereafter because of having been on the panel.

### **Confidentiality**

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

### **Security Clearance**

Garda vetting will be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they 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 they resided. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

### **Other important information**

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

Prior to recommending any candidate for appointment to this position the Courts Service 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 Courts Service may, at its discretion, select and recommend another person for appointment on the results of this selection process.

## **Procedures where a candidate seeks a review, or a complaint of a Decision taken in relation to their application**

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Courts Service. The Courts Service will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice Appointments to Positions in the (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

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

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of the Courts Service) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

For further information on the above procedures please see the Code of Practice Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie)

There is no obligation on the Courts Service to suspend an appointment process while it considers a request for a review.

## **Requests for Feedback**

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

Please note that the Review Process as set out in the Code of Practice is a separate

process with specified timeframes that must be observed. 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 Civil and Public Service published by the Commission for Public Service Appointments Code cannot be extended for any reason including the provision of feedback.

### **Candidates' Obligations:**

Candidates in the recruitment process must not:

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

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 and/or imprisonment. 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.

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 disqualification from the competition.

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 and if appointed to a post following the recruitment process, they will be removed from that post.

### **Use of Recording Equipment**

The Courts 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.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach will be disqualified from the competition.

### **Specific candidate criteria**

Candidates must have the knowledge and ability to discharge the duties of the post concerned and be suitable on the grounds of character.

Candidates must 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 Courts Service, or who do not, when requested, furnish such evidence as the Courts Service requires 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 Courts Service, including all forms issued by the Courts Service 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.



## **7. MATTERS RELATING TO ELIGIBILITY TO APPLY**

### **Citizenship Requirement**

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.

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

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

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

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

Any person who retired under the Incentivised Scheme for Early Retirement (ISER) as set out in the above circular 12/09 is not eligible to apply for another position in the same employment or the same sector. Therefore, such person is not eligible to compete in this competition.

**Department of Health and Children Circular 7/2010**

Any person who availed of the Targeted Voluntary Early Retirement Scheme set out in the above circular 7/2010 is not eligible for re-employment in the public health sector, the wider public service or in a body wholly or mainly funded from public moneys. Therefore, such person is not eligible to compete in this competition.

Any person whose employment was terminated under the Voluntary Redundancy Scheme set out in the above circular 7/2010 is not eligible for re-employment in a body wholly or mainly funded from public moneys for a period of 7 years from the date of said termination. Thereafter re-employment is subject to the consent of the Minister for Finance. Any successful candidate to whom this circumstance applies will not receive an offer of employment without proof that the period of non-eligibility has expired and the consent of the Minister for Public Expenditure and Reform has been secured.

**The Department of Public Expenditure and Reform letter of 28 June 2012**

Any person whose employment was terminated under the terms of the Collective Agreement on voluntary redundancy as set out in the above letter of 28 June 2012 is not eligible for re-employment in the public service (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from the date of said termination. Thereafter re-employment is subject to the consent of the Minister for Public Expenditure and Reform.

Any successful candidate to whom these circumstances apply will not receive an offer of employment without proof that the period of non-eligibility has expired and the consent of the Minister for Public Expenditure and Reform has been secured.

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

Any person whose employment was terminated under the terms of the Voluntary Redundancy Scheme for Local Authorities set out in the above circular 06/2013 is not eligible for re-employment in the public service (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from the date of said termination. Thereafter re-employment is subject to the consent of the Minister for Public Expenditure and Reform.

Any successful candidate to whom these circumstances apply will not receive an offer of employment without proof that the period of non-eligibility has expired and the consent of the Minister for Public Expenditure and Reform has been secured.

### **Other**

Any person who by virtue of any scheme, agreement or any other arrangement whatsoever, including any variant of those listed above, terminated his or her employment in the civil or public service may not be eligible to compete in this competition under the terms thereof. Where a person is unsure as to the meaning or effect of such terms, he or she should contact the body with whom such arrangement was reached prior to making any application under this competition.

### **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.

Failure to make such a declaration may disqualify a candidate from proceeding further in this competition, the final determination of which shall be made by Courts Service at its absolute discretion.

## **8. PRINCIPAL CONDITIONS OF SERVICE**

The appointment is subject to the Civil Service Regulation 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. Appointees will be subject to the Civil Service Code of Standards and Behaviour.

### **Tenure**

The appointment is to an established position in the Civil Service.

### **Salary**

The salary scale for the position (rates effective from March 2023) is as follows:

Assistant Principal Officer - Personal Pension Contribution Salary Scale:

€74,701; €77,452; €80,241; €83,040; €85,834; €87,445 (MAX); €90,265 (LSI<sup>1</sup>).  
€93,095 (LSI<sup>2</sup>)

New entrants to the Civil Service will be appointed to the first point of the (PPC) salary scale.

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.

Salary is payable fortnightly in arrears by Electronic Funds Transfer (EFT) into a bank account of the appointees' choice. Payment cannot be made until an appointee supplies a bank account number and bank sort code to the Human Resources Unit of the Courts Service. Statutory deductions will be made from salary as appropriate by the Courts Service.

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<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

**Candidates should note that the salary quoted will not be subject to negotiation.**

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Duties**

Appointees will be expected to perform all acts, duties and obligations as appropriate to this position (which may be revised from time to time).

### **Probation**

Appointees will be required to serve a 12-month probationary period. During the period of the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

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

Prior to completion of the probationary contract, a decision will be made as to whether or not an appointee will be retained pursuant to Section 5A(2) of the Civil Service Regulation Acts 1956-2005. This decision will be based on an appointee's performance assessed against the criteria set out in (i) to (iii) above.

The details of the probationary process will be explained to each appointee by the Courts Services as the employer and a copy of guidelines on probation issued by the Department of Public Expenditure and Reform will be provided.

In the event that an appointee is not considered as suitable to the position of Assistant Principal Officer High Court Registrar having been assessed against stated criteria, the appointee will be notified in writing of the action to be taken.

### **Hours of Attendance**

These are full time posts and hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross per week. Appointees will

be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his or her duties subject to the limits set down under working time regulations.

### **Annual Leave**

This post is a permanent post. The annual leave entitlement for this post is 30 working days per year.

### **Headquarters**

The appointees' headquarters will be at Phoenix House, Smithfield, Dublin 7. Hybrid/blended working options are offered with this post, but some attendance may be required at the Communications and Media Office in Phoenix House.

### **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 governing sick leave circulars.

Officers 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 to such office as will be directed by the Courts Service and payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection directly within the required time limits.

### **Unfair Dismissals Act 1977 – 2005**

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of an appointee's employment by reason only of the expiry of the probationary period of this contract without it being renewed.

### **The Organisation of Working Time Act 1997**

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

## **Civil Service Code of Standards and Behaviours**

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

## **Official Secrecy and Integrity**

The appointment will be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 2014. Successful candidates will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

## **Political Activity**

The appointment will be subject to the rules governing civil servants and politics.

## **Prior approval of publications**

Employee must agree not to publish material related to official duties without prior approval by the Chief Executive Officer of the Courts Service.

## **Superannuation and Retirement**

Appointees 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 <http://www.per.gov.ie/pensions>.

Where an 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: For most Single Scheme members, the minimum pension age is at present 66 years in line with Contributory State Pension qualifying age changes.
- Retirement Age: Scheme members must retire at 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 Consumer Price Index).

### **Pension Abatement**

If an 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 or Public Service pension comes into payment during his or 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.

### **Ill-Health and Retirement (IHR)**

Please note that where an individual has retired from a Civil or Public Service body on the grounds of ill-health his or her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

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

### **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**

From 1 January 2019 onwards, public servants will pay an additional superannuation contribution (ASC). This arises from the Public Service Stability Agreement (PSSA, 2018- 2020) and the provisions of Part 4 of the Public Service Pay and Pensions Act 2017. ASC is based on pensionable remuneration only and is a permanent



contribution in respect of pensionable remuneration.

For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>.

### **Personnel Code**

Further details and circulars regarding these terms and conditions can be found in An Cod Pearsanra and are available at <https://www.gov.ie/en/circulars>

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract.**