



*An tSeirbhís Chúirteanna*  
*Courts Service*

**CANDIDATES INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

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

**Finance Officer  
Higher Executive Officer**

**The Courts Service**

**Closing Date: 12pm Friday 23<sup>rd</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.

## TABLE OF CONTENTS

1. Purpose of Role	4
2. Key Responsibilities & Deliverables	5
3. Requirements	6
4. Application Process	7
5. Selection Method / Interviews	8
6. Matters Relating to Eligibility to Apply	15
7. Principal Conditions of Service	17

## **OVERVIEW**

The mission of the Courts Service is “to manage the courts, support the judiciary, and provide a high quality and professional service to all users of the Courts”. The Courts Service comprises a community of over 1,200 people providing frontline services to the public, working in courtroom environments and support offices across 42 locations. The environment is specialist and operational which requires a diverse range of skills and personal attributes to deliver the high quality of service expected by users.

## **PURPOSE OF THE ROLE**

The Courts Service Finance Unit manages, controls, analyses, and reports on the financial operations of the Courts Service, thereby ensuring effective running of the service. It secures funding for the service and reports to the Board and to the relevant Government Accounting functions on a regular basis. The unit has three sections: Oracle Financial Management Systems (FMS), Fees, Banking and Risk Management and Procurement.

This role leads the Oracle FMS team and will play a key role in the production of the Courts Service Annual Accounts, contributing to effective management of Courts Service expenditure.

Key Activities include:

- Securing funding for the Courts Service and managing the Courts Service budget, including compiling, managing, analysing, and reporting on financial data.
- Managing the Oracle Helpdesk, providing vital support to Courts Service staff in processing invoices and handling income.
- Producing the annual Courts Service Appropriation Account (Annual Accounts).

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

The Finance Officer (HEO) manages two staff and engages with all budget holders and with the Finance Shared Service (FSS) team to ensure accurate financial recording and reporting. The team supports the production of the Courts Service Annual Report, it leads on the Estimates Process (budgeting) and provides information and analysis in relation to Freedom of Information (FOI's) requests and Parliamentary Questions (PQ's). Their duties include -

### **FMS Helpdesk Operations**

- Overseeing the management of the chart of accounts
- Handles the setup and removal of authorising officers and suppliers
- Manages Oracle licenses, petty cash accounts, and purchase order hierarchy
- Provides comprehensive financial training to Courts Service staff
- Oversees and reviews all financial policies
- Manages the Office of Public Works (OPW) suspense accounts, prompt payment interest and pre-funded capital/ facilities expenditure pools, with third parties, in service line agreements
- Conducts expenditure analysis to effectively respond to FOI's, PQ's, and audit queries
- Manages bank charges associated with Courts Service accounts, including post-transaction work

### **Courts Service Appropriation Account**

- Manage and coordinate the production of the annual accounts and supporting files
- Prepare financial accounts and reports for review by the Chief Executive Officer, Finance Committee, and Audit & Risk Committees
- Ensure timely submission of the approved Accounts in compliance with Government Accounting Regulations
- Proactively address and respond to all queries from the Comptroller and Auditor General (C&AG) following the submission of Accounts

### **Courts Service Budget**

- Agree annual budget with Budget Holders, and produce Budget Pack
- Compile budget profiles at the beginning of the year, and carry out regular budgetary

reviews

- Monitor expenditure and income throughout the year, and provide monthly reports to Senior Management Team (SMT) and Finance Managers Committee (FMC), and quarterly updates to the Finance Committee
- Check and issue monthly budget holder reports
- Compile material for the annual Estimates campaign, which forms the basis of Courts Service annual funding from the Department of Public Expenditure, National Development Plan Delivery & Reform (DPENDR).

*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 2 years' relevant and recent experience in a finance role and will hold or be studying for a relevant financial qualification.

#### **Skills and Experience Required**

- Experience in team leadership and people management
- Strong knowledge of Accounting IT systems and a demonstrated capacity in this area
- A high level of proficiency in the use of MS office applications, in particular Microsoft Excel
- Excellent analytical skills and a strong focus on organisational outcomes
- A professional, cooperative, and confident approach to dealing with internal and external stakeholders
- Strong interpersonal and communication skills (both oral and written), with a high attention to detail
- A solution-orientation focus, with an ability to progress tasks on their own initiative and see them through to a satisfactory conclusion.

The following skills and experience are desirable.

- Experience of working in a finance unit within the public sector
- Experience of project management and leading a team through change.

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

Applications by way of applying for the role online at [courts.ie/careers](https://courts.ie/careers) with your CV and a one-page cover letter **setting out how you meet the required skills and behaviours** for the post.

The closing date is **12 noon on 23<sup>rd</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 29<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 short cover letter (no more than 1 page) and CV;
- a competitive first interview; and possibly
- a competitive final interview, which may 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.

An expert board will examine the material against the person specification for success in the position. This does not suggest other candidates are unsuitable or incapable of undertaking the job, rather some candidates, who based on information provided, appear to be better qualified and/or have more relevant experience.

### **Skills and competencies**

Candidates should have the ability to carry out successfully the duties of the role, as well as possess the following competencies:

#### **Team Leadership**

Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise. Provides clear information and advice as to what is required of the team. Strives to develop and implement new ways of working effectively to meet objectives. Leads the team by example, coaching and supporting individuals as required. Places high importance on staff development, training and maximising skills and capacity of team. Is flexible and willing to adapt, positively contributing to the implementation of change.

#### **Analysis and Decision Making**

Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors. Takes account of any broader issues and related implications when making decisions. Uses previous knowledge and experience in order to guide decisions. Makes sound decisions with a well-reasoned rationale and stands by these. Puts forward solutions to address problems.



## **Management and Delivery of Results**

Takes responsibility and is accountable for the delivery of agreed objectives. Successfully manages a range of different projects and work activities at the same time. Structures and organises their own and others work effectively. Is logical and pragmatic in approach, delivering the best possible results with the resources available. Delegates work effectively, providing clear information and evidence as to what is required. Proactively identifies areas for improvement and develops practical suggestions for their implementation.

Demonstrates enthusiasm for new developments and changing work practices and strives to implement these changes effectively. Applies appropriate systems and processes to enable quality checking of all activities and outputs. Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

## **Interpersonal and Communication Skills**

Builds and maintains contact with colleagues and other stakeholders to assist in performing role. Acts as an effective link between staff and senior management. Encourages open and constructive discussions around work issues. Projects conviction, gaining buy-in by outlining relevant information and selling the benefits. Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances. Presents information clearly, concisely and confidently when speaking and in writing.

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

Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others. Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work. Focuses on self-development, striving to improve performance.

## **Drive & Commitment to Public Service Values**

Strives to perform at a high level, investing significant energy to achieve agreed objectives. Demonstrates resilience in the face of challenging circumstances and high demands. Is personally trustworthy and can be relied upon.

## **Panel**

Candidates who successfully pass the selection process may obtain a place on a panel and may, within the life of the panel, be considered for subsequent vacancies if they arise for this role. The candidate who obtains first place on the panel will be the first candidate considered

for a position, subject to satisfactory clearances, and so on in order of merit. The panel will be established for a period of up to one year and appointments may be made from this panel as vacancies arise.

### **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.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Courts Service is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for 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.

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 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 Civil and Public Service published by the Commission for Public Service Appointments (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.

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.

#### *Procedure for Informal Review*

- A request for Informal Review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the Courts Service who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

#### *Procedure for Formal Review of Selection Process*

- The candidate must address his or her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

### **Complaints Process**

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.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Courts Service has fallen short of the principles of this Code. On receipt of a complaint the Courts Service may determine to engage with the complainant on an informal basis.

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. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant

may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

### **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 CPSA 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.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer

options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result exclusion from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

### **Contravention Code of Practice**

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process, they will be disqualified as a candidate and excluded from the process 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. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

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

- Where he or she has not been appointed to a post, he or she will be disqualified as a candidate; and
- Where he or she has been appointed subsequently to the recruitment process in

question, he or she shall forfeit that appointment.

### **Specific candidate criteria**

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

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 or other test 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.

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

### **Citizenship Requirement**

This competition is open to citizens of the European Economic Area which consists of all member states of the EU together with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

### **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 Finance 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 & 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**

Each applicant is required to declare whether he or she has previously availed of any Public Service scheme of voluntary redundancy or incentivised early retirement, including but not confined to those set out above. Each applicant is also required to declare any entitlement to a public service pension benefit (in payment or preserved) from any other public service employment and/or receipt of 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 in its absolute discretion.

## **7. 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 1<sup>st</sup> March 2023) the appointee will be placed at the first point of the salary scale **€53,955 per annum**. The Higher Executive Officer PPC salary scale is as follows:

1	2	3	4	5	6	NMAX	LSI1	LSI2
€53,955	€55,532	€57,106	€58,680	€60,259	€61,831	€63,407	€65,682	€67,951

Salary is payable fortnightly in arrears by Electronic Funds Transfer (EFT) into a bank account of the appointee's choice. Payment cannot be made until the 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.

**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.

## Important Note:

In certain circumstances, different conditions may apply for existing civil or public servants.

## 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.

### **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 29 working days per year.

### **Headquarters**

The appointees' headquarters will be at the Phoenix House, Smithfield, Dublin 7.

### **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.

Appointees 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.

### **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 Acts 2014. Successful candidates will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

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

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

### **Political Activity**

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

### **Ethics in Public Office Act 1995**

The Ethics in Public Office Act 1995, will apply, where appropriate, to your employment.

### **Prior approval of publications**

You will agree not to publish material related to your 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 and 68 on 1 January 2028 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).
- Post retirement pension increases are linked to the 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 & Retirement**

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.

### **Prior Public Servants**

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme And Other Provisions) Act 2012 (“2012 Act”). However the key exception case (in the context of this competition and generally) is that an appointee who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single

Scheme. The pay and pension entitlement of such an appointee will be established in the context of his or her public service employment history.

### **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 [www.circulars.gov.ie](http://www.circulars.gov.ie)

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