



Candidate Information Booklet

Please read carefully

Open competition for appointment to the position of:

**Temporary State Solicitor (Fixed-Term 12 month Contract)
in the
Chief State Solicitor's Office**

Closing Date: 3.00p.m on 24th June 2021

The Chief State Solicitor's Office is committed to a policy of equal opportunity.

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

Codes of practice are published by the CPSA and are available on www.cpsa.ie

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Introduction

The Chief State Solicitor's Office (CSSO) is conducting an open competition for the position of Temporary State Solicitor (Fixed-Term) in the Chief State Solicitor's Office.

A Temporary State Solicitor (Fixed-Term) is a solicitor who is employed in the CSSO for a duration of 12 months to support the Office in a temporary nature. Competitions may arise as advertised by the Public Appointment Services (PAS) from time to time and Temporary State Solicitors (Fixed-Term) who are deemed to be eligible will be able to apply.

Background

The function of the Chief State Solicitor is to act as Solicitor to Ireland, the Attorney General, Government Departments and Offices. The wide remit of the civil business of the Chief State Solicitor's Office means that staff are involved in many aspects of legal work including a wide range of civil litigation in all courts (including the European Court of Justice in Luxembourg) as well as in the provision of conveyancing services, property law services, contract law services, public procurement and state aid law advice and general advisory services for an array of public service clients. The CSSO also provides legal services to Government Departments and Offices before Tribunals of Inquiry, Commissions of Investigation and other statutory inquiries.

Working Environment

The work of the CSSO is office-based (and/or courtroom-based) and utilises advanced law office computer applications. The CSSO is part of the Irish Civil Service and, as such, is committed to the principles of Government modernisation and reform, including innovation for the delivery of quality legal services, business planning and performance management. The CSSO is committed to maintaining a working environment conducive to sustaining productive and fulfilled officers at professional, technical and administrative grades and pursues the necessary human resource strategies to achieve this objective, including facilitating remote working options through the duration of the pandemic. On-going training, support for the career development of each officer and a focus on the needs of our public sector clients have been identified as essential tenets of the management philosophy of the CSSO.

The Role

During the time in the CSSO, Temporary State Solicitors will gain unique experience at the highest level of solicitor practice, which will equip them for a fulfilling and rewarding career as a solicitor in the longer term, whether in the public or private sector. Building on the previous Civil Service Renewal Plans, a new framework the [Civil Service Renewal 2030 Strategy - 'Building on our Strengths'](#) has recently launched. This Strategy leverages the strengths of the Civil Service, identifies areas for further improvement and provides an opportunity to re-imagine aspects of the system to position us to respond to future challenges. The CSSO expectations is that a Temporary State Solicitor will understand and contribute when required to the Civil Service Renewal 2030 Strategy. There are three main themes and six pillars to this strategy:

- Theme 1: Evidence-Informed Policy and Service
 - Pillar 1: Strategic Policy Development
 - Pillar 2: Insights-Driven Decision Making
- Theme 2: Digital First and Innovation
 - Pillar 3: Digital First
 - Pillar 4: Embedding Innovation
- Theme 3: Workforce, Workplace and Organisation of the Future
 - Pillar 5: Workforce of the Future

- Pillar 6: Workplace and Organisation of the Future

The approach to induction for Temporary State Solicitors in the CSSO is for the solicitor to be 'hands-on' and to learn through active practice, in a fast-paced environment.

Temporary State Solicitors will be supported in this by the commitment of management and solicitors across the Office to their successful integration. The CSSO is a collegiate environment and solicitors who are experts in their fields take the time to nurture new joiners to the Office and to pass on their expertise and experience.

We aim to attract individuals with a strong public service ethos who show commitment, energy, sound judgment and an ability to work under pressure to tight deadlines when needed. It is also important that Temporary State Solicitors can successfully build new relationships, both internally with colleagues across the office and externally with our central government clients.

The particular duties will vary depending on the section to which an officer is assigned. Temporary State Solicitors may be called on to assist in priority areas of the Office as issues arise, including the CSSO's response to emerging issues such as Brexit-related work, pandemic-related work or responses to surges in particular work areas such as extradition requests, European co-operation requests, judicial review litigation or urgent transactional work. The following is a general overview of the duties which may be involved:

1. Litigating on behalf of the State as both plaintiff and defendant
2. Handling property and conveyancing transactions
3. Handling quasi-criminal work such as extradition or European Arrest Warrants
4. Advising and drafting commercial and public procurement documents
5. Supporting client Departments before Tribunals of Inquiry, Commissions of Investigation or statutory inquiries
6. Keeping legal files and records
7. Applying office procedures and legal protocols
8. Applying and developing knowledge and experience of practice in the areas of:
 - a. Administrative law, Constitutional law and European law
 - b. Litigation involving Public Bodies
 - c. Commercial Contract Negotiation and Drafting
 - d. Property Law and Conveyancing
 - e. Employment Law

Temporary State Solicitors will be fully involved in all aspects of Office life during their tenure. They will be invited to participate in their Division's team meetings and training sessions and 'Away Days' where legal, professional and soft skills are enhanced. Aside from the calibre of its legal work, the CSSO also has a rich social, sporting and wellness side, which is evolving in light of COVID-19 and in which again, Temporary State Solicitors will be welcome to get involved.

Eligibility and Experience

Candidates **must**, on or before **24th June 2021**:

- Be enrolled as a Solicitor in the State or be entitled to be enrolled* and have applied for enrolment
**Entitled to be enrolled and have applied to be enrolled shall mean that on the closing date for this campaign (24th June 2021) all examination and/or other Law Society of Ireland requirements have been completed successfully and that the candidate is, therefore, eligible to be put on the roll of solicitors and has so applied.*
- Have sound knowledge and experience of the law and a good understanding of the procedures used in the general legal tasks encountered in the practice of law
- Demonstrate the required competencies as outlined in [Appendix One \(1\)](#)
- Have excellent communication, negotiation and relationship management skills with the ability to fully engage with a range of stakeholders
- Have the ability to work on their own initiative, to work independently and in a team environment
- Have the ability to prioritise, organise and manage a multi-layered file load in a busy environment
- Have the ability to take responsibility for meeting defined performance targets with clear accountability for outcomes
- Have the ability to analyse risk and to take corrective action
- Have a clear understanding of the new framework the Civil Service Renewal Strategy 2030

Candidates must also have:

- Experience of practice (during solicitor training or post qualification) in one or more of the following areas:
 - Administrative and/or Constitutional and/or European law
 - Litigation and/or litigation involving public bodies
 - Commercial contract negotiation and public procurement/commercial contract advice, negotiation and drafting
 - Property law and/or commercial conveyancing
 - Employment Law
- Substantial experience, in a fully computerised office environment, in the use of electronic case management systems and other IT applications commonly used in a modern law office
- Contributed to the development of knowledge management in an office environment

The Candidate

Candidates should have the attributes required of a Temporary State Solicitor including drive and commitment to personal development and to public service values. A candidate must demonstrate, by reference to specific achievements in their career to date etc., that they possess the skills and knowledge required for the role of Temporary State Solicitor as set out in the Temporary State Solicitor Competency Framework [see Appendix One \(1\)](#).

Specific Candidate Criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned
- If successful, a candidate 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

Eligibility to compete and certain restrictions on eligibility

A Health and Character Self-declaration form must be completed on offer of appointment. As part of that declaration a candidate is required to declare any facts that may be a potential health and safety risk for the candidate or any matters which might damage the candidate's own or the CSSO's reputation.

The CSSO reserves the right to seek a medical report or carry out further vetting on an Officer for health and safety/duty of care purposes post appointment. However, please note that the CSSO is concerned not to breach confidentiality in respect of a candidate's information. An Officer may at any time declare medical history or other information in confidence. It can be arranged for a medical history to be provided directly to the Chief Medical Officer (CMO) for the Civil Service.

Citizenship Requirements

Eligible candidates must be:

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

To qualify candidates must be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure 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 Health and Children Circular (7/2010):

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

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

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

Declaration:

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

Principal Conditions of Service

Conditions of Appointment

An offer of appointment to this temporary post of State Solicitor will be in order of merit. A candidate will have a maximum of **three (3)** working days after receipt of an offer to accept or reject it.

Panel Management

Candidates not appointed at the expiry of the panel will have no claim to an appointment as a result of being placed on the panel. The panel created from this competition will expire **18 months** after its establishment.

Future Panels

The CSSO may modify panel management rules in line with organisational needs during the life time of the panel and will notify all remaining candidates of any changes.

Salary

The PPC salary scale of pay as at 1st October 2020:

1	2	3	4	5	6	7	8	9
€33,370.0 0	€35,885.0 0	€36,606.0 0	€39,755.0 0	€43,785.0 0	€46,862.0 0	€49,927.0 0	€53,010.0 0	€56,086.0 0
10	11	12	13	14	15	16	17	18
€59,145.0 0	€69,012.0 0	€71,507.0 0	€73,988.0 0	€76,477.0 0	€78,959.0 0	€80,392.0 0	€82,899.0 0	€85,415.0 0
						NMAX	LSI1	LSI2

This rate will apply to new entrants who are members of the Single Scheme and will also apply where the appointee is a civil or public servant appointed on or after 6th April 1995 and is making a personal pension contribution.

A different rate may apply where the appointee is an existing civil or public servant appointed on or before 6 April 1995 and **is not required** to make a Personal Pension Contribution.

While in the normal course, salary entry point will be at the minimum of the scale, different pay and conditions may apply subject to Government pay policy procedures. **For the purposes of this competition, candidates may be offered appointment up to Point Seven (7), i.e. €49,927,** based on verified salary levels and post qualification experience as follows:

- One-Two (1-2) years PQE – Point Three (3)
- Three (3) years PQE – Point Four (4)
- Four (4) years PQE – Point Five (5)
- Five (5) years PQE – Point Six (6)
- Six (6) years+ PQE – Point Seven (7)

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

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Human Resources Section of the Office.

Statutory deductions from salary will be made as appropriate by the Office.

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

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

Tenure and Probation

The Temporary State Solicitor tenure duration will be for a period of 12 months. The appointee must serve a **probationary period of three (3) months**.

Unfair Dismissals Acts 1977 - 2015

The Unfair Dismissals Acts 1977 - 2015 will not apply to the termination of your employment by reason only of the expiry of this probationary contract without it being renewed.

Location

Please note that in addition to positions being based at Osmond House/Chancery Lane, Dublin 8, or such other office locations of the Office of the Chief State Solicitor, appointment to the role may require immediate or future secondment to other Departments/Offices/Agencies. A candidate's appointment to the role of Temporary State Solicitor is subject to acceptance of such a secondment, whether on appointment or at a subsequent date, at the discretion of the Chief State Solicitor. Temporary State Solicitors may also be required from time to time to complete rotations in other Divisions and Sections within the CSSO. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Annual Leave

The annual leave allowance will be 25 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount to on average not less than 43 hours and 15 minutes gross or 37 hours' net per week.

No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Working from Home

The current situation within the CSSO on working from home as a response to COVID-19 is such that while working from home in consultation with the Line Manager is provided for and encouraged, where possible in line with Public Health advice, physical attendance is necessary from time-to-time to conduct the full remit of this post.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment subject to the Coast Guard exclusions contained in the Organisation of Working Time (Exemption of Civil Protection Services) Regulations 1998 (S.I. No. 52 of 1998) as amended by the Organisation of Working Time (Exemption of Civil Protection Services) (Amendment) Regulations

(S.I. No 478 of 2009). Please note that in order to meet with the terms of the Organisation of Working Time Act. The Chief State Solicitor's Office may in the future introduce a working hours recording system and it would be a condition of your employment that you would comply with the operation of this system.

Duties

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

Outside Employment

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity. Clarification must be sought from management where any doubt arises.

Sick Leave

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

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

Performance

Officers are subject to the terms of the Circular 19/2016 on the Civil Service Revised Disciplinary Code, Circular 24/2016 in the Civil Service Management of Underperformance policy and Circular 04/2019 Disciplinary Procedures for New Entrant Civil Servants Serving in a Probationary Capacity, if applicable.

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.

Civil Service Code of Standards and Behaviour

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

Ethics in Public Office Acts 1995 - 2001 and Standards in Public Office Act 2001

The Ethics in Public Office Acts 1995 - 2001 and Standards in Public Office Act 2001 will apply, where appropriate, to this appointment.

Prior approval of Publications

An Officer will agree not to publish material related to his or her official duties without prior approval by the Chief State Solicitor.

Political Activity

During the term of the appointment, the officer will be subject to the rules governing civil servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found in An Code Personnel and are available on the following web site www.circulars.gov.ie.

Flexible and Family Friendly Working Policies

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

Superannuation and Retirement

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

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

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

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

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

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

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

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

III-Health-Retirement

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition. Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post III-health retirement from public service

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

Pension Accrual

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

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie.

IMPORTANT NOTICE

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

The 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(s). In applying for this position it is understood that you have consented to the above conditions.

Statutory Obligation

The appointment is subject to the Civil Service Regulation Acts 1956 - 2005 (as amended), the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Civil Service.

In addition, a successful candidate will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. You will agree not to disclose to third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment. You will also be subject to the Civil Service Code of Standards and Behaviour.

The terms of the Unfair Dismissals Act 1977 - 2015, the Minimum Notice and Terms of Employment Act 1973 - 2005, the Organisation of Working Time Act, 1997 and the Ethics in Public Office Act, 1995 - 2001 Circular 10/12 Resignation and Retirement Notice Periods will apply as appropriate, to this appointment.

Competition Process

How to Apply

Interested applicants should forward a completed application form to TSS2021@csso.gov.ie on or before **3.00p.m, Thursday 24th June, 2021** with your initials followed by 'TSS2021' in the subject description. Please note that depending on the number of applications received, the Office proposes that the completed application form may be used to shortlist candidates for the interview.

Please be advised that in order to ensure a fair and transparent process, a word count of a **maximum 300 words** per competency applies and a word count of a **maximum of 350 words** apply to the Personal Statement. If this is exceeded, your application may be deemed **ineligible**.

Only applications fully submitted online adhering strictly to the instructions above will be accepted into the campaign. Applications will not be accepted after the closing date under any circumstances.

Closing Date

Your application must be submitted online via word and PDF format through TSS2021@csso.gov.ie not later than **3:00p.m, Thursday 24th June 2021**. For all competition queries please contact HR using the specified competition email.

It should be noted that a candidate who fails to submit an application to the correct email address or submits an application late will have automatically **fail** the competency "**Delivery of Results**".

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact Human Resources at hr@csso.gov.ie.

The interviews for these posts are likely to be held in **mid-July 2021**.

Campaign updates will issue to candidates after each selection stage. You are advised to check your messages on a regular basis. As email notifications of updates/tests/Interviews etc. issued may sometimes be filtered into your Junk/Spam email folders, you are also advised to check all these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Chief State Solicitor's Office.

The Chief State Solicitor's Office accepts no responsibility for communication not accessed or received by an applicant.

During the current COVID-19 pandemic interviews will be conducted virtually via the StarLeaf platform. If you are invited to interview you will receive the following information:

1. StarLeaf Invite to Interview – first email.
2. Government Teleconference Invite to Interview – second email.
3. Invite to Interview email – third email please check junk/spam email reference this emails.
4. Confirmation of attendance to interview is only via email to the following email address. TSS2021@csso.gov.ie on or before the closing date provided.
5. If the CSSO Recruitment and Selection team do not receive your confirmation to attend interview via email to this email address TSS2021@csso.gov.ie on or before the closing date provided for in the Invite to Interview email, the CSSO will deem that you have withdrawn from the recruitment campaign and no further communications will be forthcoming from the CSSO Recruitment and Selection team.

The onus is on all candidates to make themselves available on the date(s) specified by the Office and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on the application form.

Candidates with Disabilities

If you indicate on your application form that you require reasonable adjustment/s you will be required (if you have not already done so) to submit an original and detailed psychologists/medical report to the Disability Liaison Officer, Osmond House, Little Ship Street, Dublin 8 by **3.00p.m 24th June 2021**. A determination will be made by Disability Liaison Officer on appropriate adjustment/s, if any, to be made for individual candidates during the selection process.

Selection Methods

The CSSO will convene a Board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in the application forms
- A final competitive interview

Shortlisting

While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, Human Resources may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Office provides for shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert Board will examine the application forms against a pre-determined criteria based on the requirements of the assignments. It is therefore in candidates' own interest to provide a detailed and accurate account of their qualifications/ experience on the application form.

The onus is on all candidates to make themselves available on the date(s) specified by the Office and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on the application form.

As previously mentioned, prospective candidates are advised that interviews are likely to be scheduled for **mid-July 2021**.

References

It would be appreciated if you would start considering names of people who you feel would be suitable referees that we might consult (two – three (2 – 3) names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts.

Please be assured that we will only contact referees should you come under consideration after the interview stage. **Please note, should you be successful at final interview, the CSSO will require a reference from your current employer prior to recommendation for appointment. The CSSO will permit two (2) working days from date of request by the CSSO to release your current employer information to the CSSO.**

Failure to release your current employer information to the CSSO within the two (2) working days from request of same will be deemed by the CSSO that you have automatically withdrawn from the competition and no further contact will be made by the CSSO.

Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

Security Clearance

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

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

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

Confidentiality

Subject to the provisions of the Freedom of Information Act 1997, 2003 and 2014, the Data Protection Act 2018 and under the General Data Protection Regulation 2018, applications will be treated in strict confidence.

Other Important Information

The CSSO 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 CSSO are satisfied that such person fulfils the requirements of the competition. It is important, therefore, for the candidate to note that the onus is on them to ensure that they meet the eligibility requirements for the competition before attending for interview.

If the candidate does not meet these essential entry requirements but nevertheless attends for interview the candidate will be putting themselves to unnecessary expense.

Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process. The panel will expire after 18 months of its creation and or before 18 months if exhausted.

Please also note that due to the nature of this post/s it is envisaged that successful candidates/s will be available to commence the assignment with the CSSO within four-six (4 – 6) weeks of acceptance of the offer of assignment with the CSSO.

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 CSSO. The CSSO will consider requests for review in accordance with the provisions of Section seven (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 (the Chief State Solicitor) 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 five (5) working days of notification of the decision, and should normally take place between the candidate and a representative of the CSSO 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 two (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 two (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/her concerns in relation to the process in writing to the Office Holder outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within ten (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 four (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 Office Holder.
- 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 CSSO 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 eight (8) to the Office Holder of the CSSO.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Office Holder in the CSSO 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 CSSO has fallen short of the principles of this Code.

On receipt of a complaint the CSSO 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.

There is no obligation on the CSSO 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 seven (7) of this Code of Practice, a complainant may not seek a further review of the same process under Section eight (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. If short-listing is applied candidates who have not progressed to interview will receive their competency score sheet and summary commentary (written) at this stage. **No** further feedback will be provided. If progressing to interview stage candidates will have an opportunity to receive shortlisting feedback at conclusion of the interview process. Feedback is available after the interview stage this feedback will be the competency score sheet and summary commentary (written). **No** further feedback will be provided. 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 should note that canvassing will disqualify and will result in their exclusion from the process. Candidates must not:

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

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

Contravention Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment. In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process:

- they will be disqualified as a candidate and excluded from the process
- has been appointed to a post following the recruitment process, they will be removed from that post

Use of Recording Equipment

The CSSO 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.

Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

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

Specific Candidate Criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- 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 CSSO, or who do not, when requested, furnish such evidence as the CSSO require in regard to any matter relevant to their candidature, will have no further claim for consideration for the post.

Candidates are expected to provide all requested documentation to the CSSO, including all forms issued by the CSSO for completion, within five (5) 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 for the post.

Quality Customer Service

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

General Data Protection Regulation (GDPR)

When application forms are received, a record is created in the candidate's name, which contains much of the personal information supplied by the candidate. This personal record is used solely in processing candidates' candidature and should candidates be successful certain information

provided will be held on employees' personnel file, in accordance with the Data Protection Act 2018 and under the General Data Protection Regulation 2018 which may be viewed and downloaded on this link [Key Data Protection Legislation](#). Certain items of information, not specific to any individual, may be extracted from records for general HR statistical purposes.

To make a request to access your personal data please submit your request by email to: dataprotectionofficer@csso.gov.ie or by post to the Data Protection Officer – Osmond House, Little Ship Street, Dublin D08 V8C5 ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Appendix One (1) – Temporary State Solicitor Competencies

Leadership
<ul style="list-style-type: none">• Actively contributes to the development of the strategies and policies of the Office• Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise• Leads and maximises the contribution of the team as a whole• Considers the effectiveness of outcomes in terms wider than own immediate area• Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks• Develops capability of others through feedback, coaching & creating opportunities for skills development• Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making
<ul style="list-style-type: none">• 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
Management & Delivery of Results
<ul style="list-style-type: none">• Takes responsibility for challenging tasks and delivers on time and to a high standard• Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances• Ensures quality and efficient customer service is central to the work of the division• Looks critically at issues to see how things can be done better• Is open to new ideas initiatives and creative solutions to problems• Ensures controls and performance measures are in place to deliver efficient and high value services• Effectively manages multiple projects
Interpersonal & Communication Skills
<ul style="list-style-type: none">• 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• Instils 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
Drive & Commitment
<ul style="list-style-type: none">• 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

Specialist Knowledge, Expertise and Self-Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Office
- 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