



AN t-ÚDARÁS UM
CHOSAINT
IASCAIGH MHARA

SEA-FISHERIES
PROTECTION
AUTHORITY

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Sigmar Recruitment Consultants on behalf of the Sea Fisheries Protection Authority will hold an open competition for the purpose of recommending a person for appointment to the position of:

SFPA Director of Transformation

in the

Sea Fisheries Protection Authority

The Sea Fisheries Protection Authority and Sigmar Recruitment Consultants Ltd. are committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice 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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Summary

Title:	SFPA Director of Transformation
Salary:	Principal Officer Standard Scale
Location:	Clonakilty, County Cork
Contract Type:	Permanent
Reporting To:	SFPA Chair
Probation:	12 Months

Section 1: SFPA Background

In accordance with Statutory Instrument No 376 of 2006 the Sea-Fisheries Protection Authority was established on the 1st of January 2007, as was provided for by the Sea-Fisheries and Maritime Jurisdiction Act 2006 (No. 8 of 2006). The Authority is independent in the exercise of its functions. The SFPA carries out a wide range of functions related to Sea-Fisheries conservation and Seafood Safety law including seafood consignment export certification, food operator business approval and registration, product approval and supporting the good reputation of Ireland's seafood industry through the implementation of Seafood safety legislation.

Principal Functions of the SFPA

- To secure efficient and effective enforcement of Sea-Fisheries law and food safety law
- To promote compliance with and deter contraventions of Sea-Fisheries law and food safety law
- To detect contraventions of Sea-Fisheries law and food safety law
- To provide information to the Sea-Fisheries and seafood sectors on Sea-Fisheries law and food safety law and relevant matters within the remit of the Authority, through the Consultative Committee established under section 48 of the above Act or by any other means it considers appropriate
- To advise the Minister in relation to policy on effective implementation of Sea-Fisheries law and food safety law
- To provide assistance and information to the Minister in relation to the remit of the Authority
- To collect and report data in relation to Sea-Fisheries and food safety as required by the Minister and under Community law
- To represent or assist in the representation of the State at national, Community and international fora as requested by the Minister; and
- To engage in any other activities relating to the functions of the Authority as may be approved of by the Minister

In meeting its responsibilities under the Sea-Fisheries and Maritime Jurisdiction Act 2006, the SFPA currently has three main business areas, namely in Seafood Safety regulation, Sea Fisheries Conservation regulation and the Corporate Services of the SFPA.

Section 2: Job Description

The Sea Fisheries Protection Authority is recruiting a Director of Transformation. The Director of Transformation will have overall responsibility for managing the implementation of recommendations arising from the SFPA Organisation Capability Review 2020.

The Director of Transformation will lead the delivery of a programme of significant operational and organisational change across the SFPA.

This is a pivotal undertaking for the future of the SFPA in terms of the delivery of its core work programmes and statutory obligations and the Transformation Lead must be an inspirational leader and a strong team player who is result-driven. He/she will set the tone for the transformation programme and will be responsible for the delivery of significant improvements in both operational and organisational efficiency. They will be an effective communicator, driving operational efficiencies and implementing business processes change across diverse internal and external stakeholders, and ensuring high levels of engagement within the SFPA organisation.

The scope of the new role is broad, cross functional and will extend throughout all levels of the SFPA organisation.

The role holder will be fully integrated into the existing SFPA Senior Management Team.

As this is a permanent role, beyond the implementation of the review recommendations, the Director of Transformation may be assigned a range of different duties/functions as determined by the Chairperson of the SFPA Authority. The Director of Transformation will ensure that the organisation continues to thrive by identifying opportunities for innovative ways of working, driving ongoing process improvement initiatives, over-seeing implementation of these initiatives and the associated change management agenda.

Key Initial responsibilities

1. Overall responsibility for driving and strategic delivery of a significant programme of organisational and operational change within the SFPA.
2. Bringing forward proposals for and implementing changes to existing corporate strategy, culture, business processes, systems and technology, work processes and organisational structures.
3. The post holder will work closely with the SFPA Project Management Office to develop the integrated plan and manage its delivery, following the SFPA Project Management Framework process.
4. Support project teams in integrating change management activities into their project plans.
5. Ensure that appropriate controls and reporting are in place to manage the project and support the programme needs.
6. Work with key stakeholders both internal and external, ensuring high levels of engagement and commitment to the overall organisational vision.

7. Lead and drive significant improvement initiatives, including solution development and implementation, working closely with business unit management.
8. Ensure line managers take responsibility for implementing change and leading their teams to ensure change initiatives are embedded over time in the organisation.
9. Facilitate change management activities with cross-functional team members and stakeholders to ensure full adoption of and engagement with new practices and standards.
10. Apply appropriate and effective change management process and tools to create a strategy that maximizes employee buy-in to change.
11. Identify, anticipate, and manage resistance to change and develop mechanisms to encourage employee engagement.
12. Support the design, development, delivery and management of effective communications.
13. Support senior organisational leaders to help them fulfill their role as change sponsors.
14. Support design and definition of organisational roles and responsibilities
15. Work with each internal and external stakeholders to ensure actions are prioritised and delivered within agreed timelines.
16. Demonstrate strong motivation to develop and optimise the performance and contribution of the SFPA in terms of delivery of its core objectives.
17. Ongoing identification of opportunities for new and innovative ways of working, to drive process improvement initiatives and oversee the full delivery of these initiatives.
18. Preparing progress reports for the SFPA Authority.
19. This role will involve travel to the SFPA Port offices and travel to stakeholder meetings in various locations nationwide, occasional international travel may also be involved.

Please note that the above list of responsibilities is not exhaustive.

Section 3: THE PERSON

i. Essential Requirements

Candidates must meet the following essential requirements prior to the closing date for this competition:

- Possess a relevant recognised third level Degree or equivalent (minimum NFQ Level 8).
- Demonstrate extensive experience and success in leading significant organisational change and/or process improvement projects for an organisation wide transformation programme in either the public or private sector.
- Have significant experience (5 years or more) in a senior management role as a strategic leader, including developing organisational strategy and cultural change within an organisation.
- Experience and knowledge of change management principles, methodologies and tools.
- Experience of working collaboratively with key internal and external partners at a senior level.
- Possess strong administrative capabilities, including project management skills, effective written and oral communication skills, work programming/planning, budget management and the use of information technology as a communications and monitoring tool.
- Demonstrate the required standard in the competencies identified as being essential for the role

In addition to the minimum qualification entry requirements, candidates must also have:

- Fluent spoken and written English
- Possess a full driving license

ii. Desirable requirements

- An understanding, appreciation and knowledge of the Public sector and Government policies for the sector.
- Experience of transformation and change management in a public sector environment.
- Possess an understanding of the specific role of the Sea Fisheries Protection Authority in the wider Public Service context.
- Completion of further education in Change management, Project management, Facilitation /Coaching.
- An awareness of industrial relations in a public sector setting.

iii. Competencies

Applicants should have all the attributes required of a Director of Transformation and in particular they must demonstrate, by reference to specific examples from their career to-date, that they possess or have the capacity to acquire the qualities, skills and knowledge required for the role of Director of Transformation as identified in the following competency framework.

1. Leadership & Strategic Direction

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Contributes to the shaping of Departmental / Government strategy and policy
- Develops capability and capacity across the team through effective delegation
- Develops a culture of learning & development, offering coaching and constructive / supportive feedback
- Leads on preparing for and implementing significant change and reform
- Anticipates and responds quickly to developments in the sector/ broader environment
- Actively collaborates with other Departments, Organisations and Agencies

2. Judgment & Decision Making

- Identifies and focuses on core issues when dealing with complex information/ situations
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically
- Sees the relationships between issues and quickly grasp the high level and socio-political implications
- Identifies coherent solutions to complex issues
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well informed decisions, understanding their impact and implications
- Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions

3. Management and Delivery of Results

- Initiates and takes personal responsibility for delivering results/ services in own area
- Balances strategy and operational detail to meet business needs
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus

- Makes optimum use of resources and implements performance measures to deliver on objectives
- Ensures the optimal use of ICT and new delivery models
- Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
- Instils the importance of efficiencies, value for money and meeting corporate governance requirements
- Ensures team are focused and act on Business plans priorities, even when faced with pressure

4. Building Relationships & Communication

- Speaks and writes in a clear, articulate and impactful manner
- Actively listens, seeking to understand the perspective and position of others
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across other Departments//Organisations and builds strong professional networks
- Makes opinions known when s/he feels it is right to do so

5. Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintain
- maintains a sense of balance and perspective in relation to work issues
- Contributes positively to the corporate agenda
- Is personally trustworthy, honest and respectful, delivering on promises and commitments
- Ensures the citizen is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity

6. Specialist Knowledge, Expertise and Self Development

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

Section 4: Application and Selection Process

How to Apply

All candidates should visit www.sigmarrecruitment.com/SPFA where there is a full list of available positions in the SFPA with the corresponding downloadable information booklet for each position. There will also be a link to the online application portal to where all applications must be submitted.

To apply, candidates must provide an up to date Application Form and submit their application form via the online application portal.

Only Application Forms fully submitted online will be accepted into the campaign. Applications will not be accepted after the closing date.

Closing Date:

Your application must be submitted on the online application portal by Wednesday 7th October 12 noon 2020. Applications will not be accepted after this time.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact SFPA@sigmar.ie

Campaign updates will be issued to your registered email address as entered on the online application portal.

The onus is on each applicant to ensure that they are in receipt of all communication from Sigmar Recruitment Consultants Ltd. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

Sigmar Recruitment accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by Sigmar Recruitment Consultants Ltd. and should make sure that the contact details specified on their application form are correct.

Selection Process

The methods used to select candidates for this post may include some or all of the following:

- completion of online Assessment Questionnaire(s)
- online and/or paper-based assessment test(s)
- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- presentation or other exercises
- a final competitive interview which may include a presentation and/or additional assessment exercise(s)
- any other tests or exercises that may be deemed appropriate

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sigmar Recruitment Consultants Ltd. may decide that a smaller number of applicants will only be called to interview. In this respect, Sigmar Recruitment Consultants

Ltd. provide for the employment of a short listing 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. An expert board will examine the application forms against a pre-determined criteria based on the requirements of 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. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Order of Merit:

After offering the successful candidate the position the Sea Fisheries Protection Authority may form an order of merit which would be valid for 2 years from the date of the first appointment made. If this role becomes available again in that time frame, they may choose to revisit this panel and offer the next candidate on the order of merit but are not obliged to do so. Only candidates that pass the competency interview may be included in the order of merit.

Section 5: Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

To be eligible a Candidate must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d) 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**
- (e) 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 Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above 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.

Section 6: Principal Conditions of Service

Competition:

This competition relates to assignment to the post of Director of Transformation at the grade of Principal Officer with the Sea-Fisheries Protection Authority on a permanent basis.

Pay:

The salary scale will be that of Principal Officer (standard scale) equivalent as applicable in the Civil Service, see also important note below.

PPC Salary effective from 1st September 2019 is as follows:

€87,325 €90,920 €94,487 €98,082 €101,114 €104, 258(LS11)
€107,399(LS12)

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3 (LS11) and 6 (LS12) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

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

Subject to satisfactory performance increments may be payable in line with current Government Policy.

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

Appointment

The position of Director of Transformation will be in full-time capacity and on a permanent basis.

The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 1991. In the event of serious misconduct the appointment may be terminated without notice and no remuneration or compensation will be payable other than that applicable to work carried out.

Starting Salary:

Entry will be at the minimum of the appropriate PO Standard scale, subject to approval..

Annual Leave:

The annual leave entitlement is 30 working days per annum.

Hours of Attendance:

Hours of attendance are as prescribed from time to time, but at present amount to 43.25 hours per week gross.

Duties:

An officer will be required to perform any duties assigned from time to time as appropriate to the position. The position will be whole-time and you may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Location:

The person appointed will be located at the SFPA headquarters at the National Seafood Centre in Clonakilty.

When absent from home and headquarters on duty, an officer will be paid appropriate travelling expenses and subsistence allowances.

An offer of appointment to a successful candidate will be made on condition that s/he will agree to work in a particular location and will sign an agreement to that effect.

The provisions of Circular 6/89: Removal Expenses **will not apply** to relocation from headquarters or to a direct appointment to the decentralised location. Travel to and from headquarters will not be eligible for travel expenses; this rule will also apply if the headquarters is in a decentralised location.

General:

The employment is subject to the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Public Service.

Duties:

An officer will be required to perform any duties assigned from time to time as appropriate to the position.

Outside Employment:

The position is wholetime and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Superannuation and Retirement:

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public 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 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- 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 Sea Fisheries Protection Authority 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. Depending on their scheme placement, 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. Please consult this Department of Public Expenditure and Reform at pensions@per.gov.ie for further guidance in these instances.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

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

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

Appointment post Ill-health retirement from Civil Service

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

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

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

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

Pension Accrual

Section 52(6) of the Public Service Pensions (Single Scheme and other Provisions) Act 2012 limits the amount of pensionable service an individual may accrue across all pre-existing Civil/Public Service pension schemes (non-Single Scheme terms) to a maximum of 40 years

or equivalent. This may have implications for any appointee who has acquired pension rights in a previous Public/Civil service employment.

Additional Superannuation Contribution (ASC)

This appointment is subject to the ASC in accordance with the Public Service Pay and Pensions Act 2017. Please note that ASC is a contribution in addition to any pension contributions required under scheme membership. The deduction of ASC, in itself, does not convey an entitlement to PPC pay rates..

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

Official Secrecy and Integrity:

You will, during the term of your appointment, be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act, 1997 and 2003. 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.

A member of the Authority shall not, for a period of two years following his or her resignation, removal or retirement from the office of member of the Authority, accept any office, consultancy or employment, where he or she could or might disclose information of a confidential or commercially sensitive nature acquired by him or her in the exercise of the functions of the Authority.

Prior approval of publications:

You will agree not to publish material related to your official duties without prior approval of the Minister.

Political activity:

During the term of your employment you will be subject to the rules governing civil servants and politics.

IMPORTANT NOTE

Different terms and conditions may apply if, immediately prior to appointment, the appointee is -

- (a) already a serving civil servant who is paying the Class B rate of PRSI, or
- (b) serving in an unestablished capacity in the Public Service and has had continuous service in that capacity since 5 April 1995, or
- (c) serving elsewhere in the public sector in a position in respect of which s/he is paying the Class B, C or D rate of PRSI contribution.

Section 7: Important Information

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

Clearance Procedure

Candidates who come under consideration for appointment to the Sea Fisheries Protection Authority will be required to undergo a clearance procedure that may include, but is not restricted to, security checks by An Garda Síochána on all addresses in the Republic of Ireland and Northern Ireland at which the candidate resided, verification of identity, qualifications, experience, and medical status, and the provision of references. In addition Sigmar Recruitment Consultants Ltd. may make any other queries deemed necessary to establish the candidate's suitability for the post. 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.

Other important information

Sigmar Recruitment Consultants Ltd. Or The Sea Fisheries Protection Authority will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Sigmar Recruitment Consultants Ltd. 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 you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position Sigmar Recruitment Consultants Ltd. 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 assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select another person for appointment on the results of this selection process.

Candidates' Rights - Review Procedures in relation to the Selection Process

Sigmar Recruitment Consultants Ltd. will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>.

Should a candidate be unhappy with an action or decision in relation to their application (where the selection is managed by Sigmar Recruitment) they can seek feedback from Sigmar Recruitment. An initial review will be carried out internally by the candidate's recruitment contact as to why their application was deemed unsuccessful. The outcome of this review will be sent to the candidate in written format.

- To request an initial review, a candidate must write to Sigmar within 5 working days of receiving notification of the decision on their application. Sigmar will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within 2 working days of receiving notifications of the outcome of the initial review.
- Should the candidate not be satisfied with the outcome of the initial review, it will be referred to the Account Director who acts as the decision arbitrator.
- The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.

Candidates' Obligations

- Candidates should note that canvassing will disqualify and will result in their exclusion from the process.
- Candidates must not:
 - (i) knowingly or recklessly provide false information
 - (ii) canvass any person with or without inducements
 - (iii) interfere with or compromise the process in any way
- a third party must not personate a candidate at any stage of the process
- 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, 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:
 - (i) have the knowledge and ability to discharge the duties of the post concerned
 - (ii) be suitable on the grounds of character
 - (iii) 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
 - a) 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
 - b) 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 Sigmar Recruitment Consultants Ltd, or who do not, when requested, furnish such evidence as Sigmar Recruitment Consultants Ltd. require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Section 8: Data Protection and Confidentiality Statement

Data Protection Acts, 1988 and 2003

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will

be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: Data Protection Co-Ordinator – Managed Services, Sigmar Recruitment Consultants Ltd., 13 Hume St., Dublin 2. Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to 'Sigmar Recruitment Consultants Ltd.'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.