

Information Booklet

Sigmar Recruitment Consultants on behalf of the Sea Fisheries Protection Authority intends to hold a competition for the purpose of recommending a person/s for appointment to the position of:

Sea Fisheries Protection Officer

Grade: Sea Fishery Officer PPC

Location: Greencastle, Co. Donegal

Closing date: 19th May 2021

Sigmar Recruitment Consultants Ltd. is committed to a policy of equal opportunity.

Sigmar Recruitment Consultants Ltd. will run this campaign in compliance with the Codes of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) and which are available on www.cpsa.ie

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Title of Positions:	Sea Fisheries Protection Officers
Grade:	Sea Fishery Officer PPC
Employing Authority:	Sea Fisheries Protection Authority
Location:	Greencastle, Co. Donegal

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. The SFPA also performs a key role in shellfish sampling to support the production of safe shellfish by the Irish shellfish industry. The SFPA has a central role in the enforcement and verification of compliance with Sea-Fisheries 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 for a 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.

INTRODUCTION

The SFPA will hold a competition to establish a panel of suitably qualified candidates to fill Sea Fisheries Protection Officer vacancies which may arise in its office in Greencastle, Co. Donegal.

Role Summary:

A Sea Fishery Protection Officer performs multi-faceted front-line roles related to Sea-Fisheries conservation and Seafood safety. This work requires the regular conduct of direct inspections onboard fishing vessels, at processing establishments and seafood business premises and in other places of fisheries and marine activity. The inspection activities may include the taking of samples of fish, shellfish and fishery products, collection of articles of evidence, taking of formal statements

from individuals, cross-checking and verification of surveillance data or other data such as VMS data, sales note data, logbook data, etc., and the compilation and production of formal statements to be used in the taking of prosecution cases against individuals.

A Sea Fishery Protection Officer is frequently engaged in the collection of fisheries statistics, verification of these statistics and the input of data into a database. The process involves the collection, verification and processing of data on a frequent basis. The work of a Sea Fisheries Protection Officer takes place at the ports around Ireland, at sea and at land based establishments. Travel within the North West region is likely to occur on a frequent basis and travel nationally and internationally less frequently. The working environment is both indoor and outdoor, on land and at sea.

The work of a Sea Fisheries Protection Officer will frequently have to be carried out at atypical and unsocial hours in keeping with the nature of the industry we provide services to. Attendance hours are subject to the provisions of the Working Time Act. The Sea Fisheries Protection Officer based in the port office is frequently the first point of contact with the public on a wide range of fisheries matters.

From 1st January 2021, the United Kingdom is a third country and subject to Illegal, Unregulated and Unreported (IUU) legislation and North East Atlantic Fisheries Commission (NEAFC) requirements.

The Minister for Agriculture, Food and the Marine recently announced his decision to designate five additional Irish ports for UK registered Northern Ireland vessel landings for both IUU and NEAFC purposes.

The five new ports designated are Ros a Mhíl, Howth, Greencastle, Rathmullen and Burtonport and join Killybegs and Castletownbere which continue to be designated for landings from vessels of any third country origin.

As a consequence of the UK departure from the EU and designation of Greencastle, the SFPA plan to establish a permanent port office in Greencastle with a Senior Port Officer and team of Sea Fisheries Protection Officers to support atypical attendance.

This competition is specifically for the creation of a team of Sea Fisheries Protection Officers based in our port office in Greencastle, Co. Donegal.

Key Responsibilities:

- Conducting direct inspections of fishing vessels, processing establishments, seafood business premises and other places of fisheries and marine activity to verify compliance and to detect non-compliance with Sea-Fisheries and Seafood safety legislation.
- Taking appropriate follow-up action following these inspection activities such as writing reports, inputting data into databases of inspection activity, compilation of written statements or attending court to act as a witness for the prosecution.
- Collecting, verifying and inputting fisheries statistics in a timely and accurate manner.
- Collecting samples of shellfish, fishery products and fish to sampling specification at shellfish production sites, fish processing establishments, auction halls and fishing vessels and ensuring the delivery of these samples in a suitable condition to conduct the analysis intended.
- Attending meetings or meeting with individuals to provide technical input on matters related to fisheries conservation, food safety and fisheries statistics or to advise groups or individuals on these matters or matters related to the policy of the Authority.

In addition to the duties outlined above, a Sea Fisheries Protection Officer carries out any other relevant duties which may be assigned to him/her by the Authority Members, or other authorised officer, from time to time.

Essential Entry Requirements:

Candidates, on the closing date for this competition, must hold a minimum qualification of a National Diploma Level 7 in a discipline relevant to the work of the Sea Fisheries Protection Authority, for example qualifications providing competency in marine, fisheries, food or environmental sciences or qualifications related to data management/analytics including IT or Statistics or qualifications related to law, enforcement and associated disciplines.

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

- Excellent Planning and Organisation ability
- Excellent communication and administration skills
- Fluent spoken and written English is absolutely essential
- Strong IT capability
- Full, clean driving licence

It is an absolute requirement that candidates declare any potential conflict of interest at the application stage of the recruitment process. Failure to declare such conflicts of interest which later come to light may result in the candidate being disqualified from the competition or, if the candidate is offered and takes up a role with the SFPA on the basis of misleading information may result in immediate dismissal from the SFPA.

Desirable Requirements:

- Previous experience in a regulatory environment
- Satisfactory knowledge of a second official and working language of the EU
- Experience working with systems/processes

Key competencies for effective performance at Sea Fishery Officer PPC level:

- Team Leadership
- Management and delivery of results
- Analysis and Decision making
- Interpersonal and communication skills
- Specialist knowledge, expertise and self-development
- Drive and commitment to public service values

Citizenship Requirement:

As this is a Permanent position the eligibility to compete for this post is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit only. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Conditions of Service

General:

The appointment is to a Sea Fisheries Protection Officer post on a permanent contract and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, the Sea-Fisheries and Maritime Jurisdiction Act 2006 (No. 8 of 2006) and any other Act for the time being in force relating to the Civil or Public Service.

Pay:

The basic salary for the position (rates effective from 1 October 2020) is the Sea Fisheries Protection Officer PPC scale of €34,083 – € 63,454 per annum (which includes two long service increments).

Sea Fisheries Officer Scale 45:				5	6	7	8	9	10	11	12	13	14	15	16
€34,083.00	€35,861.00	€37,753.00	€39,728.00	€41,694.00	€43,635.00	€45,592.00	€47,546.00	€49,484.00	€51,437.00	€53,378.00	€55,322.00	€57,267.00	€59,209.00	€61,333.00	€63,454.00
													NMAX	LSH	LSH

The starting rate of pay being offered is €34,083 which is the first point of the Sea Fisheries Protection Officer PPC scale. This is a gross rate before statutory or other deductions.

The remuneration shall be deemed to accrue from day to day and be payable by equal two weekly instalments on the agreed day of every two weeks in arrears by bank credit transfer.

The SFPA provides a 24/7 service in line with the industry to which we provide a service. Consequently Sea Fisheries Protection Officers are required to work shift work. Where incumbents work atypical shifts, a roster allowance (the rate of which is determined by the hours worked) is payable.

Important Note:

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

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

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

Tenure:

This is a permanent position. The appointee will be required to serve a 12 month probationary period.

Location:

Following completion of an initial training period the appointee for this role will be based in the SFPA's port office in Greencastle, Co. Donegal. When absent from home and place of employment on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations/public sector regulations.

Training and Formation:

Upon joining the Authority you will be required to undergo a period of training and formation of duration not less than 10 weeks and not more than 12 weeks. This training is to ensure that you develop the necessary knowledge and skills needed to act as a warranted Sea-Fisheries Protection Officer for the regulation of Food Safety and Fisheries Conservation.

Traditionally during the training and formation period you would be required to be based in the Headquarters of the Authority (Clonakilty, Co.Cork) full time where you would be provided with training and instruction on the different aspects of the work of a Sea Fisheries Protection Officer.

The new recruit SFPO training programme will be subject to restrictions in place by the government at that point in time. Therefore this training may take place in Greencastle, Killybegs or one of our other port offices with an element of on line learning so access to good WIFI is essential. Further details will be provided to the successful candidates however applicants should be cognisant of the fact that during the training period there will be periods where they will be away from home.

During your training period, you may also be required to attend different locations around the coast where you will observe and assist in the performance of the routine work of a Sea Fisheries Protection Officer (subject to government Covid restrictions).

Hours of attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 37 hours net per week. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The appointee may be required to work shift work on a 24/7 rota which includes weekend attendance.

Rest Periods:

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Annual Leave:

In addition to the standard 9 public holidays, the annual leave for this position is 25 working days a year rising to 29 after 5 years' service and 30 after 10 years' service.

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.

PRSI

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 SFPA. 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.

Superannuation and Retirement:

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the SFPA at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). 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 and 68) in line with State Pension age changes.
- **Retirement Age:**
Scheme members must retire at the age of 70.

- **Pension Abatement**

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, 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.

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position that is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**

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

a. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

b. 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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

c. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

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.

How to Apply:

All candidates should visit www.sfpajobs.com 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 complete an on line Application Form. As the form cannot be saved as a word document we suggest that candidates prepare all their responses for the competencies in advance of completing and submitting the application form.

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

Closing Date:

Your on line application form must be submitted by 12 noon on 19th May 2021. 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 Selection Process may include the following:

- Submission of electronic application form
- Shortlisting of candidates based on the information contained in their application form
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- 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.

Confidentiality:

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

Security Clearance:

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. If unsuccessful this information will be destroyed by Sigmar Recruitment. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other Important Information:

Sigmar Recruitment Consultants Ltd. will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that Sigmar Recruitment Consultants Ltd. is satisfied that such a person fulfils the requirements 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 for interview. If you do not meet these essential entry requirements but nevertheless attend for interview 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 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

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:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- 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:

- Have the knowledge and ability to discharge the duties of the post concerned

- Be suitable on the grounds of character
- Be medically fit to perform the duties of the Sea Fisheries Protection Officer
- 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.
- Complete satisfactory Garda vetting

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Sigmar Recruitment, or who do not, when requested, furnish such evidence as Sigmar Recruitment require in regard to any matter relevant to their candidature, will have no further claim to consideration.

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 the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request.

Data Protection Acts, 1988, 2003 and 2018

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 and 2018.

To make a request under the Data Protection Acts 1988, 2003 and 2018, please submit your request in writing to: Data Protection Officer, Sigmar Recruitment Consultants Ltd., 13 Hume St., Dublin 2 or email privacy@sigmar.ie

Please 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.

For more information on how we retain and use your personal data, please review our Privacy Statement, which includes instructions on their right to withdraw consent at any point:

<https://www.sigmarrecruitment.com/privacy-statement>.