

## Candidate Handbook

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

### **Executive Manager - Operations**

Grade: Assistant Principal

Closing date: 14<sup>th</sup> December 2022 – 12 noon

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](http://www.cpsa.ie)

Sigmar Recruitment Consultants Ltd.

13 Hume Street, Dublin 2

[www.sigmarrecruitment.com/SFPA](http://www.sigmarrecruitment.com/SFPA)

Telephone: (353) 1 4744675

<b>Title</b>	:	Executive Manager - Operations
<b>Employer</b>	:	Sea Fisheries Protection Authority
<b>Salary</b>	:	€73,236 (entry level)
<b>Level</b>	:	Assistant Principal PPC (Standard Scale)
<b>Location</b>	:	Clonakilty, Co. Cork* ( <i>see page 7</i> )
<b>Closing date</b>	:	14 <sup>th</sup> December 2022 – 12 noon

### 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

### Role Summary:

The Executive Manager, Operations will work as part of the Operations Senior Management team as well as be a member of the SFPA Senior Management Team and will be responsible for the strategic development and management of critical operational delivery areas to support the SFPA in achieving its strategic goals, functional targets and business objectives. The role holder will lead the people in their area of remit and will play a critical role in ensuring strategic initiatives are consistently implemented.

As part of the Operations Senior Management team, the Executive Manager, Operations will be assigned a portfolio of responsibilities, which span providing managerial support to Senior Port Officers in a number of SFPA Port Offices, the management of certain head office units which may include the Investigations Unit or Operations Unit and leading in the operational deployment of a set of national portfolios. Assignments of responsibilities among the Operations Senior Management team may be reviewed and modified based on business needs, distribution of workload among the team and priorities which may arise. In particular, the Operations Senior Management team must work cooperatively to ensure appropriate managerial resource across all ports and relevant national responsibilities, providing periodic temporary cover for each other. Rotation of respective roles among the team may be considered to provide knowledge sharing opportunities within the team.

As a member of the Operations Senior Management team, the Executive Manager, Operations will be responsible for continuously enhancing operational processes to improve efficiencies and productivity, while supporting our mission, vision, and values.

### Key Duties & Responsibilities:

- The Executive Manager, Operations will report to the Senior Executive Manager Enforcement/Regulatory.
- The Executive Manager, Operations will work closely with other APs as part of the Operations Senior Management team to ensure overall national coherency to operational business delivery.
- Lead, develop and empower teams, through strong leadership and clear objective setting, ensuring delivery of organisational objectives.
- Ensure that the operational function of the ports or head-office units, such as the investigation unit, for which they are responsible are aligned with the strategic role within the organisation and be a key contributor to the business strategy for the SFPA. This will involve oversight of and supporting the Senior Port Officers with the development of and implementation of business plans for ports/units under their responsibility, as well as the development of key performance metrics for each area.
- Perform a lead role for SFPA in operational development and deployment of national portfolios\* allocated to their role. In that regard the Executive Manager, Operations will work collaboratively with other members of the Operations Senior Management team to ensure operational deployment and information sharing across all ports.
- Provide expert advice and support to the senior management team and line-management in all issues relating to Port Operations and national portfolios.
- To support the Senior Port Officers with managing the distribution of available front-line resources within the SFPA to meet port operational challenges arising from seasonal peaks in activity and particular requirements arising from operational risk analysis.
- Build strong working relationships with SFPA colleagues at all levels within the organisation ensuring best outcomes from the expertise and experience in both the head office support units and the port offices.
- Nurture strategic relationships and drive collaboration with key stakeholders including government departments, international fisheries organisations, representative bodies etc.
- Develop, communicate and implement policy in key areas affecting the Port Operations including the coordination of changes arising through amendments to European and National sea-fisheries and seafood safety legislation and from modifications arising from ongoing risk analysis.
- Develop & maintain intelligent and regular reporting to the Management Board, through his/her Senior Executive Manager, on all areas of the Port Operations, business units and national portfolios under his/her responsibility.

- Manage financial and staff resources to maximise outputs and ensure compliance with all financial controls and procedures, as it applies to SFPA Operations.
- Facilitate the introduction of quality assurance practices and systems for the SFPA sea-fisheries and seafood safety regulation.

In addition to the duties outlined above, carry out any other relevant duties which may be assigned to him/her by his/her Senior Executive Manager, or other authorised officer, from time to time.

### Essential Entry Requirements:

The successful candidate must have on or before the closing date for the competition:

- A third level qualification (minimum level 7) in a relevant discipline.
- A minimum of 3 years' operational experience in Food Safety Regulatory area and / or Fisheries Control regulatory area.
- A minimum of 3 years' experience in Supervisory Management Role.
- Proven leadership and motivation skills together with the ability to allocate work to team members, set performance standards, evaluate work outputs from the team, foster accountability and address any issues of underperformance arising in relation to staff.
- A strong capacity for strategic and analytical thinking.
- A proven ability to harness appropriate data sources effectively as a key input to management decision processes.
- Ability to form strong and constructive internal and external professional relationships as well as effective communication skills to interact with all levels of the organisation and with both official agencies and industry stakeholders.
- Demonstrate a high degree of proactive work planning, prioritisation and organisational skills.
- Be prepared to carry out business travel to SFPA port offices nationally and business meetings nationally and internationally.
- Demonstrate a strong IT capability with demonstrable experience using the following software packages (Microsoft Word, Excel and PowerPoint).
- Possess excellent communication & presentation skills.
- Proven capabilities to master, manage, and deliver a complex range of initiatives.
- Possess good administrative capabilities, including effective report writing, work programming/planning, budget management and the use of Information Technology as a communications tool.

### In addition to the minimum qualification entry requirement candidates must:

- Be calm in crises, persuasive, resourceful and impartial.
- Uphold the organisation's code of ethics and business conduct.
- Meet the travel requirements of the post.
- Full driving licence valid in the state.
- Be prepared to participate in an on-call rota if identified as a business need.

\*Indicative, non-exhaustive list of some national operational portfolios, some of which may be part of this role, in conjunction with relevant head office business unit including Food & Fisheries Support Unit (FFSU), Data Management Unit (DMU), Trade Compliance & Internal Audit Unit (TCIAU).

- |                                 |                                                     |
|---------------------------------|-----------------------------------------------------|
| • Pelagic operational activity  | • Operational Trade Controls                        |
| • Demersal operational activity | • Operational Liaison external agencies             |
| • Inshore operational activity  | • Inshore patrols                                   |
| • Pelagic pairings              | • Operational coordination ERS & data modifications |

- Weigh approvals
- Sales note operational controls
- Transport Docs operational controls
- Post-transport weighing Control Plan
- Operational coordination VALID follow-up
- Food Safety Operational coordination
- Operational input to SFPA participation in national fora
- Operational input to EFCA NWW fora

**Note:** This job description should be regarded as an outline of the major areas of accountability at Assistant Principal Grade at the present time and will be reviewed and assessed on an ongoing basis. The duties and responsibilities may change as the role evolves.

### Job Revision:

This job description is subject to periodic revision following discussion with the post-holder in order to meet future developments of the Sea Fisheries Protection Authority. It may include any other duties and responsibilities as determined by the Authority.

### Key Competencies for Effective Performance at this level:

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the qualities, skills and knowledge required for the role of Executive Manager Operations as identified in the 'Requirements' above and the Assistant Principal Competencies below:

#### Leadership

- Actively contributes to the development of the strategies and policies of the Department/ Organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- 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

#### Judgement, Analysis & Decision Making

- 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
- Uses judgement to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders

- Takes a firm position on issues s/he considers important

### Management & Delivery of Results

- 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

- 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

### 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 Department/ Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

### Drive & Commitment to Public Service Values

- 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

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.

### Conditions of Service General:

This appointment is to the Assistant Principal grade 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.

### Assistant Principal (PPC) as of 1<sup>st</sup> October 2022

Point of Scale	Salary
1	€73,236
2	€75,933
3	€78,668
4	€81,412
5	€84,151
6 (NMax)	€85,730
LSI 1	€88,495
LSI 2	€91,270

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.

### Important Note:

Circular 08/2019 sets out reformed arrangements applying to starting pay and to how existing public servants are treated when promoted in line with Government pay policy.

Subject to satisfactory performance, increments may be payable in line with current Government Policy. (See Haddington Road Agreement paragraph 2.19 for recent changes).

### Tenure:

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

### Location:

The appointee for this role will be based in SFPA, National Seafood Centre, Clonakilty.

The appointee must be prepared to carry out business travel to SFPA port offices nationally and business meetings nationally and internationally.

\*After an initial period of eighteen months in the post, a change of location to another SFPA Port Office may be considered at the request of the incumbent. This would be dependent on business needs at that time.

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.

### Blended Working:

The Sea Fisheries Protection Authority is committed to embracing opportunities for remote and blended working, to build a more dynamic, agile and responsive Public Service, while sustaining strong standards of performance and high levels of productivity.

As an employer, SFPA operates a blended working policy that facilitates access to remote working options having regard to work-life balance/integration, mental health, and the need for a safe and productive working environment. Availability and patterns of blended working will be based on business needs and the suitability of the role may be subject to change should the business needs dictate. Requests for blended working arrangements will be considered on a case-by case basis.

### Hours of attendance:

Hours of attendance will amount to not less than 35 hrs 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.

### Rest Periods:

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

### Annual Leave:

In addition to the standard public holidays, the annual leave for this position is 30 days per annum. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of public holidays. Leave shall be taken at such time or times as shall be considered most convenient having regard to the requirements of the work of the Authority. The final decision in allocating leave, which you must apply for in advance, rests with the Line Manager and in his/her absence with Senior Management.

### 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.

### Other Benefits of working for SFPA:

We provide a wide range of benefits and initiatives to support employees including:

- Learning and Development Opportunities
- Educational assistance
- Family friendly policies
- Employee Assistance Programme
- Healthy Work-life balance
- Attractive annual leave allowance
- Bike to work scheme
- Seasonal flu vaccine
- Wellness Initiatives
- Dynamic Work Environment

### 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.

### Outside Employment:

The position is whole time, 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 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.

**a) Retirement Age:** will be determined in accordance with the relevant government Departmental circulars.

**b) 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).

### III-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.

### 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:

### 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.

### 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 candidates.

### The Selection Process

#### How to Apply:

All candidates should visit [www.sfpajobs.com](http://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 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 12pm mid-day on 14<sup>th</sup> December 2022**. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact [smullen@sigmar.ie](mailto:smullen@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 Application Form
- Aptitude Testing
- Technical Knowledge or Skills based exercise
- 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 applications, 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 and meet the interview boards qualifying score may be included in the order of merit.

### **Temporary Vacancies**

In the event that temporary vacancies for this post arise during the lifetime of the Order of Merit, the SFPA reserve the right to offer such temporary posts on the basis of the results of this competition. Candidates who accept such a temporary post retain their placing on the Order of Merit and the acceptance of such a temporary appointment in no way interferes with the normal process of appointing candidates to permanent posts that may arise.

### 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 Consultants Ltd.) 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.

- 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 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
- Be passed medically fit to take up the appointment

### 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](mailto:privacy@sigmar.ie)

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>.