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:

Senior ICT Specialist

Grade: Higher Executive Officer

Closing date: 30 March 2023 – 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

Sigmar Recruitment Consultants Ltd.

13 Hume Street, Dublin 2

www.sigmarrecruitment.com/SFPA

Telephone: (353) 1 4744675

Title	:	Senior ICT Specialist
Employer	:	Sea Fisheries Protection Authority
Salary	:	€53,955 (entry level)
Level	:	Higher Executive Officer (Standard Scale)
Location	:	Clonakilty, Co. Cork
Closing date	:	30 March 2023 – 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 SFPA is undergoing a strategic programme of transformation, with a key focus on the roll out of an ICT Strategy, as well as a Data Strategy among other initiatives to modernise the organisation.

The Senior ICT Specialist will help support the delivery and operation of ICT in a more efficient, shared, and integrated manner across the SFPA. S/he will focus on improved sharing and integration of technology infrastructure; continued and improved digitisation of services and the development of appropriate systems to harness data as a regulatory tool.

The SFPA is a technology dependent agency in fulfilling its regulatory mandate. ICT is a vital component in the daily work of the SFPA and ensuring information systems are delivered to agreed service levels is critical to the overall success of the organisation. These corporate and administrative information systems may be hosted on premise, as part of a government shared service or cloud based. Therefore, a key area of responsibility for this role will be to ensure the highest levels of availability and security are maintained across all operational and administrative information systems.

The Senior ICT Specialist role is both technical and business facing. The candidate must demonstrate strong technical skills and expertise (there will be hands-on technical work required) whilst also being capable of managing projects. This role will require an ability to troubleshoot and identify problems across different technologies including computing, storage, networking, physical infrastructure, COTS and open-source solutions, and virtual and cloud computing, including IaaS, PaaS, SaaS.

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.

Key Duties & Responsibilities

- Support the maintenance and enhancement of the portfolio of operational and administrative information systems. Ensuring support for mission critical systems and infrastructure.
- Support the development and delivery of ICT security strategies and the organisation's response to data and cyber security threats in accordance with appropriate regulatory and legislative requirements.
- Administration of Microsoft Active Directory, DNS, DHCP, Print & File Server
- Administration of Windows 10 Laptops and Toughbooks, MDM/MAM, IT Service Desk.
- Support legacy solutions and contribute to their migration to modern tooling and services, including public cloud.
- Proactively engage with a wide variety of stakeholders, from DAFM/OGCIO ICT infrastructure, cyber security, and applications teams to wider operational staff to develop and maintain a technical environment that secure, highly available and fit for purpose.
- Support the team's activity by participating in procurement initiatives to source products and services required.
- Contribute ICT expertise to projects which have an IT component and provide technical input into procurement initiatives run by other teams.
- Actively assist in the management of vendors and contractors, ensuring that they adhere to the principles of the organisation, and carry out their tasks in a manner that is compatible with the policies and procedures of the organisation.
- Actively monitor the performance of vendors, value for money and advise the Executive Manager if corrective actions are required.
- Mentor and actively work to grow the skills and capability of any assigned ICT direct reports. Maximise the contribution any staff assigned, including contracting staff, fostering a positive and dynamic environment.

- Foster the expertise in the ICT Team by engaging in and promoting learning and development opportunities.
- Actively seek new knowledge in the technical domain and seek out an understanding of the business of the SFPA.

Essential Entry Requirements:

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

- Possess a qualification (minimum Level 7 NFQ) in a relevant area, with an ICT component and 3 years directly relevant ICT experience.
- Strong hands-on infrastructure technical skills and experience in an ICT environment.
- Experience in management of network and virtual server infrastructures and associated technical teams.
- Experience of ICT service delivery and a commitment to customer service within an industry standard service delivery framework, e.g., ITIL.
- Experience of O365 environment (OneDrive, Exchange Online, Teams, SharePoint Online), Intune/MDM/MAM, Windows 10 Autopilot.
- Experience in managing projects with a number of stakeholders and complex interdependencies.
- Proven track record in managing contracts and relationships with external suppliers.
- Knowledge and experience of ICT security and Data Protection.
- Experience contributing to Business and Enterprise Architecture design projects.
- Experience contributing to the implementation of IT Governance, risk management and compliance measures.
- Experience of managing the security of sensitive information with a strong awareness of Data Protection obligations.
- Team leadership capability.
- The ability to identify and implement changes to processes, ensuring the most efficient use of organisational resources to deliver improvements in strategic outcomes.

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

- Fluent spoken and written English.
- Full drivers' licence and access to a private vehicle.
- Be prepared to carry out some business travel to offsite meetings and to SFPA port offices nationally.

Desirable requirements

- Relevant Microsoft Certification.
- Experience of industry-standard project management methodologies, specifically PRINCE2/Waterfall/Agile would be advantageous.
- Supervisory management and people management capability would be desirable.
- Relevant IT Certification.

Note: This job description should be regarded as an outline of the major areas of accountability at HEO 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.

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.

Key Competencies for Effective Performance at this Grade

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 Higher Executive Officer as identified in the 'Requirements' above and the Higher Executive Officer Competencies below:

1. Team Leadership

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

2. Judgement, Analysis and Decision Making

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

3. Management and Delivery of Results

- Takes responsibility and is accountable for the delivery of agree objectives
- Successfully managers a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate system/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

4. Interpersonal and Communication Skills

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

5. Drive and Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilient in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensure that customers are at the heart of all services provided
- Upholds high standards of honestly, ethics and integrity

6. Specialist Knowledge, Expertise and Self Development

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

Conditions of Service General

This appointment is to the Higher Executive Officer 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.

Higher Executive Officers (PPC) as of 1st March 2023

Point of Scale	Salary
1	€53,955
2	€55,532
3	€57,106
4	€58,680
5	€60,259
6	€61,831
7 (NMax)	€63,407
LSI 1	€65,682[1]
LSI 2	€67,951[2]

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, Clonakilty. Meetings may take place at locations around Ireland. 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:

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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 minimum 29 days per annum, rising to 30 after 5 years' service, subject to the individual's previous entitlements.

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 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 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

a) The minimum age at which retirement benefits are payable is the same as the age of eligibility for the State Pension, currently 66 years.

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

c) **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.

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 where there is a full list of available positions in the SFPA with the corresponding downloadable information booklet for each position.

To apply, candidates must provide a full CV and Cover Letter and submit their application via the online application portal.

Applications will not be accepted after the closing date.

Closing Date

Your application must be submitted on the online application portal **by 12 mid-day on 30 March 2023.** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact 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 are correct.

Selection Process

The Selection Process may include the following:

- Submission of a CV and Cover letter
- 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 applications 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 your CV and Cover Letter.

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 5 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 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

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.