

**CANDIDATE INFORMATION BOOKLET PLEASE
READ CAREFULLY**

**The Sea Fisheries Protection Authority is an equal opportunities
employer**

**Clerical Officer Opportunities
with
The Sea Fisheries Protection
Authority
www.sfpa.ie**

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: Clerical Officer
Employer: Sea Fisheries Protection Authority
Salary: €24,104 (entry level)
Level: Clerical Officer (Standard Scale)

Locations: Clonakilty, Co. Cork;

Closing time and date: 12 noon on 2nd April 2020

Introduction

The SFPA will hold a competition which will establish a panel of suitably qualified candidates to fill Clerical Officer vacancies which may arise in the Sea Fisheries Protection Authority across a range of business areas within the SFPA in its head office in Clonakilty, Co. Cork.

SFPA Background:

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

Principal Functions of the SFPA:

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

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

This competition will establish a panel of suitable candidates to fill CO posts applying the Civil Service competencies for Clerical Officer positions:

- Teamwork
- Information Management/Processing
- Delivery of Results
- Customer Service & Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values

Key Duties and Essential Responsibilities of the Clerical Officer

The duties of the Clerical Officer involve clerical and administration tasks and may vary depending on the nature of work carried out by the employing business unit.

The main duties and responsibilities of this role include - :

- General clerical duties – typing, filing, photocopying, inputting data, handling/dealing with correspondence, answering/making phone calls etc.
- Processing, auditing and examination of various documentation
- Managing high volumes of data input and validation. Front line communication with the public/customers (internal and external) e.g. responding to queries and providing information in a professional and courteous manner, in person, on the telephone and via e-mail
- Providing secretarial support for meetings and taking minutes when required
- Maintaining complete and accurate files and records, for example, by using the Authority's data system or other filing systems that are in place
- Providing reception cover e.g. operating the switchboard, answering and directing calls, greeting visitors, logging post/cheques etc.
- Supporting supervisors and colleagues as required
- Working as part of a team to deliver high quality services
- Completing routine accounts work
- Complying with any duties that may be assigned from time to time by the Relevant Unit Head or Deputy/Assistant Head of Unit

Note

This job specification is intended as a basic guide to the scope and responsibilities of the position. It is subject to ongoing review and will evolve in line with the constantly evolving practices and functions of the Authority's work.

Essential:

Candidates must, on or before **12 noon 2nd April 2020**, have the following essential requirements:

Eligibility Criteria/Requirements

- Relevant clerical/administration experience
- Ability to work on own initiative
- Proficiency in the use of Microsoft Office and databases
- Strong written and verbal communication skills
- Excellent customer service skills
- Ability to work effectively within a team environment
- Commitment to delivering quality work
- Sound judgement and problem-solving skills

- Willingness to learn and to develop skills, knowledge and expertise
- Administration experience within a compliance, regulatory background would be advantageous to applicants.
- Proficient in both written and spoken English

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 Clerical Officer as identified in the 'Requirements' above and the Authority's Clerical Officer Competencies (see Appendix 1).

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 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 12 noon on 2nd April 2020 exactly. 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 or Shane Mullen (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

Normally the number of applications received for a position exceeds that required to fill the role. While candidates may meet the eligibility criteria of the competition, if the numbers applying for a post are such that it would not be practical to progress all candidates to the next stage of the selection process, the Authority may decide that a certain number only will be progressed to the next stage.

The selection process may include:

- Shortlisting of candidates on the basis of the information provided in the application form to reduce the list of candidates for pre-interview testing or/and interview. The Authority will determine the number of candidates to be progressed through each stage of the selection process. It is therefore in your own interest to provide a detailed and accurate account of how

your skills, qualifications and experience meet the requirements of the post.

- As part of the selection process, candidates will be required to undergo an aptitude test which is made up of a Verbal Interpretation test; Numerical Interpretation test; and Checking Information test. Candidates must achieve a pass rate, as set by the Authority, in order to be progressed to the next stage of the selection process.

The selection process may also include:

- a competitive initial/preliminary interview; and/or
- a competitive final interview(s); and/or
- Candidates will be required to attend testing and/or interview(s) at their own expense. It is not possible to alter the allocated testing and/or interview date(s) or time(s). Candidates who do not attend for testing and/or interview(s) etc., when and where required, will have no claim for further consideration and their candidature will be deemed to be withdrawn
- Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application
- Any candidate who supplies false or misleading information in their application may be disqualified or have their employment terminated
- Sigmar Recruitment will endeavour to keep candidates informed of the progress of their application at the earliest possible date

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Appointment from Panel

Through this competition, the Authority may establish a panel of the successful candidates in order of merit. Any panel created will expire after a period of 24 months from the date of the first appointment from the panel, or when it has been exhausted, whichever is sooner.

The Authority reserve the right to decide that only a certain number will be placed on any such panel. Qualification and placement on a panel is not a guarantee of appointment to a position. Candidates not appointed at the expiry of the panel will have no claim to a position thereafter because of having been on the panel.

Please note that once an offer of appointment has been accepted and/or declined by a candidate, the candidate will no longer remain on the panel and the Authority may select another person for appointment on the results of the selection process. More detailed information will be provided to successful candidates.

General conditions of employment

Pay

Entry will be at the minimum of the Clerical Officer (Standard) Scale, which is €24,104 for persons appointed to certain direct entry grades in the public service on or after 6 April 1995. The salary scale for the position is as follows:

For persons newly appointed to the public service on or after 6 April 1995 (Class A PRSI):

CLERICAL OFFICER (PPC)

€24,104 (€461.96)	€25,681 (€492.18)	€26,083 (€499.85)	€26,864 (€514.83)	€28,017 (€536.93)	€29,167 (€558.99)
€30,319 (€581.05)	€31,157 (€597.11)	€32,105 (€615.29)	€33,209 (€636.43)	€33,986 (€651.32)	€35,078 (€672.24)
€36,162 (€693.04)	€37,855 (€725.48)	€39,186 ¹ (€750.99)	€39,796 ² (€762.68)		

Long service increments may be payable after 3 years (LSI-1) and 6 years (LSI-2) satisfactory service at the maximum of the scale. Increments are normally awarded annually subject to satisfactory performance and sick leave limits; however, payment of increments and or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure

In the event of appointment to a permanent or temporary position with the Authority the appointee must serve a probationary period, which normally will last for twelve months. If at any time during this period it appears that the appointee would not be suitable for final appointment the probation will be terminated.

Hours of attendance

Hours of attendance will amount to not less than 43.25 hours gross (43 hrs and 15 mins) and 37 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.

Annual Leave

The annual leave allowance for the position of Clerical Officer is 22 working days per year, rising to 23 after five years' service and to 24 after ten years' service, 25 days after 12 years' service and 26 after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave, is based on a five day week and is exclusive of the usual public holidays.

Location:

The appointee for this role will be based in the SFPA's Head Office, Clonakilty, Co. Cork. 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.

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.

Note

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

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.

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 impersonate 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 Clerical 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.

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 and 2003

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

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

Appendix 1 - Clerical Officer Competencies

Competency	Typical behavioural indicators
Team Work and Working with others	<ul style="list-style-type: none"> • Shows respect for colleagues and co-workers • Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate • Offers own ideas and perspectives. • Fully understands their own role within the team making every effort to play his/her part.
Information management / Processing	<ul style="list-style-type: none"> • Approaches and delivers all work in a thorough and organised manner • Follows procedures and protocols, understanding their value and the rationale behind them • Keeps high quality records that are easy for others to understand • Draws appropriate conclusions from information • Suggests new ways of doing things better and more efficiently • Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.
Delivery of results	<ul style="list-style-type: none"> • Takes responsibility for work and sees it through to the appropriate next level • Completes work in a timely manner • Adapts quickly to new ways of doing things • Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes • Writes with correct grammar and spelling and draws reasonable conclusions from written instructions • Identifies and appreciates the urgency and importance of different tasks • Demonstrates initiative and flexibility in ensuring work is delivered • Is self-reliant and uses judgment on when to ask manager or colleagues for guidance
Customer Service and Communication skills	<ul style="list-style-type: none"> • Actively listens to others and tries to understand their perspectives/ requirements/ needs • Understands the steps or processes that customers must go through and can clearly explain these • Is respectful, courteous and professional, remaining composed, even in challenging circumstances Can be firm when necessary and communicate with confidence and authority • Communicates clearly and fluently when speaking and in writing

Competency	Typical behavioural indicators
<p>Specialist Knowledge, skills and self-development</p>	<ul style="list-style-type: none"> • Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc. • Clearly understands the role, objectives and targets and how they fit into the work of the unit • Is committed to self-development and continuously seeks to improve personal performance • It is desirable that candidates will also have specialist knowledge and/or experience in one or more of the following business areas including Human Resources, Communications, Finance, Seafood and/or Sea-Fisheries Conservation, General file management, Report writing, IT Systems and Administrative support to meetings and business units
<p>Drive and Commitment to Public Service Values</p>	<ul style="list-style-type: none"> • Consistently strives to perform at a high level and deliver a quality service. • Serve the government and people of Ireland • Is thorough, conscientious, even if work is routine • Is enthusiastic and resilient, persevering in the face of challenges and setbacks • Is personally honest and trustworthy • At times, acts with integrity