



**An Roinn Turasóireachta, Cultúir,  
Ealaíon, Gaeltachta, Spóirt agus Meán**  
Department of Tourism, Culture,  
Arts, Gaeltacht, Sport and Media

## **Candidate Information Booklet**

Open Competition for the position of  
**Citizen Engagement and Participation Manager**  
(5 year Fixed Term Contract)  
(Creative Ireland Programme)  
in the Department of Tourism, Culture, Arts, Gaeltacht, Sport and  
Media

**Closing Date: 3.00pm - 24<sup>th</sup> February 2023**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media is committed to a policy of equal opportunity.

The Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media will run this campaign in compliance with the Codes and Practice of the Commissioners for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

---

**Contact:** HR Unit of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media at [personnel@tcagsm.gov.ie](mailto:personnel@tcagsm.gov.ie)

## **Introduction**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media on behalf of Creative Ireland is seeking to recruit a suitably experienced person for a five year fixed term contract as a Citizen Engagement and Participation Manager.

## **The Department**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's mission is to lead the sustainable development of Tourism and promote participation in the Culture, Arts, Gaeltacht, Sport and Media Sectors, supporting social progress and enhancing cultural and economic growth across Irish society.

Further information on the Department can be found [here](#).

## **Creative Ireland**

The Creative Ireland Programme is an all-of-government initiative committed to enhancing access to, engagement with, and enjoyment of Ireland's culture and creativity. Within the broad range of available definitions, creativity is considered as *a set of innate abilities and learned skills; the capacity of individuals and organisations to transcend accepted ideas and norms and by drawing on imagination to create new ideas that bring additional value to human activity.*

The vision of the Creative Ireland Programme 2023 - 2027 is to mainstream creativity in the life of the nation so that individually and collectively, in our personal lives and in our institutions, we can realise our full creative potential thereby promoting individual, community and national wellbeing.

The Creative Ireland Programme delivers through collaboration and partnership. It promotes understanding of the value of creativity in all its forms – whether through the arts, culture, heritage, and the wider creative industries. There are 5 pillars to the programme each with an extensive area of work:

- Creative Youth
- Creative Communities
- Creative Industries
- Creative Health and Wellbeing
- Creative Climate Action and Sustainability

Broadening participation and engagement and offering the widest possible opportunities for cultural and creative expression lie at the heart of the Creative Ireland Programme.

The approach is one of collaboration at every level. This includes across government departments, within 31 local authorities, with individual artists and the wider cultural, creative and heritage sector, NGOs, civil society and groups representing the most marginalised in our society. From 2023 onwards the programme will have a Shared Island dimension and will be linking with community groups and civil society in Northern Ireland.

Further details about the Creative Ireland Programme can be found at the following links;

<a href="https://www.creativeireland.gov.ie/">https://www.creativeireland.gov.ie/</a>	<a href="https://www.instagram.com/creativeireland/">https://www.instagram.com/creativeireland/</a>
<a href="https://cruinniu.creativeireland.gov.ie/">https://cruinniu.creativeireland.gov.ie/</a>	<a href="https://twitter.com/creativeirl">https://twitter.com/creativeirl</a>
<a href="https://www.facebook.com/CreativeIrl/">https://www.facebook.com/CreativeIrl/</a>	

## **The Role & Responsibilities of the Position**

The role of the *Citizen Engagement and Participation Manager* is to provide support for the delivery of Creative Ireland’s year-round extensive programme of engagement. The post-holder will work with Senior Management and alongside personnel of the Department on a variety of areas including policy formulation, strategic analysis, programme management, project stewardship, budgetary oversight and corporate governance. Applicants are required to:

- Develop a broad engagement strategy for the new Creative Ireland Programme in partnership with the programme unit and wider department; create a compelling narrative to express the positive impacts of creativity across government policies, strategies and associated publications and initiatives.
- Deliver a nationwide programme of engagement for *Cruinniú na nÓg* – Ireland’s national day of free creative activities for children and young people - held every year in June. (More info about Cruinniú [here](#)). The goal is to reach young people and their families and convey the opportunity to participate. This involves coordinating national, regional and local media campaigns and press events, an extensive programme of social media across Facebook, Twitter, Instagram, Tik Tok etc.
- Organise and promote events relating to the different areas of work including conferences with a wide network of stakeholders around specific programme pillars;<sup>1</sup> launches of reports and academic research commissioned by the Programme; presence at major public events such as the National Ploughing Championships, etc. Have responsibility for the management and logistical delivery of events including venue liaison, event notices and collation of printed materials.
- Work with *Culture and Creativity Teams* in every local authority to maximise news of and engagement with, events funded under *Creative Communities*. The aim is to encourage increased participation in community-led creative and cultural activities locally.

---

<sup>1</sup> [Creative Youth Conference](#) and [Creativity, health and wellbeing conference](#)

- Day to day management of the digital channels of Creative Ireland and responsibility for the consistent application of brand guidelines as part of the GIS guidelines.
- Procuring and managing third party supplier relationships and supporting the communications team in the Department as needed.

## **Essential Requirements**

Candidates must have the following requirements:

- Have significant experience (5+ years) working in a role relevant to this position in the independent creative sector. This may involve for example experience from the arts, culture, museums, heritage, libraries, community development, or sustainable economic development.
- Demonstrated ability to communicate clearly, both written and orally, with skills in drafting press releases, blogs for websites, proofreading and compilation of promotional materials.
- Strong record of accomplishment in stakeholder management, interpersonal skills and an ability to work within tight deadlines.
- Strong demonstrable knowledge of communication and engagement tools including integrated marketing and communications strategies, public relations, digital marketing.
- Demonstrable knowledge of relevant national cultural policies.
- An ability to prioritise tasks within a busy calendar and office environment.
- An awareness of the work of the Department and in particular how the mission and vision of the Creative Ireland Programme fits into the wider Irish cultural ecosystem.

**Candidates will also be expected to be able to demonstrate the following competencies for the role of Citizen Engagement and Participation Manager.**

<b>Leadership</b>
<ul style="list-style-type: none"> <li>• Actively contributes to the development of the strategies and policies of the Department /Programme</li> <li>• Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise</li> <li>• Leads and maximises the contribution of the team as a whole</li> <li>• Considers the effectiveness of outcomes in terms wider than own immediate area</li> <li>• Clearly defines objectives/ goals and delegates effectively, encouraging ownership and responsibility for tasks</li> <li>• Develops capability of others through feedback, coaching and creating opportunities for skills development</li> </ul>

<ul style="list-style-type: none"> <li>• Identifies and takes opportunities to exploit new and innovative service delivery channels</li> </ul>
<b>Judgement, Analysis &amp; Decision Making</b>
<ul style="list-style-type: none"> <li>• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue</li> <li>• Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)</li> <li>• Integrates diverse strands of information, identifying inter-relationships and linkages</li> <li>• Uses judgement to make clear, timely and well-grounded decisions on important issues</li> <li>• Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders</li> <li>• Takes a firm position on issues s/he considers important</li> </ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"> <li>• Takes responsibility for challenging tasks and delivers on time and to a high standard</li> <li>• Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances</li> <li>• Ensures quality and efficient customer service is central to the work of the division</li> <li>• Looks critically at issues to see how things can be done better</li> <li>• Is open to new ideas initiatives and creative solutions to problems</li> <li>• Ensures controls and performance measures are in place to deliver efficient and high value services</li> <li>• Effectively manages multiple projects</li> </ul>
<b>Interpersonal &amp; Communication Skills</b>
<ul style="list-style-type: none"> <li>• Presents information in a confident, logical and convincing manner, verbally and in writing</li> <li>• Encourages open and constructive discussions around work issues</li> <li>• Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors</li> <li>• Maintains poise and control when working to influence others</li> <li>• Instills a strong focus on Customer Service in his/her area</li> <li>• Develops and maintains a network of contacts to facilitate problem solving or information sharing</li> <li>• Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system</li> </ul>
<b>Drive &amp; Commitment to Public Service Values</b>
<ul style="list-style-type: none"> <li>• Is self-motivated and shows a desire to continuously perform at a high level</li> <li>• Is personally honest and trustworthy and can be relied upon</li> <li>• Ensures the citizen is at the heart of all services provided Through leading by example, fosters the highest standards of ethics and integrity</li> </ul>

### **Specialist Knowledge Expertise & 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
- 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

## **Eligibility to Compete**

### **Health**

A candidate for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Character**

A candidate for, and any person holding the office, must be of good character.

### **Citizenship Requirements**

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

**To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.**

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure

and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

**Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

**Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

**Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme.

These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

**Declaration:**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment

or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## **Principal Conditions of Service**

### **General**

The appointment is to a temporary position in the Civil Service and is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Civil Service.

### **Pay**

The PPC (Personal Pension Contribution) salary for this position with effect from **1st October 2022** is as follows:

€77,144.00    €79,534.00    €81,963.00    €84,383.00    €86,803.00

€89,682.00(NMAX)    €92,959.00 (LSI1)    €96,238.00 (LSI2)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

### **Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant.

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

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



## **Tenure and Probation**

Appointment to the position is on a temporary fixed-term contract for a period of up to 5 years from the date of appointment. The successful candidate will be required to undergo a probationary period of 12 months.

The appointment is subject to termination at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2005. In the case of serious misconduct, the employment may be terminated at any time without notice and without penalty.

The appointment, which is strictly temporary, carries with it no entitlement to permanent status (by way of limited competition or otherwise)

## **Unfair Dismissals Acts 1977-2015**

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

## **The Organisation of Working Time Act 1997**

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment

## **Headquarters/Location**

The post is based in The Department of Tourism, Culture, Arts, Gaeltacht, Sport, and Media, 8-11 Lombard Street, Dublin 2. You will be required to travel from time to time in performance of your duties.

## **Hours of Attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 35 hours net per week. The successful candidate 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. Due to the nature of the role, you are expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available.

## **Annual Leave**

The annual leave allowance for the position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

## **Outside Employment**

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or comprises his/her integrity.

## **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.

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 employing Department. 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 Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

## **Pension Abatement**

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not**

**envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

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

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

**Appointment post III-health retirement from Civil Service**

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

- 1.If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.

2.If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.

3.The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

#### Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.

2.If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

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

#### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

#### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note:** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

#### **Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity:**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of

Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

**Civil Service Code of Standards and Behaviour:**

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

**Ethics in Public Office Acts:**

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

**Prior Approval of Publications:**

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

**Political Activity:**

During the term of employment the officer will be subject to the rules governing public servants and politics.

**Please note:**

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. which in the Department is operated on a blended basis. The Department's Blended Working Policy will operate a work pattern of 40% office and 60% home based working, normally worked on a pattern of 2 days per week in the office. There will be a requirement for employees to attend on additional days as and when required for specific business needs.

Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

**Important Notice**

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

**The foregoing 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.**

## **COMPETITION PROCESS**

The Department of Tourism, Culture, Art, Gaeltacht, Sport and Media is recruiting for this position under its Recruitment Licence issued by the Commission for Public Service Appointments (CPSA) and in accordance with the CPSA's Code of Practice.

### **How to Apply:**

Applicants should submit a completed application form by email to

[personnel@tcagsm.gov.ie](mailto:personnel@tcagsm.gov.ie)

by **Closing Date: 3.00pm Friday 24<sup>th</sup> February 2023**

### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

No applications will be accepted after the closing date for this competition. The onus is on applicants to ensure applications are submitted by the closing date.

The application form is available on Creative Ireland's website and the Department's website at the following links:

<https://www.creativeireland.gov.ie/>

<https://www.gov.ie/en/organisation-information/02066-career-opportunities-in-the-department-of-tourism-culture-arts-gaeltacht-sport-and-media/>

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

### **Please note:**

Only applications submitted on the official application form will be considered. All applications will be acknowledged.

The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media is satisfied that such a person fulfils the requirements.

Interviews will be held either remotely or in person. Candidates must make themselves available, if invited for interview, on the date(s) specified and ensure that the contact details provided are correct.

## **Selection Process**

The selection process may include the shortlisting of candidates on the basis of their application form followed by an interview.

### **Shortlisting**

A shortlisting process will involve an expert panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position.

### **Interview**

Candidates who are shortlisted will be called for interview by an expert panel.

The interviews will be held in person and candidates will be notified of interview arrangements at the earliest opportunity. The interview may include a presentation by the candidate.

The interview will focus on how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date.

The onus will be on candidates to make themselves available for interview as advised.

### **Panel**

A panel may be established from which appointments may be made. Candidates will be advised of the outcome of the competition as soon as possible after the interview process. Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter as a result of having been on the panel.

### **Review**

Procedures in relation to the Selection Process- The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will consider requests for reviews in accordance with the provision 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/>

### **Deeming of Candidature to be withdrawn**

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the Department requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

## **Candidate Feedback**

Written feedback will be provided to candidates on written request.

## **Confidentiality**

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 and 2003 and the provisions of the EU General Data Protection.

## **Health and Character**

A candidate's suitability in terms of health and character will be ascertained at the time of offer of the post and any appointment will be subject to satisfactory health and character. The Department will request character references prior to making an appointment, normally from previous employers. The Department reserves the right to refer a candidate to the occupational health service of the civil service prior to making a final offer of employment.

## **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 the applicant resided.

## **Qualifications**

Candidates will be required to provide evidence of their qualifications if required for this competition.

## **Other Important Information**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will not be responsible for refunding any expenses incurred by candidates applying for the position. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending 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, the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media 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 not can it be deemed or inferred that such a determination have been made. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Department may, at its discretion,



select and recommend another person for appointment on the results of this selection process.

### **Candidates' Obligations**

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

Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person, with or without inducements
- impersonate a candidate at any stage of the process
- interfere with or compromise the process in any way.

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 and/or imprisonment. Furthermore, if the person found guilty of an offence was or is a candidate in a recruitment process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate
- where they have been appointed subsequent to the recruitment process in question, they shall forfeit that appointment.
- 

### **Special Accommodation**

If you require any special accommodations in relation to any aspect of this competition, please notify the HR Unit of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media at [personnel@tcagsm.gov.ie](mailto:personnel@tcagsm.gov.ie)