



**CANDIDATE INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

**Open Competition for Appointment to the Role of**

**Research Officer**

**in the**

**Department of Agriculture, Food and the Marine**

The Department of Agriculture, Food and the Marine is committed to a policy of equal opportunity.

This competition will be run in compliance with the Codes of Practice prepared by the Commission for Public Service Appointments (CPSA). Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie).

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**Candidate Information Booklet**

## Contents

Section 1: Overview of the Department .....	3
Section 2: Job Specification .....	4
Section 3: Person Specification .....	6
Section 4: Application and Selection Process .....	7
Section 5: Eligibility to Compete .....	8
Section 6: Principal Conditions of Service .....	9
Section 7: Important Information .....	13

**Research Officer**  
in the  
**Department of Agriculture, Food and the Marine**

## **Section 1: Overview of the Department**

Agriculture is Ireland's oldest and largest industry and in recent years has been transformed into a driver of our national economy and a world leader in the production of high quality foods using sustainable and environmentally sensitive farming methods. While agriculture retains its roots in local communities, it has developed a global network where we provide safe and high quality food to consumers in at least 175 countries around the world. The Department of Agriculture, Food and the Marine (DAFM) is at the forefront of these exciting developments as it implements its mission to lead the sustainable development of the agri-food and marine sector and to optimise its contribution to national economic development and the natural environment.

The agri-food sector encompasses all primary agriculture, forestry and the food processing industry, including seafood. Our marine remit relates to fisheries, aquaculture, fishery harbours, marine research, engineering and leisure.

### **Department's Goals**

The Department's mission is encapsulated in the following four goals:-

- 1. Agri-Food and Fisheries Policy, Development and Trade**  
Progressing, in collaboration with relevant sectors and State Bodies, the further development of the agri-food and marine sector including the achievement of FoodWise 2025 targets.
- 2. Food Safety, Animal Health and Welfare and Plant Health**  
Maintaining the highest standards of food safety, consumer protection, animal health and welfare and plant health.
- 3. Rural Economy, Marine and Environment**  
Promoting economically viable, socially and environmentally sustainable farming, fishing and forestry.
- 4. Effective Delivery of Schemes and Services**  
Further enhance our human and technological capabilities to provide effective and responsive services for all clients, and to also deliver public service reform.

The Department's central laboratory complex at Backweston comprises a suite of modern state-of-the-art laboratories including post mortem facilities and bio-containment facilities for work on specific high risk pathogens. Regional Veterinary Laboratories are relatively small-scale, multidisciplinary diagnostic centres focused on disease investigation and surveillance.

## Section 2: Job Specification

The laboratories of the Department of Agriculture, Food and the Marine (DAFM) currently comprise of seven laboratory divisions (Bacteriology; Dairy Science Laboratories; Pathology; Pesticides, Plant Health and Seed Testing; Regional Veterinary Laboratories (RVLs); Veterinary Public Health Regulatory Laboratory (VPHRL); Virology) located within a central laboratory complex at Backweston and at other sites around the country. Research Officers may be assigned to work in one of the central laboratory divisions (Bacteriology, Pathology, Virology or the VPHRL) or in one of the RVLs. The Laboratories support the Department in implementing official controls in respect of animal health, plant health, food safety and the safety of animal feed. The Laboratories also provide for the diagnosis and investigation of diseases of farmed animals. This enables the surveillance and monitoring of the patterns and frequencies of endemic diseases (including zoonotic diseases) and the early recognition of new/emerging and exotic diseases. The Laboratories undertake applied research and development work in support of DAFM's animal health and public health policies.

Research Officers may be assigned to a diagnostic and investigative role (typically working within an RVL) where the officer will be required to have a working knowledge of a range of laboratory-based diagnostic disciplines and to become competent in the post mortem examination of farmed animals and in follow-up on-farm investigation of disease problems. Alternatively, and typically within central laboratory divisions, Research Officers may be required to focus on a more specific laboratory-based discipline (e.g. anatomical pathology, bacteriology, virology, etc.) or sector (e.g. pigs, poultry, equidae, etc.), developing in-depth expertise and providing technical advice and support to RVL colleagues and other DAFM Divisions.

This competition provides for the establishment of three panels, the first reflecting the requirements of a diagnostic and investigative role and two more specialised panels reflecting the requirement to recruit persons with pre-existing expertise in veterinary bacteriology/parasitology/virology and anatomical pathology, respectively.

Research Officer Panel 1:	Diagnostic and Investigative Activities
Research Officer Panel 2:	Bacteriology, Parasitology and Virology
Research Officer Panel 3:	Anatomical Pathology

All candidates who apply for this competition will be considered for inclusion in the Research Officer Panel 1 (Diagnostic and Investigative Activities) but candidates must clearly indicate on their application form if they wish to be considered for inclusion in either or both of the other two panels. All applicants must ensure that they meet the specific requirements for those panels as laid out below. Each panel will remain in place for a period of two years from the date of first appointment.

In cases where a candidate applies to participate in two or more streams of the competition, the one selection process will be used to assess suitability for all streams but the candidate will be assessed separately for each stream.

In the event that a candidate achieves a place on two or more panels, he/she will be offered one or more appointments as vacancies arise until such time as the candidate is appointed or until the various panels expire. Candidates who refuse an offer of appointment to a specific panel and location will retain their placing on that panel but forfeit their right to be offered an appointment to that location under that panel .

**Note:** Successful candidates who are appointed to an RVL post will have a minimum period of three months placement in Backweston during the first 12-18 months of service for the purposes of training and induction. Travel and subsistence will be paid at conference rate for this training period.

## Principal Tasks:

- (i) Applicable to **all Research Officers**
  - Provide veterinary interpretation and timely reporting of laboratory findings and test results and where indicated, appropriate follow-up
  - Provide expert technical advice to DAFM colleagues, veterinary practitioners and industry groups
  - Engage in applied research and development
  - Present and report laboratory and research findings (in periodic reports, in the farming and veterinary press, at scientific meetings and in the peer-reviewed scientific literature)
  
- (ii) Applicable to Research Officers engaged in diagnostic and investigative duties (**Research Officer Panel 1**)
  - Carry out post mortem examinations on farmed animals
  - Interpret and report a broad range of clinical pathology test results
  - Provide advisory support to veterinary practitioners
  - Undertake field investigation of disease problems as appropriate – e.g. suspected cases of exotic or emerging disease
  
- (iii) Applicable to Research Officers engaged in providing specialised diagnostic support in the disciplines of bacteriology, parasitology and virology (**Research Officer Panel 2**)
  - Focus on specific infections and diseases (pathogen and/or sector-specific)
  - Develop and oversee specialised testing processes for the diagnosis of specific infectious diseases, provide diagnostic support to colleagues engaged in general diagnostic work
  - Advise on laboratory aspects of veterinary public health and food safety
  - Contribute to National Reference Laboratory functions
  - Develop and maintain collaborative links with EU reference laboratories and peers
  
- (iv) Applicable to Research Officers engaged in providing specialised diagnostic support in the discipline of anatomical pathology (**Research Officer Panel 3**)
  - Develop and maintain competence in post mortem examination and sector-specific diseases based on access to primary caseload (pigs, poultry, etc.)
  - Develop and maintain competence in histopathology – based on providing diagnostic support to colleagues engaged in general diagnostic work (histopathology referrals) and regular case reviews with other veterinary pathologists
  - Contribute to National Reference Laboratory functions where applicable
  - Develop and maintain collaborative links with external peers

## Section 3: Person Specification

### Essential Requirements

- A recognised Veterinary Degree (MVB or equivalent) such that the candidate is registered, or is eligible for registration, as a Veterinary Practitioner with the Veterinary Council of Ireland. Candidates must be registered prior to any offer of appointment
- A current valid driving licence **and/or** access to a car/transport (which shall not be a hired vehicle)
- Excellent team working qualities and communication skills
- Reasonable proficiency in spoken and written English
- Post-graduate work experience as follows:
  - (i) Research Officer Panel 1 – Minimum of 2 years' post-graduate experience in farm animal veterinary clinical practice relevant to this position
  - (ii) Research Officer Panel 2 – Minimum of 2 years' post-graduate experience in a laboratory or research environment engaged in one of the following disciplines – bacteriology, biology, parasitology, virology, molecular biology and/or bioinformatics
  - (iii) Research Officer Panel 3 – Minimum of 2 years' post-graduate training in anatomical pathology

### Desirable Requirements

- Applicable to all panels -
  - (i) Board certification or other post-graduate qualification in a relevant clinical, epidemiological or laboratory-based diagnostic discipline.
  - (ii) Post-graduate qualification in a veterinary science or an allied discipline (e.g. Master's Degree/PhD).
  - (iii) Track record of publications in the peer-reviewed veterinary or scientific literature.
- Applicable to Research Officer Panel 1 – post-graduate experience in a laboratory or research environment.
- Applicable to Research Officer Panels 2 and 3 – post-graduate experience in farm animal veterinary clinical practice relevant to this position.

**Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore candidates should satisfy themselves that they meet the eligibility criteria for this competition.**

## Section 4: Application and Selection Process

### How to Apply

Application forms may be downloaded from

<https://www.agriculture.gov.ie/customerservice/customerservices/careers/currentcompetitions/>

- All sections of the form must be fully completed.
- **One hard copy of your application form must be submitted.**

### Closing Date

Your application must be submitted no later than **4pm on Thursday 2nd February 2017** to;

Mr Karl Brogan  
Competitions & Recruitment Section  
Department of Agriculture, Food and the Marine  
Eir Building  
Old Knockmay Road  
Portlaoise  
Co Laois

Applications will not be accepted after this date.

### Selection Process

The methods used to select candidates for this post may include some or all of the following:

- completion of online Assessment Questionnaire(s)
- online and/or paper-based assessment test(s)
- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- presentation or other exercises
- a final competitive interview which may include a presentation and/or additional assessment exercise(s)
- any other tests or exercises that may be deemed appropriate

Candidates should make themselves available on the date(s) specified by the Department of Agriculture, Food and the Marine and ensure that the contact details specified on the application form are correct.

The Department of Agriculture, Food and the Marine will not be responsible for refunding any expenses incurred by candidates.

**NOTE: Candidates should note that where a short listing exercise based on the information supplied in the application form is applied, a board will examine application forms and assess them against pre-determined criteria based on the requirements of the position as outlined in this circular. It is therefore in candidates' interest to provide a detailed and accurate account of their experiences relevant to this post in the application form.**

Candidates must produce satisfactory documentary evidence of all relevant qualifications and experience claimed by them, if required.

## Section 5: Eligibility to Compete

### Citizenship Requirement

Candidates should note that eligibility to compete is restricted to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Under EU agreements Swiss citizens may also apply.

### Collective Agreement - Redundancy Payments to Public Servants (Department of Finance letter to Personnel Officers dated 28 June 2012)

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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Ministers consent will have to be secured prior to employment by any public service body.

### 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 debarred from applying 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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

### 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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. 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.

### Maximum Recruitment Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

## Section 6: Principal Conditions of Service

The appointment is to an established post in the Civil Service and is subject to the Civil Service Regulations Act 1956 to 2005, the Public Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Personal Pension Contribution (PPC) Pay Scale will apply where the appointee is an existing civil public servant appointed on or after 6<sup>th</sup> April 1995 or is newly recruited to the Civil Service and is required to make a personal pension contribution.

### Salary scale

The salary scale for this is as follows:

€54,500, €58,361, €60,555, €62,944, €65,000, €65,403, €67,732, €70,059, €72,386, €74,712, €77,002, €79,266, €83,784 Max, €86,318 LSI1, €88,841 LSI2

Long Service Increment (LSI1) may be payable following 3 years satisfactory service at the maximum

Long Service Increment (LSI2) may be payable following 6 years satisfactory service at the maximum

Candidates should note that entry will be at the minimum of the salary scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subject to satisfactory performance, in line with the Haddington Road Agreement. Details of the Haddington Road Agreement are available on the Department of Public Expenditure and Reform website at <http://www.per.gov.ie>

### Important Note:

Different pay and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Department of Agriculture, Food and the Marine. Statutory deductions from salary will be made as appropriate.

An officer appointed to the post of Research Officer will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991. In accordance with that Act, the Authority will advise the officer in writing of the amount and details of such overpayment and give at least one week's notice of the deduction to take place and will deduct the overpayment, at an amount that is fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

### Tenure and Probation

A successful candidate who is appointed to the post will be required to give a written undertaking that he/she will remain in the assigned post for a minimum of two years before being eligible for transfer. However, in certain circumstances the business needs of the Department may dictate that an officer be transferred earlier.

The appointment is to an established position as Research Officer and will be subject to a probationary period. The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the officer by the Department of Agriculture, Food and the Marine on commencement of employment.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances the contract may be extended and the probationary period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave

In relation to absence on Parental Leave or Carers Leave, the Department of Agriculture, Food and the Marine

- may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may in these circumstances make an application to the Department of Agriculture, Food and the Marine for an extension to the contract period.

A successful candidate who is appointed to the post will be required to give a written undertaking that he/she will remain in the assigned post for a minimum of two years from the date of appointment before being eligible for transfer. However, in certain circumstances the business needs of the Department may dictate that an officer be transferred earlier.

#### **Unfair Dismissals Acts 1977-2005**

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed

#### **Duties**

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role in the Department of Agriculture, Food and the Marine.

#### **Headquarters**

The employee's headquarters will be such as may be designated from time to time by the Department of Agriculture, Food and the Marine. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

#### **Hours of attendance**

Hours of attendance will be as fixed from time to time. At present they amount to 43.25 hours gross per week (37 hours net).

#### **Annual Leave**

The annual leave allowance will be 27 days per annum, rising to 30 days after 5 years service. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

## **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.

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

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

## **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 paying the 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 direct to the Department of Agriculture, Food and the Marine. Payment of salary 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**

Successful candidates 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, 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 section titled "Prior Public Servants" 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 Scheme's minimum pension age will be linked to the State Pension age (66 years initially, rising to 67 in 2021 and 68 in 2028).

### **Retirement Age**

Single Public Service Pension Scheme members must retire at the age of 70.

### **Pension Abatement**

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 who 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.**

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) , the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government (Circular letter LG(P) 06/2013) 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.

### **Ill-Health Retirement**

For an individual who 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 superannuation scheme for established civil servants. In this event the "New Entrant" status under the 2004 Superannuation Act must be defined. The abatement as detailed in section titled "Pension Abatement" above would apply, and in addition there are implications in respect of pension accrual as outlined below.

### **Pension-Accrual**

Appointees who were previously employed in the Civil Service or in the Public Service should note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 became law on 28 July 2012. Since that date the Act imposes a 40-year limit on the total service which can be counted towards pension where a person has been a member of more than one existing public service pension scheme.

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 Measures in the Public Interest Act 2009. For further information on pension scheme for Established State Employees please see the following website: <http://www.cspensions.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 Acts 1997 and 2003. The officer will agree not to disclose to 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.

### **Important Notice**

The foregoing represents the principal conditions of service and is not intended to be a 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.

## Section 7: Important Information

### Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

### Clearance Procedure

Candidates who come under consideration for appointment to the Department of Agriculture, Food and the Marine will be required to undergo a clearance procedure that will include, but is not restricted to, security checks by An Garda Síochána on all addresses in the Republic of Ireland and Northern Ireland at which the candidate resided, verification of identity, qualifications, experience, and medical status, and the provision of references. In addition the Department may make any other queries deemed necessary to establish the candidate's suitability for the post. 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.

### Other important information

The Department of Agriculture, Food and the Marine will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Department of Agriculture, Food and the Marine is 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. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Department may, at its discretion, select another person for appointment on the results of this selection process.

### Candidates' Rights - Review Procedures in relation to the Selection Process

The selection process for this competition is being carried out in accordance with the principles set out in the Code of Practice for Appointment to Positions in the Civil Service and Public Service. This Code of Practice can be accessed through the Commission for Public Service Appointments website at [www.cpsa.ie](http://www.cpsa.ie).

Information regarding review procedures is set out in Sections 7 and 8 of the above Code of Practice (two distinct procedures and mutually exclusive).

- **Section 7** review procedures apply in cases where a candidate is unhappy with an action or decision in relation to his/her candidature (but does not believe there was a breach of the Code of Practice).
- **Section 8** review procedures apply where a candidate believes that an aspect of the process breached the CPSA's Code of Practice.

### Requests for Review

Before submitting a request for review, candidates should determine which procedure is appropriate to their circumstances, i.e. Section 7 or Section 8. The candidate must submit their request in writing to the Office Holder, ie the Secretary General, Department of Agriculture, Food and the Marine, 5 East, Agriculture House, Kildare Street, Dublin 2 clearly setting out the grounds for review and specifying the relevant Section of the Code.

Timelines for review requests are as follows

SECTION 7 Review	SECTION 8 Review
<p><b>Interim stage of competition</b>  <i>Request for Informal Review</i> – 2 working days after receipt of decision</p> <p><i>Request for Formal Review</i> – 4 working days after receipt of decision</p> <p><b>Final stage of competition</b>  <i>Request for Informal Review</i> – 5 working days after receipt of decision</p> <p><i>Request for Formal Review</i> – 10 working days after receipt of decision <u>or</u> 2 working days after notification of informal review</p> <p><i>Request for Decision Arbitrator</i> – 7 working days after notification of review report</p>	<p><b>Interim and Final stages of competition</b>  <i>Request for Informal Review</i> – 5 working days after receipt of decision</p> <p><i>Request for Formal Review</i> – 2 working days after notification of decision arising from informal review or without delay where candidate does not avail of informal Review</p> <p><i>CPSA</i> – 10 working days after receipt of decision arising from office holder’s review</p>

**Candidates' Obligations**

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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.

**Deeming of candidature to be withdrawn**

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

**Data Protection Acts, 1988 and 2003**

When a candidate application form is received, Competition & Recruitment section of the Department creates a record in the candidate's name which contains much of the personal information the candidate has supplied. This personal record is used solely for the purpose of processing the candidate's candidature. Should the candidate be successful certain information will be retained by the Department's HR division. 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: The Data Protection Co-Ordinator, Department of Agriculture, Food and the Marine, ensuring 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 the 'Department of Agriculture, Food and the Marine'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.